

**Sea Girt Library
Board of Trustees Regular Meeting Minutes
January 3, 2024**

Call to Order:

Ms. Blasi called the meeting to order at 5:20 p.m. immediately following the Annual Reorganization Meeting at which the Announcement of Compliance with Open Public Meeting Law was read.

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

Library staff in attendance:

Lisa Luke and Ms. Johnson were in attendance.

Approval of Executive Session Minutes.

Ms. Blasi asked if there were any additions or corrections to the December 6, 2023 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 and Ms. Smith provided the second. The minutes were approved by unanimous vote.

Approval Of Minutes.

Ms. Blasi asked if there were any additions or corrections to the December 6, 2023 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 and Ms. McFadden provided the second. The minutes were approved by unanimous vote.

President's Report.

Ms. Blasi and Ms. Buckley met with an organization to discuss designing a website for the Library. The company designs exclusively for libraries; Spring Lake Library engaged their services for their website. Ms. Blasi said she would get a quote from them as well as other quotes as required by law.

Ms. Blasi asked for volunteers to serve on an IT Committee. The Board will vote to approve at the February meeting.

Director's Report.

Ms. Luke reported that the number of visitors to the Library in December was down as was the number for circulation which is typical for December. Once again, electronic downloads were up. December highlights included the following:

- Christmas Sing-A-Long with 70 attendees
- 45 Letters to Santa were received and answered
- Gingerbread cookie decorating with 16 children (max)
- The Cookbook Club with 14 participants (max)
- Getting Yeti for Christmas, 240 tickets were entered in the adult reading challenge to win 5 Yeti cups which were donated by the Friends of Sea Girt Library
- Library hosted the Sea Girt Community Appeal evening meeting
- The Volunteer Holiday Party

Overall, 2023 saw attendance and circulation numbers increased over 2022 and a record 45 special programs throughout the year.

Goals for 2024 include the following:

- Purchase a second Libby offering and promote ease of electronic downloads
- Develop a Library Website
- Introduce expansion plans

In addition, the staff will go through the membership list eliminating those who no longer live in Sea Girt.

Ms. Luke distributed her annual plan in furtherance of the Strategic Plan Objectives. The Board will review and discuss at the February meeting.

Treasurer's Report. No report.

Approval of Bill List. Prior to the meeting, Ms. McFadden distributed the December Bill List totaling \$70,498.99, including EBSCO annual renewals and a \$46,519.73 payment to the Borough pursuant to the Shared Services Agreement. Ms. Blasi asked for a motion to approve the bill list. Ms. Smith made the motion, Mr. Mulvihill provided the second. The Bill List was approved by unanimous vote.

Committee Reports.

Buildings and Grounds. No report.

Finance. No report.

Personnel. No report.

Policy. The Borough of Sea Girt has recently adopted a new personnel handbook. The Library committee will review and propose a version for the Library.

Old Business.

Shed - Ms. Luke said the shed will be purchased in the next few weeks.

New Business. None

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 6:00 p.m.

Respectfully submitted,
Trish Connor