

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

November 18, 2019

**Call to Order:** President Roy Law called the meeting to order at 5:02 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:** President Roy Law, Treasurer Trish English, Member/Acting Secretary Erin Schiavo, Member Damen Tomassi, President of the Board of Education Carol Tripician, Mayor Nick Russo, Library Director Ricky Gerhardt (all present for the meeting).

**Also in Attendance:** N/A

**Absent:** Elizabeth Peterson-Ricci, Secretary and Dolores Wilson, Member

**Old Business:** Approval of minutes from October meeting (Drafts previously distributed to board members). Trish English motioned for approval of minutes, Erin Schiavo seconded the motion. All in favor, none opposed.

**Public Comment:** none

### **New Business:**

#### **5.1 President's Report:**

President Roy Law spoke about The Bay Atlantic Symphony Trio concert and the fact that the group was willing to come back to do additional programs

**5.2 Treasurer's Report:** Trish English, treasurer, reported that our beginning cash balance was \$251,380.41 Cash receipts totaling \$297.87, Cash disbursed \$25, 097.36. Erin Schiavo motioned to accept the Treasurer's report, Carl Tripician seconded the motion. All in favor none opposed.

**5.3 Bill Pay List:** The bill pay list was reviewed and presented by Trish English, treasurer. Trish English explained that the 2019 Municipal Service Fee caused the overall amount to be higher. There was discussion about the cancellation of West Law and the addition of the News Bank Database. A motion to approve was made by Erin Schiavo, Carl Tripician seconded. All in favor, none opposed.

#### **5.4 Director's Report:**

Ricky Gerhardt highlighted the statistics in programming and checkouts. He noted that the library added 37 new members, 14 of which were teachers. Ricky spoke visiting Ross School during parent/teacher conferences. Ricky highlighted Fall programming such as flower arranging and origami. He explained that the library is looking to add art classes in 2020. The library is looking to start circulating board games. Ricky then gave an update about the renovations going on at Borough Hall. Borough Administrator Scott Porter gave Ricky an update that work should be completed sometime between March and May of 2020. They were initially looking to do all the work at once, but now are looking to complete it in parts. This timeframe could change as things move forward and we should get more of an update as we get close.

Mayor Nick Russo mentioned the air quality and subsequent renovation of the Centennial Room and that the work could last for about a week once they start. Unrelated, he also shared a Volunteer opportunity with a Municipal Alliance for youth.

Nick Russo left the meeting at 5:25 PM

5.4 a- Ricky presented the results of the Strategic Plan Survey. Over 160 Library Members provided detailed feedback in a variety of areas including member usage, material usage, programs, and the library space. Ricky expressed that the overall feedback was very positive and comments were primarily constructive. Some of the highlights included data suggesting that patrons would like a quiet space, a meeting room, and more books. Ricky explained that there are already actions in place to respond to the requests. More shelving has been added to the library and additional programs have also been added in response to patron feedback.

Erin Schiavo motioned to accept the Director's Report, and Trish English seconded. All in favor, none opposed.

**Personnel Committee Report:** Erin Schiavo reported that the Personnel Committee met to complete an evaluation of the Library Director. After previewing a number of different evaluations and ultimately agreeing upon an evaluation of the Library Director. Erin explained that Ricky assisted with this process.

The committee then met and completed an official evaluation of the Director taking into consideration the following: survey results, previous director's reports, and personal experience as patrons and Trustees. The personnel committee was extremely pleased with the evaluation results.

## **5.5 Motions**

A. Salary for library director starting January 1, 2020.

Discussion began about the salary range agreed upon at the October Meeting.

At, 5:35pm, a motion was made by Erin Schiavo to move to Executive Session to discuss the Library Director's salary. Carl Tripician seconded the motion. All in favor, none opposed. At the end of the Executive Session, Erin Schiavo made a motion to close the Executive Session, Roy Law seconded. All in favor, none opposed.

Ricky was brought back into the meeting. The Board presented the salary of \$72,000 for the Library Director starting January 1, 2020. Erin Schiavo motioned to accept the salary, Carl Tripician seconded. All in favor, none opposed.

B. Introduction of 2020 Budget

Ricky presented the proposed 2020 Budget, highlighting that there would be increases in funds allocated to personnel and programming, as well as the cost of our audit. Trish English made a motion to Introduce the 2020 Budget. Erin Schiavo seconded. All in favor, none opposed.

## **5.6 Resolutions**

**A. 2019-28: A Resolution Adopting 2020 Holiday Calendar**

Trish English motioned to adopt the resolution, Erin Schiavo seconded the motion, all in favor none opposed.

**B. A Resolution Adopting A 2020 Meeting Calendar**

Erin Schiavo motioned to adopt the resolution, Trish English seconded. All in favor, none opposed.

**Public Comment: none**

**Adjournment:** Trish English motioned to adjourn the meeting at 6:04 PM, Erin Schiavo seconded the motion, all in favor none opposed.