

**Sea Girt Library
Board of Trustees Regular Meeting Minutes
October 5, 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 5:15 P.M.

Trustees in attendance: Sue Blasi, Trish Connor, Don Fetzer, Jean McFadden, Jim Mulvihill, and Devon Smith attended in person. Rick Papera was absent.
A quorum was present.

Library staff in attendance:

Lisa Luke and JoAnn Johnson

Borough Officials in attendance:

Councilmen Brian Perry and Alan Zakin

Meeting Time:

The time for Regular Monthly meetings was discussed. Official notices state that the meetings will begin at 5 p.m.; 5:15 p.m. is the preferred time but Zoom was unable to accommodate the quarter hour time slot. Ms. Blasi asked for a motion to open the meeting at 5 but wait until 5:15 to begin conducting business. Ms. Mc Fadden so moved; Ms Smith seconded the motion. The motion was approved by unanimous vote.

Approval of Regular Meeting Minutes

Ms. Blasi asked if there were any additions or corrections to the September 7, 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. Smith made the motion to approve the minutes; Mr. Mulvihill seconded the motion. Ms. Blasi called for 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			

The minutes were approved.

President's Report.

Volunteer Luncheon. Ms. Blasi reported on the success of the luncheon and thanked Ms. Luke and Ms. Johnson for their efforts.

Borough Alert. Ms. Blasi reported that the Library could be added to the Borough Alert system which sends public safety and informational notices via text messages. Administrator Gant suggested contacting Tim Harmon; Ms. Luke said she would do so. Once the Library is added as a subcategory, residents can choose to receive Library notices.

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

September Stats. Ms. Luke reported the total number of items checked out, 736, was almost the same as 2021. The number of electronic downloads continues to increase. In response to patrons' requests, Ms. Luke will increase the monthly number of Kanopy downloads per patron from 5 to 15; she will look into doing the same for Hoopla downloads.

Overdrive/Libby. Ms. Luke is in the process of reviewing the cost of Libby. Currently the library pays a "metered access" fee or a cost per item for a period of time. She will be switching, when available, to a "cost per circ" fee, which she believes will be more cost efficient.

October Highlights. The following events have been planned: A visit from the Manasquan EMTs on 10/6, the Antique Car Show on 10/8, Paint a Pumpkin on 10/19, and Therapy Dogs visit on 10/26.

Treasurer's Report. Ms. McFadden distributed copies of Exhibit A-3 of the Borough Audit which documents the Library Reserves, \$613,890.74, as of 12/31/2021. Ms. McFadden will provide monthly financial statements as the information becomes available from the Borough.

Approval of Bill List. Prior to the meeting, Ms. McFadden distributed the September bill list totaling \$ 14,020.87. Ms. Blasi asked for a motion to approve the bill list. Ms. Connor 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 September Bill List was approved.

Committee Reports:

Buildings and Grounds. Ms. Connor said an update meeting is being planned with Trustees Mc Fadden and Smith, Administrator Gant and members of Borough Council.

Finance. Trustees Blasi, Connor and Mc Fadden will meet on October 18.

Personnel. Trustees Blasi, Mc Fadden and Mulvihill will meet on October 19.

Strategic Planning. Ms. Luke reported that after a final meeting with LCC, the Strategic Plan will be presented at the November 2 Board of Trustees meeting. LCC has been asked to supply a copy of the plan before the meeting.

A Town Hall Meeting to present the approved plan will be scheduled for early 2023. It is hoped that the meeting can be filmed for viewing by interested residents.

Friends Liaison Report. Ms. Mc Fadden attended a meeting to discuss the Wine and Cheese event; another meeting is planned for later in the month.

Old Business:

Shared Services Agreement. The Agreement is with Borough Attorney, Bogan.

Building Upkeep. Ms. Luke received a list of maintenance items from Mike McArthur at DPW. She will ask McArthur for a quote to do the repairs.

Ms. Luke would like to hire a professional cleaning service to provide deep cleaning services on a regular - annual, semiannual - basis. DPW provides a weekly service and volunteers have helped with more extensive efforts when needed. The Board asked Ms. Luke to investigate the cost of the proposed cleaning services.

Mentoring Consultant. LCC will be getting back to Ms. Luke.

New Business:

Library Hours and Holiday Closing Dates 2023. To address changes to the Library hours, Ms. Luke and her staff would like to conduct a survey specific to this issue.

The following 2023 Closing Dates were proposed:

Friday, April 7 - Good Friday

Monday, May 29 - Memorial Day

Tuesday, July 4

Saturday, August 5 - Sea Girt 5K

Monday, September 4 - Labor Day

Thursday & Friday, November 23, 24 - Thanksgiving

Monday & Tuesday, December 25, 26 - Christmas

Ms. Blasi asked for a motion to approve the closings dates. Ms. Smith made the motion, Mr. Mulvihill seconded the motion. The closing dates were approved by unanimous vote.

Public Comment:

Councilman Zakim asked that the maintenance items proposed by DPW be considered with future renovation plans so as not to double work and cost.

Councilman Perry asked Ms. Luke to further explain the Kanopy fee structure. He reiterated Councilman Zakin's concern about building maintenance. He also explained that the Council Finance Committee receives quarterly financial progress reports from CFO Spera to see where Borough stands with regard to the current budget.

Adjournment: Ms Blasi asked if there was any business; there was none. She then asked asked for a motion to adjourn the meeting. Mayor Fetzer so moved; Ms. Mc Fadden seconded the motion. After a unanimous vote, the meeting was adjourned at 6:35pm.

The next Regular Monthly Meeting is scheduled for November 2, 2022.

Respectfully submitted,
Trish Connor