

## **Meeting of the Board of Trustees of the Free Public Library of the Borough of Longport**

April 15<sup>th</sup>, 2019 5:00 PM-Draft

**Call to Order:** President Roy Law called the meeting to order at 5:01 PM

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

**Also in Attendance:** No additional people in attendance.

**Absent:** Carl Tripician/Board of Education President

**Old Business:** Approval of minutes from March 18<sup>th</sup> meeting (Drafts previously distributed to board members). Dolores Wilson motioned for approval of minutes, Erin Schiavo seconded the motion. All in favor, none opposed.

**Public Comment:** There was no comment from the public.

Mayor Russo talked about some potential Centennial Room updates and concerns. Mayor Russo mentioned that the Centennial Room was last updated roughly 23 years ago and it has been brought to his attention that the carpet age and condition could be a potential health risk patrons who are doing yoga and others programs in the room. He intends to redo a section of the Centennial room in coming years using some found funds from an old un utilized bond. He proposed that the board consider allocating some of their capital funds from next year's budget to share the cost of the renovation. The Library does utilize the Centennial Room, and could benefit from a renovation. The board agrees to investigate the impact the old carpet may be having on patrons by requesting (in writing) a copy of the Air Quality test results from Borough of Longport.

**New Business:**

**President's Report:**

Board President Roy Law mentioned that after a recent Food and Film event he would like to discuss consistency with admission to events held at the library. He noted that with larger events such as author visits etc. approaching it would be prudent for Ricky and the Library Staff to discuss and review procedures.

**Treasurer's Report:** Trish English, treasurer reported that our beginning balance was 132,330.13. We paid bills in the amount of 24,365.41. We have an ending cash balance of 108,163.04. Elizabeth Ricci motioned to accept the Treasurer's report, Dolores Wilson seconded the motion. All in favor none opposed.

**Director's Report:**

Ricky reported that our programs continue to flourish and have good attendance. Our checkouts are up from last March by roughly 100 items. The Summer Author Series is generating a lot of public excitement. The only complaints he is receiving after publicizing is that it is only offered to Longport Residents for the time being, and the May 1<sup>st</sup> date of acquiring tickets. Yoga has been going well and is planned to continue through the summer months. Ricky is collaborating with the Church of the Redeemer and local school districts to promote programming and summer reading. The Shared Services agreement with the Margate Library is not continuing. An effort has been made to discuss continuing the working relationship, but it appears that it is best that we go out on our own for an ILS system. Ricky will keep the line of communication open and perhaps down the road we will revisit a shared service system. Liz Ricci motioned to accept the Director's report, Trish English seconded. All in favor none opposed.

**Resolution 2019-10: Resolution Awarding a Competitive Contract (Fair and Open Process) for an Integrated Library System for the Free Public Library of the Borough of Longport**

TLC was able to do an onsite demonstration and Q &A with the officers of the board, we were pleased with the demo. Ricky presented us with the quote and summary of services offered by TLC. A Straw vote was taken by the board. All members present voted yes, Carl Tripician was absent and did not vote, none were opposed. Dolores Wilson motioned to adopt the resolution, Erin Schiavo seconded.

**Resolution 2019-11: Resolution Awarding A Professional Service Contract for Server Support and Networking Service**

The server has held our public computer reservation system for the last year and a half and the library staff has no complaints about the quality of service for support.

Dolores Wilson motioned to adopt the resolution, Trish English seconded, all in favor none opposed.

**Resolution 2019-12: A Resolution Authorizing the Approval of Updated Policy for Getting Library Cards**

The library now offers a four month library card for people who live outside of the areas in which we offer free library services. The card will be at the cost of \$30/four months.

Erin Schiavo motioned to adopt the resolution, Dolores Wilson seconded. All in Favor, none opposed.

**Resolution 2019-13: A Resolution Authorizing The Approval of a Bulletin Board Policy**

The Policy is needed to regulate notices posted on the Library Bulletin Board. It gives the Library Personnel final say on what, when and where can be posted on the bulletin board for advertisement. Elizabeth Peterson-Ricci motioned to adopt the resolution, Trish English seconded, all in favor none opposed.

**Bill Pay List:** The bill pay list was reviewed and presented by Trish English, treasurer. Ricky explained the large expenditure for Overdrive, our ebook platform. The cost was to purchase credits for e-books. Erin Schiavo motioned to approve the bill paid list, Dolores Wilson seconded the motion, all in favor none opposed.

The board discussed the need to send Margate Public Library a letter ASAP indicating our desire to end the shared services agreement. Ricky will check with the attorney to see if it needs to be a Certified Letter and we will commence with that process in a timely manner. The board took a vote on this matter in which Damon Tomassi abstained, Carl Tropicana was absent, Nick Russo did not vote, Roy Law voted yes, Dolores Wilson voted yes, Erin Schiavo voted yes, Trish English voted yes, and Elizabeth Peterson Ricci voted yes. Dolores Wilson motioned to adopt sending the letter, Trish English seconded the motion.

**Public Comment:** There was no comment from the public.

**Adjournment:** Dolores Wilson motioned to adjourn the meeting at 5:50 pm, Elizabeth Peterson-Ricci seconded the motion, all in favor none opposed.