

**Sea Girt Library  
Board of Trustees Regular Meeting Minutes  
December 6, 2023**

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

The meeting was 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 5:15 p.m.

**Trustees in attendance:**

Sue Blasi, Trish Connor, Mayor Fetzer, Jean McFadden, Jim Mulvihill and Devon Smith were present; Rick Papera attended via Zoom for part of the meeting. A quorum was present.

**Library staff in attendance:**

Lisa Luke and Ms. Johnson were in attendance.

**Approval Of Minutes.**

Ms. Blasi asked if there were any additions or corrections to the 11/1/2023 Regular Meeting 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 and Mayor Fetzer provided the second. The Minutes were approved by unanimous vote.

**Executive Session.**

Ms. Blasi asked for a motion to adopt **Resolution 2023-9**, authorizing a closed executive session to discuss personnel issues. Rice Notices were delivered to staff members; there were no requests for public hearings. Ms. McFadden so moved, Ms. Smith seconded the motion. A roll call followed:

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

Resolution 2023-9 was adopted and the meeting was adjourned to a closed session.

**Return to Public Meeting.** Ms. Blasi asked for a motion to adopt **Resolution 2023-10**, adjusting the wage and hours for the Library Director and Staff. Mr. Mulvihill so moved, Ms. Smith provided the second. A roll call followed:

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

Resolution 2023-10 was adopted.

Ms. Luke said she would provide staff with copies of the Resolution. Ms. Connor said she would send a copy to CFO Spera.

**President's Report.** No report.

**Director's Report.** Ms. Luke reported that the number of visitors to the Library in November was equal to the number in October - an unexpected fact, particularly in light of the Thanksgiving closure.

Electronic downloads continue to increase. Ms. Luke is considering adding Libby through the State Library as a secondary source of the Libby service now being offered. The State Library Service requires an annual contract costing approximately \$3,700.

Events for December include the following:

- Family Sing-A-Long with Miss Christine on Monday, December 11, at 4:30 pm
- Children's' book drive until December 18
- Santa mailbox and letters answered
- Holiday Party for staff and volunteers on December 14

Ms. Luke reminded Trustees to report Continuing Education Hours; the total hours are reported on the Annual Survey required by the State Library.

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

**Approval of Bill List.** Prior to the meeting, Ms. McFadden distributed the November Bill List totaling \$15,625.35, including a bill for \$680.40 for Constant Contact, the company that sends the Library newsletters. Ms. Luke explained that prepaying this amount results in a 30%

discount. Ms. Blasi asked for a motion to approve the bill list. Mr. Mulvihill made the motion, Mayor Fetzer provided the second. The Bill List was approved by unanimous vote.

## Committee Reports.

**Buildings and Grounds.** No report.

**Finance. Resolution 2023-12**, Approving the 2024 Budget, was previously distributed to the Trustees. Ms. Blasi asked for a motion to approve; Mayor Fetzer made the motion and Mr. Mulvihill seconded it. A roll call followed:

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 2024 budget was approved.

Ms. Connor said she would provide copies of the Budget to Administrator Gant, CFO Spera and Councilman Perry.

**Nominating. Resolution 2023-13**, Approving the slate of officers for 2024, was previously distributed to the Trustees. Ms. Blasi asked for a motion to approve. Ms. McFadden made the motion which was seconded by Ms. Smith. A roll call followed:

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 2023-13 was adopted.

**Personnel.** No report.

**Policy. Resolution 2023-11,** Library Hours and Closed Dates for 2024, was previously distributed to the Trustees. Ms. Blasi asked for a motion to adopt the Resolution. Ms. McFadden made the motion and Ms. Smith provided the second. A roll call followed:

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

Resolution 2023-11 was approved.

**Resolution 2023-14,** Adopting Collection Development, Library Lending, Use of Library and Filming/First Amendment Policies, was previously distributed to the Trustees. Ms. Blasi asked for a motion to adopt the Resolution. Mr. Mulvihill so moved, Ms. Blasi seconded the motion. A roll call vote followed:

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

Resolution 2023-14 was adopted.

**Old Business.**

Shed - Ms. Luke said the shed had been selected and approved. The 8'x12' structure will be installed by DPW.

**New Business.** Ms. Connor said she would ask Ted Del Guercio to prepare a contract for legal services to be considered at the January 3, 2024 Reorganization Meeting.

**Public Comment.** None

**Adjournment:** Ms Blasi asked if there was any additional business; 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 6:20 p.m.

Respectfully submitted,  
Trish Connor