

**Sea Girt Library  
Board of Trustees Regular Meeting Minutes  
September 7, 2022**

**Announcement of Compliance with Open Public Meetings Act:**

The meeting was called pursuant to the provisions of the Open Public Meetings Act, c.231, P.L. 1975. Notice of this meeting had 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 5:05 P.M.

**Trustees in attendance:** Sue Blasi, Trish Connor, Jean McFadden, Jim Mulvihill, and Devon Smith attended in person. Don Fetzer joined the meeting after the August minutes were approved; Rick Papera was absent.

A quorum was present.

**Library staff in attendance:**

Lisa Luke and JoAnn Johnson

**Borough Officials in attendance:**

Councilman Alan Zakin

**Approval of Regular Meeting Minutes**

Ms. Blasi asked if there were any additions or corrections to the August 3, 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. McFadden made the motion to approve the minutes; Mr. Mulvihill seconded the motion. The minutes were approved by the affirmative votes of Trustees Blasi, Connor, McFadden, Mulvihill, and Smith.

**President's Report.**

**Shared Services Agreement.** The current draft of the Shared Services Agreement between the Library and the Borough makes the Borough responsible for a wide range of repairs and improvements to the Library building. Ms. Blasi reported that Administrator Gant is proposing a 49% (Library) - 51% (Borough) split for such repairs and improvements; Borough Counsel Bogan is preparing a redraft of the Agreement to reflect this arrangement. It was agreed among the Trustees that the redraft would be reviewed by Library Counsel before voting to approve the Agreement.

**Wine and Cheese Celebration.** Ms. Blasi commended the Friends and Volunteers who worked on the August 27 event; she suggested that special recognition be given at the Volunteer Luncheon on September 23.

**Director's Report.** Ms. Luke distributed her report prior to the meeting.

**Wine and Cheese Celebration.** Ms. Luke expressed her appreciation for the successful August 27 event. She reported the largest attendance in the event's 9 year history.

**Volunteer Luncheon.** The luncheon will be held at Scarborough Fair on Friday, September 23.

**Pandemic Book.** Ms. Luke reported that 43 books have been sold. The Coast Star printed a lengthy article about the book, highlighting the community effort and the fact that community member and author Judith Jones-Ambrosini assisted with editing

**Challenge.** Baker and Taylor, the Library's primary source for books, suffered a computer malfunction causing a 2-week shutdown of their services. Ms. Luke said many books are back ordered; ordering from Amazon helped mitigate the situation.

**August Statistics.** August statistics were consistent with prior years. An interesting item reported was the average number of items checked out by patrons per visit; the number for August was 5.3.

**Fall Events.** The second Antique Car Show will be held on Saturday, October 8 from 10-12. Complimentary refreshments will be served.

**Strategic Plan.** The Strategic Planning Committee met twice in August with LCC to discuss the results of the Community survey and the four Focus Groups. The Committee will meet again in September to review the summary prepared by LCC.

**Treasurer's Report.** No Report.

**Approval of Bill List.** Prior to the meeting, Ms. McFadden distributed the August bill list totaling \$ 15,955.96. The EBSCO charge was a renewal of Flipster periodical service. The Rod's and Fratello charges represent Survey and Adult Reading awards. Ms. Blasi asked for a motion to approve the bill list. Mr Mulvihill made the motion, Ms. Smith provided the second. Ms. Blasi asked for a roll call vote to approve payment.

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 August Bill List was approved.

**Committee Reports:**

**Buildings and Grounds.** Ms. Connor said an update meeting would be scheduled for the fall.

**Finance.** No report

**Personnel.** No report

**Strategic Planning.** See Director's Report above.

**Friends Liaison Report.** Ms. Connor said the Friends had scheduled a September wrap-up meeting.

**Old Business:**

**Shared Services Agreement.** See President's Report above.

**New Business:**

**Mentoring.** In addition to Strategic Planning services, LCC offers mentoring assistance to Library Directors. Ms. Luke would like to hire LCC to advise her on topics such as Best Practices and Staffing. Ms. Luke will investigate and report back to the Board.

**Building Upkeep.** Ms. Luke asked DPW to wash the Library windows. As the work was being done, issues with the exterior of the building became apparent including chipped paint and trim repairs. The renovation summary and estimate prepared by the architects did not address these items. Discussion followed on the best course of action - whether to address these repairs now or wait until the renovation project began in several years. In an effort to make repairs consistent with Architectural plans, it was agreed that Ms. Luke would contact DPW for a comprehensive repair list and the list would then be discussed with the Architects.

**Public Comment:** Councilman Zakin commended the efforts of all who contributed to the Wine and Cheese Celebration and the Pandemic Book. He also thanked the Library for permitting the SGES Jeep Raffle to have a presence at the Wine and Cheese event.

**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. McFadden so moved; Mayor Fetzer seconded the motion. After a unanimous vote, the meeting was adjourned at 6:00 pm.

The next Regular Monthly Meeting is scheduled for October 5, 2022.

Respectfully submitted,  
Trish Connor