

**Sea Girt Library  
Board of Trustees Meeting Minutes  
June 2, 2021**

**Trustees in attendance:** Sue Blasi, Trish Connor, Ken Farrell, Jean McFadden, Jim Mulvihill, Rick Papera, Devon Smith

A quorum was present.

**Library staff in attendance:**  
Lisa Luke

**Call to Order:**  
Mr. Mulvihill called the meeting to order at 4:00 PM.

**Old Business:**

**Minutes.** Mr. Mulvihill asked if there were any additions or corrections to the May 5, 2021 Meeting Minutes; there were none. Ms. Blasi made the motion to approve the minutes; Ms. McFadden seconded the motion. The minutes were approved by unanimous vote.

**NJ Library Trustee Association.** Ms. Luke reported that the appropriate forms were at Borough Hall and that a check would be sent soon. Ms. Luke will notify the Board when she receives notice from NJLTA.

**Treasurer's Bond Update.** Ms. McFadden has submitted the application to Trenton. Mayor Farrell said he would check to see if Borough Council had approved the \$1million dollar bond request.

**Annual Financial Disclosure Statements.** A reminder was given to complete Financial Disclosure Statements by June 30, 2021.

**New Business:**

**President's Report.** Mr. Mulvihill referred to a 5/20/21 article in The Coast Star reporting on the upcoming Borough Council budget vote; the budget includes the new library tax. In the article Amy Spera, the new Borough CFO, explains how the reserve for excess library funds will be handled by the Borough.

**Treasurer's Report, Payment of Bills.** Because our meetings are held early in the month, Ms. McFadden doesn't receive a Bill List from the Borough in time to prepare a consolidated version for Trustee review. In the future, she will receive a copy of each invoice Ms. Luke presents for payment and prepare a pared-down version of the current itemized list.

Mr. Mulvihill asked for a motion to approve payment of the bills. Ms. Connor so moved, Ms. Smith seconded the motion. The motion passed by unanimous vote.

**Director's Report.** Ms. Luke was pleased to report that patron numbers were up in May. She and her staff look forward to a busy mask-free summer. Story Time on the Boardwalk is a popular activity in July and August. Locating this activity near the pavilion provides good visibility for the Library as well as making pavilion services easily available to the patrons. Ms. Luke also reported a large increase in electronic downloads and is adjusting the budget to reflect the costs involved in accommodating this development.

Ms. Luke reported that the parking lot and streetscape are all but complete. Plantings will be made in the Fall. Mr. Mulvihill thanked Mayor Farrell, Ms. Luke and Mr. Gant for their efforts, especially with regard the bollards.

In years past, Ms. Luke and her staff have hosted a luncheon in the fall to thank the many volunteers who provide invaluable service to the Library. She asked the Board to consider approving funds to continue this tradition. Ms. McFadden said she would research what the cost has been and report to the Board at our next meeting.

### **Committee Reports.**

**Bylaws.** Ms. Connor reported that the committee has received some comments from Trustees after distributing a draft of the Bylaws last month. The committee is waiting for Ms. McFadden to clarify the Treasurer's duties. Ms. Mc Fadden and Ms. Luke will be meeting with Ms. Spera to finalize financial procedures.

**Personnel.** Nothing to report.

**Buildings and Grounds.** On June 1 Trustees Smith, McFadden and Connor met with Councilwoman Giegerich, Councilman Perry and Administrator Gant to discuss updates to the Library renovation/addition project. The Trustees reported the Board's concerns regarding the existing renovation plans which do not address an addition to the library.

Mr. Gant would like to use a \$157,000 CDBG grant from Monmouth County to defray the cost of renovating the library; he explained the grant was initially given for library renovations and was later shifted to Borough Hall. He is in the process of preparing an application to have the grant moved back to the library. He did not know if the grant had an expiration date.

Mr. Gant explained that he saw the library renovation as the first of two projects with the addition as the second project. The Trustees said they see one project with two parts. To do renovations as a stand alone project would be an inefficient use of funds and cause additional disruptions of library services. The renovations, among other things, include bringing the existing bathroom up to ADA standards, require a new ADA compliant entrance and do not address relocation of the existing office space. The addition would likely include 2 ADA compliant bathrooms, a new library office and a new library entrance. Ms. Luke explained that under the two-project plan, upon completion of the addition, more renovations would likely be necessary to the existing building.

Mr. Gant then suggested building the addition first, moving books into the new space as a temporary library while renovations to the existing building are completed. His concern is whether the grant can be used on renovations that may not be directly related to ADA compliance.

The other issue is to what extent SHPO (State Historical Preserve Office) gets involved. The Library is not an historic building but does reside in an historic district ( historic railroad district). Mr. Gant said that if federal (and likely state and county) grant funds are used SHPO reviews the project and can dictate many aspects of the project. Mr Gant said he would ask Cornerstone for guidance on this issue.

**Nominating Committee Discussion.** It was decided to put off discussion until the September meeting.

**Board Meeting Format.** The monthly meetings for the remainder of the year will continue to be held on the first Wednesday of the month - July 7, August 4, September 1, October 6, November 3 and December 1. The time will be changed to 5 pm to allow in-person

meetings at the Library. It was decided to continue offering Zoom access to meetings. Ms. Luke will make arrangements for Zoom meetings and for notice to the newspapers.

**Public Comment.** None

**Adjournment.** Ms. McFadden made a motion to adjourn the meeting; Mayor Farrell seconded the motion. After a unanimous vote, the meeting was adjourned at 4:55 p.m.

Respectfully submitted,  
Trish Connor