

**Sea Girt Library
Board of Trustees Regular Meeting Minutes
February 7, 2024**

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 the 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, Jean McFadden, Jim Mulvihill and Devon Smith attended in person; Rick Papera attended via Zoom. Mayor Fetzer arrived after the minutes were approved.

A quorum was present.

Library staff in attendance:

Lisa Luke, JoAnn Johnson

Approval of Reorganization Meeting Minutes.

Ms. Blasi asked if there were any additions or corrections to the January 3, 2024 Reorganization 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 Ms. Smith provided the second. The minutes were approved by unanimous vote.

Approval of Regular Meeting Minutes.

Ms. Blasi asked if there were any additions or corrections to the January 3, 2024 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 which was seconded by Mr. Mulvihill. The minutes were approved by unanimous vote.

President's Report.

Ms. Blasi reported that she and Ms. Connor each took the required Oath of Office after being reappointed by Mayor Fetzer and approved by Borough Council.

A new 43" TV Monitor will soon be installed in the Library. It will be used for presentations. The WiFi equipped TV will not be used to view commercial programming.

Director's Report.

Ms. Luke reported that the circulation and visitor numbers in January were higher than December:

Circulation - 526 in December, 665 in January (+139).
Visitors - 524 in December, 549 in January (+25).

Three programs for adults were well attended and well received. The regular programs for children continue to be well attended. Ms. Buckley will be offering after-school science programs in March for grades 3-6.

Ms. Luke performed a visitor analysis for 2022 vs 2023 after hours were increased in June on Mondays from 4 - 7 pm to 1 - 7 pm. She reported that virtually the same number of people visited the Library between 4 and 7 pm regardless of the opening hour. Visitors to the Library between 1 and 4 were a gain; visitors between 4 and 7 remained the same.

Ms. Luke held the first Volunteer Staff Meeting with 12 volunteers in attendance. The purpose of the meetings is to get everyone together as a group to talk about the Library, to foster a sense of community, and to communicate information. Ms. Luke emphasized the staff's efforts to communicate to the town that although the Library is small, it can meet the needs of the community - "We might be small, but mighty at heart". She encouraged volunteers to remind visitors of the availability of InterLibrary Loans, Libby, Hoopla, Kanopy and EBSCO, all of which supplement the Library's physical materials.

The Monument Plaza Project was discussed at the Borough department head meeting. Construction could start as early as this summer.

Treasurer's Report. Ms. McFadden presented the monthly report using Quickbooks.

Approval of Bill List. Prior to the meeting, Ms. McFadden distributed the January Bill List totaling \$16,056.17, including the annual Overdrive renewal. Ms. Blasi asked for a motion to approve the bill list. Ms. Smith made the motion and Mr. Mulvihill provided the second. The bill list was approved by unanimous vote.

Committee Reports.

Buildings and Grounds. At last month's meeting, the possibility of adding a basement to the Library construction project was brought up. Ms. Connor reported that this issue was considered and rejected three years ago by Administrator Gant as too expensive. It was then believed that an elevator was required even though the space would be used for storage only; less expensive storage options were available. There is now some thought that an elevator is not necessary. In any event, the addition of a basement would alter the preliminary drawings of the addition and increase the cost of construction. Mayor Fetzer said that a Borough-wide facilities evaluation was going to be proposed at the next Council meeting and suggested waiting for the results of that study.

Finance. No report.

Personnel. No report

Policy. Ms. Luke said she received the Borough's new Personnel Policy. She said she would send it to the members of the Personnel Committee.

Old Business. Ms. Luke presented Year 2 Plan for Strategic Plan Objectives for 2024 at last month's meeting. Ms. Blasi asked for comments. After discussion, Ms. Blasi asked for Board approval of the stated objectives. Mr. Mulvihill made the motion and it was seconded by Ms. Smith. The Year 2 Objectives were approved by unanimous vote.

New Business.

IT Committee. Ms. Blasi asked for a motion to form an IT Committee consisting of Ms. Blasi and Ms. Smith. Mr. Mulvihill made the motion and it was seconded by Ms. McFadden. Formation of the committee and Trustee appointments were approved by unanimous vote. Ms. Luke and Ms. Buckley will provide staff support to the committee.

Security Committee. Ms. Blasi asked for a motion to form a Security Committee consisting of Ms. Blasi, Mr. Mulvihill and Superintendent Papera. Ms. Smith so moved and Mayor Fetzer seconded the motion. Formation of the committee and Trustee appointments were approved by unanimous vote. Ms. Luke and Ms. Johnson will provide staff support to the committee.

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 6:25 p.m.

Respectfully submitted,
Trish Connor