

Meeting of the Board of Trustees of the Free Public Library of the Borough of Longport
December 17 2018 at 5:00pm

Call to Order: President Roy Law called the meeting to order at 5:03pm.

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 sent to the Current on 12/13/19 and the Press of Atlantic City on 12/13/19. 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 Dolores Wilson, Member Damon Tomassi, Mayor Nick Russo, Library Manager Ricky Gerhardt.

Also in Attendance: Pat Agnellini

Absent: Carl Tripician, President of the Board of Education

Old Business:

Trish English motioned to approve the minutes from December 4th meeting-Drafts previously distributed to board members, Dolores Wilson seconded the motion.

Public Comment: no comment

Directors report: Ricky updated the board on the programming and library services that have been successful. These include Food and Film, Monthly Tribute night, Tuesday Tasting in The Centennial room and Book club. The Seasonal Concert series which is held in February, March and April have averaged 30 people per event and have also been well received. Summer concerts will be bi weekly and held on Friday evenings.

Ricky also updated on staffing. He officially hired three library assistants at \$17.00 dollars per hour and a library page at a rate of \$10.00 dollars per hour.

Misc. business: The library has a new website which is more user friendly and has a better presence when used on a mobile device. The library will also begin to circulate ROKU streaming devices. We will start with two devices and get a feel for how the patrons are liking them. They are intuitive and user friendly which should make the process of streaming on HOOPLA more efficient for our patrons.

New Business:

Resolution 2018-9: RESOLUTION ADOPTING LIBRARY PERSONNEL POLICY

Notes: The biggest change in the personnel policy is in the language of the actual policy (ie. change from commissioners to board of trustees). The vacation days policy has also changed.

Employees will now start with one week of vacation time. Borough employees will be able to carry over their time earned if they transfer from one department in the library.

Dolores Wilson made a motion to adopt Resolution 2018-9. Seconded by Erin Schiavo. All in Favor, none opposed.

Resolution 2018-10: A RESOLUTION ADOPTING 2019 BOARD OF TRUSTEES MEETING CALENDAR

Notes: Ricky discussed the meetings being held on the third Monday of each month with the exception of January and February due to Holidays falling on the third Monday.

Trish English made a motion to adopt Resolution 2018-10. Seconded by Elizabeth Peterson-Ricci. All in Favor, none opposed.

Resolution 2018-11: A RESOLUTION ADOPTING 2019 HOLIDAY SCHEDULE

Notes: There are only two changes to the existing calendar. We will now be open on Election Day, to better serve our voters who use Borough Hall as a polling place. We will also be closing early on Christmas Eve and New Year's Eve.

Dolores Wilson made a motion to adopt Resolution 2018-11. Seconded by Trish English. All in Favor, none opposed.

Resolution 2018-12: A RESOLUTION AWARDDING A PROFESSIONAL SERVICES CONTRACT FOR ACCOUNTING AND FINANCIAL SERVICES

Notes: Our first audit will be in 2020. This will help us get everything rolling in the right direction. You don't need an audit firm but they are a resource for us in getting things rolling and we have them retained so we can call them with accounting and financing questions in regard to the budget.

Elizabeth Peterson-Ricci made a motion to adopt Resolution 2018-12. Seconded by Erin Schiavo. All in Favor, none opposed.

Resolution 2018-13: A RESOLUTION ADOPTING SHARED SERVICES WITH THE CITY OF MARGATE AND MARGATE CITY PUBLIC LIBRARY

Notes: Overdrive ebooks, and the circulation system software are all shared with Margate. Circulation system is up for renewal in August. We will absolutely negotiate for a better system and a better price with Margate. It is a win-win to share services for now. This resolution transfers the contract to us as a board effective on 1/1/19.

Dolores Wilson made a motion to adopt Resolution 2018-13. Seconded by Trish English. All in Favor, none opposed.

Public Comment: no comment

Adjournment:

Patricia English motioned to adjourn the meeting at 5:25pm. Erin Schiavo seconded. All in favor, none opposed.