

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

November 16, 2020 5:00 PM

Call to Order: President Roy Law called the meeting to order at 5:08 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 November 12, 2020 and sent to the Current on November 10, 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, Treasurer Patricia (Trish) English, Secretary Erin Schiavo, Member Kate Subranni, Member Dolores Wilson, Member Damen Tomassi, Member Joanne Clayton, School Board President Carl Tripician, Library Director Ricky Gerhardt (all present for the meeting).

Also in Attendance: No additional people in attendance.

Absent: Nick Russo, Mayor

Old Business: Approval of minutes from October 19, 2020 meeting. (Drafts previously distributed to board members). Trish English motioned for approval of minutes, Dolores Wilson seconded the motion. All in favor, none opposed.

Public Comment: none

New Business:

President's Report: President Roy Law spoke about members attendance and procedures for alerting Roy or Ricky if a member will be absent for a meeting. Roy also spoke about the fact that the library was not awarded the Construction Grant and that the Board and Strategic Planning Committee should be thinking about our long terms plan which includes potential expansion.

Treasurer's Report: Trish English reported that there was a beginning balance of \$525,930. 98. She reported cash receipts in the amount of \$687. 05. Cash disbursed in the amount of \$25, 389.98. The ending cash balance was \$501, 228.05. Dolores Wilson motioned for approval of the report, Kate Subranni seconded the motion. All in favor none opposed.

Bill Pay List: The bill pay list was reviewed and presented by Trish English, treasurer. There were no issues with the bill pay list. Ricky explained that The Library purchased a membership for a Historical Organization which provided the Library with Museum Software at a discounted rate. Jo Anne Clayton motioned to approve the bill paid list, Erin Schiavo seconded the motion, all in favor none opposed.

Director's Report: Ricky shared the October statistics for programs and circulation. Ricky explained that there was an increase in Materials Checkouts when compared to last October. Ricky was pleased to announce that the Library added 19 new members in October. There were 24 programs in September with 170 attendees. Ricky spoke about transitioning some programs to virtual while some may be held outside in the gazebo. There have been limited programs in the Commissioner's Chambers consistent with recommended health and safety guidelines. Ricky updated the Board on the acquisition of The Historical Museum which includes installing cameras, installing museum software, transferring accounts, utilizing a staff member to complete museum inventory and adding two panic alarms. Ricky reiterated that the Library was not awarded the Construction Bond Act but that he will look into reapplying for the second round in 2021. Ricky explained that he is requesting that the Borough transfer the lease of the Historical Society Building to the Library at the November 20th Commission Meeting. Ricky continues to closely monitor health and safety recommendations related to Covid 19.

Committee Reports: Personnel Committee: Roy Law Motioned to go into Executive Session to discuss the Library Director at 5:11pm. Dolores Wilson seconded. All in favor, none opposed. Dolores Wilson motioned to reconvene meeting at 5:24pm. Kate Subranni seconded. All in favor, none opposed.

Motions

Introduction of 2021 Budget

Ricky provided the board with a comparison between the 2020 budget and the 2021 budget in regard to line items. Dolores Wilson made a motion to introduce the budget, Trish English seconded the motion. All in favor, none opposed.

Resolutions

a. Resolution 2020-16: Resolution Adopting the 2021 Holiday Calendar

Dolores Wilson motioned, Kate Subranni seconded. All in favor, none opposed.

b. Resolution 2020-17: A Resolution Adopting a 2021 Meeting Calendar

Trish English motioned, Dolores Wilson seconded. All in favor, none opposed.

c. Resolution 2020-18: A Resolution Amending Pandemic Policy

Ricky explained that this update was necessary due to recent guidelines from the State of NJ. Dolores Wilson motioned, Joanne Clayton seconded. All in favor, none opposed.

6.Public Comment: none

7.Adjournment: Dolores Wilson motioned to adjourn the meeting at 5:31 PM, Erin Schiavo seconded, all in favor none opposed.