

**Meeting of the Board of Trustees of the Free Public Library of the Borough of Longport**  
April 20th, 2020 at 5:00pm

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

The meeting attendees participated in the Pledge of Allegiance.

**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 April 14, 2020 and sent to the Current on April 14, 2020. 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, Secretary Elizabeth Peterson-Ricci, Member Dolores Wilson, Member Erin Schiavo, Treasurer Patricia English, President of the Board of Education Carl Tripician, and Library Director Ricky Gerhardt in attendance.

**Absent:** Mayor Nick Russo, Member Joanne Clayton and Member Damen Tomassi

**Old Business:** Approval of minutes from March, 2020. Patricia English, motioned for approval of minutes, Dolores Wilson seconded the motion. All in favor, none opposed.

**Public Comment:** There was no public comment

**New Business:**

**President's Report:** Roy Law, Board President, thanked and praised Ricky Gerhardt, our Library Director and his staff for keeping things moving at the library and continuing to generate ideas and excitement for the library. He mentioned that Ricky and his staff have been keeping patrons engaged and pleased during these unprecedented times.

The President also reminded the Board to have our financial statements submitted to the State by the end of the month, and reminded the board that Ricky, our director, could supply us with the email link to the State if we needed it to meet the deadline.

**Treasurer's Report:**

Patricia English reported on the Library Finances for the last month. She indicated that we have \$429,608.80 as a beginning balance. She reported cash receipts in the amount of \$507.96. She reported a cash disbursed amount as \$30,415.34. The ending cash balance was \$399,701.32.

Elizabeth Peterson-Ricci motioned to accept the treasurer's report, Dolores Wilson seconded the motion. All in favor, none opposed.

**Director's Report:**

Ricky Gerhardt, Library Director, updated the Board on the circulation statistics and programming/new products being rolled out and offered during the COVID 19 crisis. He reported that we had 371 digital checkouts in March up from 303 in February. Our web traffic has also increased quite a bit. We are up roughly 1500-page views from last month and roughly 1200-page visits. Ricky has also made some changes to the digital checkout parameters, allowing for more checkouts per patron to accommodate the current times and restrictions. Ricky also reported that database providers have been upping their game by providing additional checkouts. The library added ProQuest, which has digital access to the Washington Post, and Wall Street Journal. The library is also piloting a free trial of Tumblebooks, an engaging database serving children. Pressreader has also been a great resource for magazines and newspapers.

Ricky reported that he is continuing to monitor the author visits and potential cancellations and postponements. He has the 60-day cancellation policy at hand and will make decisions accordingly as the COVID-19 pandemic evolves.

A new author, Ann Napolitano, who wrote Dear Edward has agreed to come for a program at our library and we will only have to provide payment for travel.

Book club and Yoga are two programs that have continued virtually using zoom during the pandemic. They are both going as well as can be expected. Ricky and his staff are looking into other program options like concerts and summer reading as restrictions either continue or are eased over time.

The Library is currently "officially" closed according to the Governor's official order. Ricky is continuing to monitor the situation and plan for a "new look" library when the closures are lifted. Ideas and equipment such as sneeze guard plexiglass, masks, and other public health suggestions and measures are being considered to help serve our patrons in the most safe, effective and prudent manner.

Ricky had a great meeting with the architect in reference to our capital improvement plan and the Library Construction Bond Act. Things are fluid as the economic status of the State and the grants will be factors moving forward with grant money etc.

Ricky has also begun piloting a new service to patrons who are Longport residents. He has started to roll out a plan where he mails materials to patrons from vendors. It is a delicate and unique process as these materials are property of the library but have yet to be processed and or catalogued due to our COVID-19 closures. He has also extended temporary library cards for individuals to 45 days.

**Resolution 2020-09: A RESOLUTION AWARDING A PROFESSIONAL SERVICES FOR NETWORKING SERVICES:**

This networking service is essential as it maintains our library server which hold our computer reservation system and other essential information for the operation of the Free Public Library of Longport.

Elizabeth Peterson-Ricci motioned to accept the resolution. Dolores Wilson seconded the motion, all in favor none opposed.

**Bill Pay List:** The bill pay list was reviewed and presented by Patricia English, Treasurer. Patricia English, noted that she saw a bill for LED drop down fixtures which was new. Ricky Gerhardt explained that indeed, the library has now been completely converted to LED bulbs in fixtures. The lighting is more efficient, creates less headaches and overall more patron friendly. The cost incurred was in lieu of replacing all of the ballasts using the old lighting system. Patricia English also asked if any of our subscription museum pass vendors would be offering a refund or extension as a result of the pandemic. Ricky noted that several had offered to extend the renewals as a result of the pandemic and he would certainly inquire as renewals present themselves. Trish English also discussed the author visits and questioned if we had contracts with any or all of them that required payment or deposits, and how the contracts read in regard to cancellations and the current pandemic. Ricky noted that he is monitoring the 60-day windows of cancellation as well as limiting registration to 150 people to ensure adequate social distancing. Erin Schiavo motioned to approve the bill list, Dolores Wilson seconded the motion. All in favor, none opposed.

**MISC. Business:**

Trish English asked for some feedback on what design the architect had come up with for the capital improvement of the library. Ricky indicated that he was very happy with all of the design options. Rough plans include a 2nd floor with a kitchen, meeting room and offices. The first floor would stay the same but we would have our own entrance to the library exclusively, not necessitating entry into borough hall for library access. He articulated that the architect was able to marry the current design with updates to the old history of borough hall.

Erin Schiavo, board member asked about the grant process and how funds were awarded. She was curious to know if it was need based, and if there was one grant or several awarded. Ricky Gerhardt explained that there is 85 million dollars available and the monies awarded would be dependent on how many applicants have met the requirements presented via the application process.

The next meeting will commence on May 18th, 2020

**Public Comment: No public comment**

**Adjournment:**

Patricia English motioned to adjourn the meeting at 5:23pm, Dolores Wilson, seconded the motion. All in favor, none opposed.