

**Meeting of the Board of Trustees of the Free Public Library of the Borough of Longport**  
December 9th, 2019 at 5:00pm

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

**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 Press of Atlantic City on December 4, 2019 and sent to the Current on December 5, 2019. 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, President of the Board of Education Carl Tripician, and Member Damen Tomassi, and Library Director Ricky Gerhardt (all present for the meeting).

**Also in Attendance:** There was no public representation at this meeting

**Absent:** Nick Russo/Mayor

**Old Business:** Approval of minutes from November 18th. Dolores Wilson motioned for the approval of minutes, Trish English seconded the motion. All in favor, none opposed. Carl noted that his name was misspelled in the previous minutes, this will be noted and corrected moving forward.

**Public Comment:** none

**New Business:**

**President's Report:** Roy Law spoke to the board about the past year. He thanked the Board of Trustees and our Director for a smooth and productive first year. The Board all agreed that we've done a nice job getting the Library off the ground with the guidance of our Director and we're looking forward to the next year of work, programming and library growth.

**Treasurer's Report:** Trish English, treasurer, reported we had a beginning balance of \$226,580.92. We had cash receipts of \$164,309.36, and cash disbursed in the amount of \$66,010.87. We had an ending cash balance of \$324,879.41. 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 reviewed and presented by Trish English, treasurer. Trish pointed out the brevity of the bill list and Ricky Gerhardt, director, reminded us that the list was short because it was still early in the month. The library will encumber the remainder of the 2019 bills in the January bill list via a P.O., but it will be drawn from the 2019 budget not the 2020 budget. Erin Schiavo motioned to approve the bill list, Dolores Wilson seconded the motion. All in favor, none opposed.

**Director's Report:** Ricky reported on all of the circulation and program statistics for the month of November. He wanted to point out that some of our program stats are lower because yoga ended. It will commence again in January and run through May, with Michelle Whelan as the

yoga teacher. We had our first floral arranging class last month and it was successful. As a result, we will offer it quarterly. There will also be a continuation of popular program hits Bingo and Trivia. There will be new prizes for both of those well attended programs.

Ricky also noted that he is very happy with the uptick in digital check outs and the traffic to our website.

School outreach has been productive, the Ross School Choir is scheduled to perform on 12/20/19, and the library will host and display Ross and Tighe school artwork in the new year. The outreach has led to great PR and networking with fellow school board members and local newspapers.

Ricky also offered an update on the mold remediation in the council chambers of Borough Hall. The remediation began on 12/9/19 and is projected to be completed by 12/18/19. As of now we will start our Yoga program in the Community Center which has an effect on the number of participants our yoga program can accommodate.

As a result of the environmental concerns with Borough Hall and subsequently the Centennial Room, Ricky was approached by Borough representatives about contributing funds from the library budget to the rehab of that space. Ricky stated that all capital programs and contributions needed to be related to the library mission and as such since we utilize that space for many programs that feed our mission it could be feasible to contribute capital funds to a rehab of that space, but it must be library related.

**Resolution 2019-30: A resolution amending the 2019 budget**

This was adopted to move line items to accommodate spending in 2019. It was essentially a shift of funds as we spent less than we predicted in some areas and more in others. Trish English motioned to approve the resolution. Dolores Wilson seconded the motion. All in Favor, none opposed.

**Resolution 2019-31: A resolution adopting a 2020 budget**

Ricky our Director confirmed to the Board that the Operating Budget was not changing for 2020 since it was introduced last month. Erin Schiavo motioned to adopt the resolution, Trish English seconded the motion. All were in favor and none opposed.

**Resolution 2019-32: A resolution awarding a Professional Services Contract for Legal Services**

Dolores Wilson motions to adopt the resolution, Erin Schiavo seconded. All in favor none opposed.

**Resolution 2019-33: A resolution awarding a Professional Services Contract for Auditing Services**

Ricky our Director indicated that this is essentially hiring an auditor and our first audit will commence next year. Dolores Wilson motions to adopt the resolution, Liz Ricci seconded. All in favor none opposed.

**Resolution 2019-34: A Resolution Authorizing the approval of an updated Library Lending Policy**

Ricky, our director indicated this policy is for the purpose of including the circulation of games into our lending policy. Dolores Wilson motioned to adopt the resolution, Erin Schiavo seconded. All in favor, none opposed.

**Resolution 2019-35: A Resolution Authorizing the approval of a Municipal Services Fee**

Ricky indicated that he negotiated a fee with the Borough, that is less than last year due to the library doing more accounting and using public works less. The Commissioners have yet to approve this negotiated deal but it is likely they will do at an upcoming meeting. If not, we as a board will send Ricky our director, back to the negotiating table. Ricky recommends our approval of the resolution since it was our last meeting of the year.

Dolores Wilson motions to adopt the resolution, Trish English seconded the motion. All in favor, none opposed.

**5.6 Motions:**

**A. Reorganization of Board Officers for the 2020 Calendar Year**

There will be no changes in terms of Board Officers. All current officers were nominated for the 2020 year. Roy Law, President, Patricia English, Treasurer and Elizabeth Peterson-Ricci Secretary.

Carl Tripician motioned to approve the motion, Dolores English seconded the motion. All in Favor, none opposed.

**Public Comment:** none

**Adjournment:**

Dolores Wilson motioned to adjourn the meeting at 5:33, Erin Schiavo seconded the motion. All in favor, none opposed.