

**Sea Girt Library  
Board of Trustees Regular Meeting Minutes  
April 6, 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 5:07 PM

**Trustees in attendance:** Sue Blasi, Trish Connor, Don Fetzer, Jean McFadden, Jim Mulvihill, and Devon Smith; Rick Papera attended on Zoom.

A quorum was present.

**Library staff in attendance:**

Lisa Luke and Patty Peterson

**Approval of Regular Meeting Minutes**

Ms. Blasi asked if there were any additions or corrections to the March 2, 2022 Regular Meeting Minutes which were previously distributed to the Board; there were none. Ms. Blasi asked for a motion to approve the minutes. Ms. Connor made the motion to approve the minutes; Mr Mulvihill seconded the motion. The minutes were approved by unanimous vote.

**Approval of Executive Session Minutes**

Ms. Blasi asked if there were any additions or corrections to the March 2, 2022 Executive Session Minutes which were previously distributed to the Board; there were none. Ms. Blasi asked for a motion to approve the minutes. Mr. Mulvihill made the motion; Ms. McFadden seconded the motion. The minutes were approved with 6 ayes; Mayor Fetzer abstained.

**Reports:**

**President's Report.** Prior to the meeting, Budget Estimates and Concept Plans and Drawings of the Library building project prepared by Cornerstone Architectural Group were distributed to the Board. The Budget Estimates included costs to reinforce the foundation of the Library addition to provide for any future upward expansion. Ms. Blasi stated that there were no plans to add a second story. Discussion followed on the advantage of preparing for future expansion needs.

Funding for the Library building project will come from Library tax appropriations; Budget Estimates predict the cost to be approximately \$2.3 million. Ms. Blasi asked Ms. McFadden to estimate when account balances from tax appropriations might be sufficient to break ground. Ms. Mc Fadden estimated that by September 2023, the Library could have as much as \$2.1 million if money from the Zock Foundation and the Schroeder Trust were added to the account balance. Mayor Fetzer advised that in order to award a construction contract the full amount needed must be available. Discussion followed about not using the Zock and Schroeder funds for construction, but rather using that money to purchase Library equipment for the new space. Also discussed was the likelihood of increases in building costs. It was thought that September 2024 was a more likely date for awarding a construction contract. Mayor Fetzer further advised about possible delays due to securing permits. He asked if approval from the Department of Community Affairs (DCA) would be needed; DCA issues permits for government

buildings projects. Ms. Blasi suggested Borough Administrator Gant or Cornerstone might know what is required.

Ms. Blasi asked if there were any other questions or further discussion prior to voting on **Resolution 2022-6, Approving certain Budgets and Plans in connection with the Sea Girt Library Building Expansion and Capital Project** (previously distributed to the Board); there were none. Ms. Blasi asked for a motion to approve Resolution 2022-6. Mr. Mulvihill made the motion and Mayor Fetzer provided the second. Ms. Blasi requested a 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			

**Resolution 2022-6** was adopted by unanimous vote.

Ms. Luke said she would notify Mr. Gant of the Board's approval.

**Director's Report.** Ms. Luke distributed her report prior to the meeting. She noted that March 2022 was more active than a typical March due in part to the end of COVID restrictions and the occurrence of 5 Thursdays, the busiest day of the week. New and ongoing programs also contributed to the increase in activity. These included a visit from the 8th grade class from SGES to do research on the new EBSCO databases and a Stuffed Animal Spring Sleepover hosting stuffed animals belonging to 18 children.

Other highlights included the first annual March Madness of Books Tournament to the delight and great interest of adult patrons. The Lincoln Highway was the tournament champion. Also of interest to adults is the resumption of the Book Club which will meet in the Library on the third Wednesday of the month at 10:30 am.

Ms. Luke reported that the Pandemic Book is nearing completion. Funded and sponsored by the Friends Group, the book will be available for purchase in the near future.

The 30th Anniversary celebration will begin on Saturday, May 14 at 10:30 am. Among the attractions will be a presentation by Bill Dunn on the History of the Train Station and a Paint A Tee activity for children featuring a shirt with the contest-winning logo design on the back.

