

**Sea Girt Library
Board of Trustees Regular Meeting Minutes
January 5, 2022**

Announcement of Compliance with Open Public Meetings Law:

This meeting is called pursuant to the provisions of the Open Public Meetings Law, c.231, P.L. 1975. Notice of this meeting has been sent to the Borough's two official newspapers, The Asbury Park Press and The Coast Star, as required by law. Notice of this meeting was also posted on the Library's website and in Sea Girt Borough Hall. Official action may be taken at this meeting.

Call to Order:

Ms. Blasi called the meeting to order at 5:33 PM

Trustees in attendance: Sue Blasi, Trish Connor, Don Fetzer, Jim Mulvihill and Devon Smith, Jean Mc Fadden on Zoom. Rick Papera was absent

A quorum was present.

Library staff in attendance:

Lisa Luke

Approval of Minutes. Ms. Blasi asked if there were any additions or corrections to the December 1, 2021 Meeting Minutes; there were none. Ms. Smith made the motion to approve the minutes; Mr. Mulvihill seconded the motion. The minutes were approved by unanimous vote.

Reports.

Director's Report. Ms. Luke was delighted to report that the Library has exceeded 1,000 card holders. At the start of 2021 the number of card holders was 869; at year end it was 1,006. Circulation and electronic downloads were up in December. The Children's programs - Story Walk, Santa visit, book illustrator visit and letters to Santa - were well attended.

Looking forward to 2022, Ms. Luke announced the Library's 30th anniversary will be celebrated in May. Also in the works is a Pandemic book with editorial contributions from community members.

Ms. Luke said that she would have 2021 data for the February meeting.

Treasurer's Report. Ms. McFadden presented the year end report. The Library spent \$204,890.74 of the \$818,728.73 appropriation leaving a balance of \$613,837.99. Mr. Mulvihill asked if bills received and paid in January for goods and services ordered/supplied in 2021 would alter the year end numbers. Ms. McFadden said that they would not; invoices received in 2022 would be part of the 2022 budget.

The Trustees were provided with a copy of the 2022 Budget. Ms. Blasi asked for a breakdown of the line items. Discussion followed regarding the Item labeled Library Capital. Ms. Connor believed a transfer to a Capital account required a Capital Plan and formal resolution authorizing the transfer. Funds so authorized must be used for capital purposes only. The question was whether this Library Capital line item was meant to be a cushion to cover unforeseen expenses. Mayor Fetzer and Ms. Mc Fadden said they would research the issue.

Approval of Bill Pay List. Ms. McFadden presented the December bill pay list totaling \$57,899.56. The figure included an annual services payment to the Borough in the amount of \$39,067.12, Attorney Fee of \$1,628.00 and annual payment for EBSCO subscription of \$3,970. Ms. Blasi asked for a

motion to approve payment of the December bills. Mr. Mulvihill made the motion, Ms. Smith provided the second. The motion was passed by unanimous vote.

President's Report. Ms. Blasi asked that trustees notify either Ms. Luke or Ms. Blasi if we are unable to attend a meeting, if we are going to be late or have to leave early. This is to insure that we have a quorum to conduct business. She asked that a trustee attend the monthly Zoom Trustee Check-Ins conducted by NJLTA and report back to the Board. Ms. Connor offered to attend the January 20 meeting.

Committee Reports: Ms. Blasi asked that each committee plan to meet several times throughout the year.

Building and Grounds - No report

Bylaws - Ms. Connor reported that the Bylaws would be completed and ready for adoption at the February meeting

Finance - No report.

Personnel - Ms. Blasi said the committee would be meeting to review Ms. Peterson's hours and wages.

Nominating - No report.

Strategic Planning - Ms. Connor reported that she, Ms. Luke and Ms. Blasi met with Julia Prince of the Ivy Group via Zoom. This is the firm used by Spring Lake Library. Ms. Prince explained the process her firm uses to produce a Strategic Plan. The process usually takes 3-6 months and she estimated a fee of \$15,000 - \$18,000. She anticipated having a proposal for us by mid February. Ms. Luke and the trustees were all favorably impressed.

Ms. Luke was contacted by another firm, Crossroads, and has arranged a Zoom conference for January 6; Trustees Connor, McFadden and Smith will join Ms. Luke.

Another firm, ProLibra, used by the Chatham Library, said they were busy and to check back in February.

Old Business.

Schroeder Trust - The Approval of Informal Account, Consent and Indemnification was reviewed by our attorney, Ted Del Guercio; his review and a copy of the Consent were distributed to the Trustees prior to the meeting. Ms. Blasi asked if there was any discussion; there was none. Ms. Blasi asked for a motion to approve signing and returning the Consent. A motion was made by Ms. Connor and seconded by Mr. Mulvihill. Ms. Blasi asked Ms. Connor to record the roll call vote.

Recorded Vote:	AYES	NAYS	ABSENT	ABSTAIN
Susan Blasi	X			
Trish Connor	X			
Mayor Don Fetzer	X			
Jean McFadden	X			
Jim Mulvihill	X			
Superintendent Rick Papera			X	
Devon Smith	X			

The motion passed.

Shared Services Agreement - Ms. Luke will make suggested changes to the draft prepared by Counsel and send it to Mr. Gant for review and comments.

New Business.

Capital Plan - Ms. Connor said she would contact Bob Keith at NJLTA for guidance on the requirements of a Capital Plan.

Library Website - Ms. Blasi proposed that the Library develop its own website. She asked for another trustee to help Ms. Luke and Ms. Blasi with this project; Ms. Smith volunteered. Ms. Blasi asked for a motion to form a Website Committee consisting of Trustees Blasi and Smith. Ms. Smith made the motion, Mr. Mulvihill seconded; the motion was approved by unanimous consent.

Public Comment. None

Adjournment.

Ms. Blasi asked for a motion to adjourn the meeting. Mayor Fetzer so moved; Ms. Connor seconded the motion. After a unanimous vote, the meeting was adjourned at 6:40 p.m.

Respectfully submitted,
Trish Connor