

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

February 10th, 2020 at 5:00pm

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

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 November 27th, 2019 and sent to the Current on November 27th, 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, Secretary Elizabeth Peterson-Ricci, Member Dolores Wilson, President of the Board of Education Carl Tripician, Member Joanne Clayton, Member Damon Tomassi, and Library Director Ricky Gerhardt in attendance.

Also in Attendance: N/A

Absent: Nick Russo/Mayor, Member Erin Schiavo, Treasurer Patricia English

Old Business: Approval of minutes from January 13th. Dolores Wilson motioned for approval of minutes, Joanne Clayton seconded the motion. All in favor, none opposed.

Public Comment: There was no public comment

New Business:

President's Report: Roy Law discussed the big undertaking of the possibility of enveloping the Historical Society as part of the Longport Library. He is forming a committee of Joanne, Dolores and Roy, who will meet with members of the Historical Society to discuss the merger. Ricky has put together a packet of sample resolutions, and copies of the lease with the Borough as well as an ordinance and a memorandum of understanding for a resolution to adopt the Historical Society. This will all be reviewed, discussed and voted on by the board after a lengthy investigation and discussion of the pros and cons of a merger. It is about a two-year process to iron out legal documents/lease agreements etc.

*Ricky asks to intervene and suggests Roy appoint a treasurer for the evening (as our by-laws dictate when one is absent) Roy Law assigns Joanne Clayton the job of Treasurer for the evening.

Treasurer's Report: Joanne Clayton, Acting Treasurer, reported we had a beginning balance of \$312,772.06. We had cash receipts of \$166,900.42, and cash disbursed in the amount of \$31,355.53. We had an ending cash balance of \$448,316.95. Elizabeth Peterson 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 review and presented by Joanne Clayton, acting treasurer. Ricky Gerhardt brought line item #19-00162 to our attention. He wanted to remind

us that it was an encumbered bill from 2019 for our Public Announcements via newspaper and it was the final bill from 2019. Dolores Wilson wanted a confirmation that line items 23 and 24 were indeed two of our museum passes. Liz Ricci 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 past month. He explained that physical checkouts have increased and he's pleased with that statistic. He also indicated our web traffic was impressive and noted that the 1609 page visits don't just indicate those who went to the main web page, but those who then clicked on an additional link to seek out information. Winter and Spring programs are in motion at the library. Yoga has been full and averaging 15 people on a waitlist weekly. The concert series is about to begin and run through the summer with concerts happening on a bi-weekly basis in June, July and August. As a programming addition, floral arranging will continue and painting classes have been added. Ricky announced our guest authors for 2020 as Elin Hilderbrand and Kate Quinn. Both events will be held at the PAC in Margate and opened first to Longport residents. Ricky also announced a great working partnership with the Longport Police and Fire Departments. We are targeting August 15th for a National Night Out in Longport. This evening will coincide with the annual fireworks display the town sponsors and will include a concert and magic show all to be held at the Community Center location near Beach Patrol Headquarters.

Ricky reported that Commission Chambers is complete with its remediation and renovation and the Centennial room is near completion. He also met with several members of the Historical Society and discussed specifics and the process for bringing the society under the umbrella and guise of the Longport Library. He also shared a letter drafted by the board secretary, Elizabeth Peterson Ricci, that requests a commitment from Borough Hall on a dedicated library space. This commitment will allow the library to hire an architect and proceed with the grant application that would match funds 1 to 1 for a library improvement project (Library Construction Bond Act).

Finally, our director is in the process of compiling the first report for the NJ State Library, and the staff evaluation have been completed and salaries set for Library Assistants for 2020 at \$18/hr.

Resolution 2020-4: A resolution establishing a capital expense plan and reserving funds. This was adopted in order to allocate capital funds for shelving units, electronic equipment and Library Building Designs.

Elizabeth Peterson Ricci motioned to approve the resolution. Dolores Wilson seconded the motion. All in Favor, none opposed.

Resolution 2020-5: A resolution designating depository bank for funds of the free public library of the borough of Longport and authorizing designated members of the board of trustees to sign necessary banking documents.

This is an annual resolution adopted to assign a financial institution for banking and designate board members to sign banking documents. Dolores Wilson motioned to adopt the resolution, Erin Schiavo seconded the motion. All were in favor and none opposed.

MISC. Business:

Carl Tripician suggests we add a flag salute to our monthly meeting agenda.

Public Comment: No public comment

Adjournment:

Elizabeth Ricci motioned to adjourn the meeting at 5:22pm, Dolores Wilson seconded the motion. All in favor, none opposed.