**Treasurer's Report.** Ms. McFadden reported that she has been working with Borough CFO Spera since the departure of Jane Hunnewell. Ms. Blasi asked how unused tax appropriations would be identified on financial reports. Ms. McFadden said she would discuss with Ms. Spera; Mayor Fetzer suggested using "Account Balance". Mayor Fetzer also suggested that payment of bills to Cornerstone and Library Crossroads be listed as line items on financial reports. Ms. McFadden said she would discuss with Ms. Spera.

**Approval of Bill List.** Prior to the meeting, Ms. McFadden distributed the March bill list totaling \$12,573.69. There were no new or unusual items on the list. Ms. Blasi asked for a motion to approve payment of the March bills. Ms. Smith made the motion, Ms. Connor provided the second. The motion was passed by unanimous vote.

#### **Committee Reports:**

**Strategic Planning.** Ms. Connor reported on the March 29 Zoom meeting with Library Crossroads Consultants (LCC). LCC presented a Timeline and outline of the planning process. They are processing information received from Ms. Luke and other demographic information to prepare a Community Analysis. They will use this information to prepare a community-wide survey and a staff survey, drafts of both to be completed by late April.

A TOWNHALL Event, to introduce the strategic planning process and open to the community, will be scheduled in May or early June. Focus Groups and Community Interviews will be held at different times in the summer starting in late June. Information received through surveys and meetings will be used to develop values and goals by a Community Strategic Planning Committee. Ms. Luke said the composition of this committee was the responsibility of the Library. She suggested it include 2 Library personnel, 2 BOT members, 2 Volunteer staff, 2 Friends of the Library, and 2-3 Community members. Ms. Luke said she would begin recruiting members.

The final plan should be completed and ready to be presented to the Board in the fall.

**Buildings and Grounds.** No report

**Finance.** No report

**Personnel.** No report

**Trustee Check-In Report.** Ms. Smith reported on the March meeting during which challenges to intellectual freedom were discussed. It was recommended that policies be adopted by the Board to address potential challenges from the public to the Library's selection of materials. Samples of policies are available online.

Ms. Luke said she would be working with Ms. Smith to propose policies to the Board based on procedures currently being followed. She hoped to begin the process once the Strategic Planning process was complete.

The next check-in is April 12; Ms Mc Fadden will attend and report.

#### **Old Business:**

**Shared Services Agreement.** No update to report. Mayor Fetzer said he would bring it up at the Finance meeting on April 8.

**Schroeder Trust.** Counsel for the trust said they are awaiting approval from the Attorney General.

#### **New Business:**

**Generator** Ms. Blasi opened discussion on the decision to include a generator in the Library building plans; discussion was positive. Ms. Blasi reported that Administrator Gant thought the decision didn't need to be made until the mechanical specifications were finalized; this was questioned by several Trustees.

Ms. Luke said the topic of back-up power for Libraries came up at a Director's Check-In; NJ views libraries as potential comfort stations in times of power outage. Mayor Fetzer thought there might be OEM requirements to be considered before a building can be identified as an official emergency

station; he suggested consulting with Borough OEM Director, Tim Harmon and with Cornerstone. Ms. Luke said she could check with James Keebler of LCC who was on the Director Check-In.

Ms. Blasi asked for a motion to include a generator in the building plans. Ms. Smith made the motion; Mr. Mulvihill provided the second. The motion was approved by unanimous vote.

Ms. Luke said she would notify Mr. Gant of the Board's decision.

**Financial Disclosure** Mr. Mulvihill reminded the Board that financial disclosure statements had to be filed by April 30.

**Public Comment** None.

**Adjournment:** Ms. Blasi asked if there was any other business to be discussed; there was none. She then asked for a motion to adjourn the meeting. Ms. Smith so moved; Mr. Mulvihill seconded the motion. After a unanimous vote, the meeting was adjourned at 6:30 p.m.

Respectfully submitted,  
Trish Connor