

Meeting of the Board of Trustees of the Free Public Library of the Borough of Longport
September 16th, 2019 at 5:00pm

Call to Order: President Roy Law called the meeting to order at 5:00pm

Announcement of Compliance with Open Public Meetings Law: This meeting is called pursuant to the provisions of the Open Public Meetings Law. Notice of this meeting was advertised in the Press of Atlantic City on December 26, 2018 and sent to the Current on December 21, 2018. Notice of this meeting was also posted on the Library's website and in Longport Borough Hall. Official action may be taken at this meeting.

Recording of Attendance: President Roy Law, Treasurer Patricia English, Secretary Elizabeth Peterson-Ricci, Member Erin Schiavo, Member Damon Tomassi, Member Dolores Wilson, Library Director Ricky Gerhardt (all present for the meeting).

Also in Attendance: N/A

Absent: Nick Russo/Mayor, Carl Tripician/President of the Board of Education

Old Business: Approval of minutes from August 19th. Trish English motioned for approval of minutes, Erin Schiavo seconded the motion. All in favor, none opposed.

Public Comment: Walter Michael Matthews, resident, shared that he is pleased to have the board serving as volunteers. He asked us to keep up the good work and thanked us for serving as a board.

New Business:

President's Report: Roy Law, President spoke about the Trustees workshop held at the Cherry Hill Public Library, NJ, that was attended by he and Secretary, Elizabeth Peterson-Ricci. He summarized the happenings of the meeting and communicated that as a Board, we have been kept well informed by Ricky Gerhardt, our Director. The overwhelming feelings that Roy and Elizabeth shared after attending the meeting, were that we are fortunate to have a great director who keeps us in the loop on all important business.

Roy also mentioned moving the December meeting date and possibly other dates in order to accommodate members of the board for quorum purposes.

Roy also spoke about the possibility of increasing and reevaluating the salary of Ricky Gerhardt as our director. We acknowledge his value as a director and are interested in compensating him fairly and competitively for his work. Roy discussed deciding on a director evaluation tool and how we will execute that evaluation. We also discussed that we would need a motion to change the salary range if we decide to do so. Trish English, treasurer, noted that she'd like to see the evaluation followed by the raise. We clarified that it was November of 2018 when we last discussed salary range as a board, and January was his official hire date.

Treasurer's Report: Trish English, Treasurer, reported we had a beginning balance of \$159,160.61. We received \$164,418.30 in cash receipts. We disbursed \$43,043.64. We have an ending cash balance for the month of \$280,535.27. Liz Ricci motioned to accept the Treasurer's report. Dolores Wilson seconded the motion. All in favor, none opposed.

Bill Pay List: The bill pay list was review and presented by Trish English, treasurer. She noted that we acknowledge the Borough of Longport reimbursement on this month's bill pay list for employee benefits. Ricky Gerhardt noted that after evaluating circulation statistics for the West Law Subscription it is likely that we will not renew. He will continue to monitor statistics. Erin Schiavo motioned to approve the bill list, Elizabeth Peterson-Ricci seconded the motion. All in favor, none opposed.

Director's Report: Ricky reported that circulation statistics for checkouts from both last years in August and last month have increased. He also reported an addition of 57 patrons in August of 2019. The summer programs were overall successful. The library is in the process of evaluating each of our offerings and looking to make changes for summer of 2020. Kids programs were not as busy as they may have been, so we are looking at had readjusting the schedule. Ricky and his staff are looking to steer away from evening kid's programs and schedule them during day time hours. The Saturday programs for children were very successful and well attended. The Library is looking to expanded upon those programming opportunities. The concert series was successful but the Library is looking to build community awareness of such events through advertising. P.R. is difficult with one local newspaper in print. Ricky and his staff are looking into ways to get the word out about the concert series and other similar library happenings.

The kickoff of Fall Programs has been successful as well. The first fall movie night had a crowd of 60. Trivia, Bingo and Concerts will happen monthly and scheduling is being tweaked to create "regular" event scheduling (i.e. Trivia the fourth Thursday of every month). Fall Yoga will run from 9/12/19 through 10/31/19 and already has a waiting list as 25 people attended the first session.

Ricky also reported on a discussion he had with the Police Chief regarding the placement of cameras for surveillance/security purposes in all of Borough Hall including the library. The Police are working with Atlantic Coast Alarm and would like to outfit the library with their cameras as well. Ricky reported that we have our own cameras which were put in place, and a policy that dictates these cameras which was done by resolution and there are important reasons why we should continue to use our own camera system instead of going with the Borough's system. As the discussion continues on this subject, Ricky will keep the board well informed.

COMMITTEE REPORT: STRATEGIC PLANNING COMMITTEE:

Dolores Wilson, Chairperson reported that the committee is ready with the Longport Library Survey and plan to have it run through 10/31. The group will then look at the results and go from there. The committee spent time refining questions with Erin Schiavo, Ricky Gerhardt and Roy Law. We, as a board, asked questions and discussed how the survey was going to be distributed. The library is using the emails on the listserv, a flyer in the library, and on the website. A mailing was discussed in order to reach summer residents as we value their input as well. It was determined that signage on the bulletin board and the possibility of an email could be utilized to reach our residents. Erin Schiavo motioned to accept the report, Trish English seconded the motion. All in favor none opposed.

Resolution 2019-21: A RESOLUTION AUTHORIZING THE APPROVAL OF AN UPDATED LIBRARY LENDING POLICY

This policy was amended to include the circulation of DVD players and the small collection of Nintendo Switch games the library has to offer.

Trish English motioned to approve the resolution. Dolores Wilson seconded the motion. All in Favor, none opposed.

Resolution 2019-22: A RESOLUTION AMENDING THE BY LAWS, ARTICLE VI SECTION 1.1, FOR THE BOARD OF TRUSTEES OF THE FREE PUBLIC LIBRARY OF THE BOROUGH OF LONGPORT

Elizabeth Ricci motioned to adopt the resolution, Erin Schiavo seconded the motion. All in Favor, none opposed.

Resolution 2019-23: A RESOLUTION AUTHORIZING THE APPROVAL OF AN AMMENDED LIBRARY BUDGET

Erin Schiavo motions to adopt the resolution, Liz Ricci seconded. All in Favor, none opposed.

Public Comment: Walter Michael Matthews, resident, asked a few questions about the Library survey. He wanted to know how we define community? How will the survey be distributed? Will there be questions about operation, program requests, and patron needs? He also suggested that we need to access and reach those who don't already use and love our library services. We want to service this population in order to be the most effective resource for our community.

Adjournment:

Erin Schiavo motioned to adjourn the meeting at 6:00, Dolores Wilson seconded the motion. All in favor, none opposed.