

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

January 13th 2020 at 5:00-DRAFT

**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 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, Treasurer Patricia English, Secretary Elizabeth Peterson-Ricci, Member Erin Schiavo, Member Dolores Wilson, President of the Board of Education Carl Tripician, Member Joanne Clayton, Member Damen Tomassi, and Library Director Ricky Gerhardt (all present for the meeting).

**Also in Attendance:** N/A

**Absent:** Nick Russo/Mayor

**Old Business:** Approval of minutes from December 9th. Trish 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 welcomed our newly appointed board member, Joanne Clayton. He remarked on the Board of Trustees embarking on year two as volunteers serving the community and the library and reminded the board we will be moving toward a strategic plan for the library and the goals we intend on setting moving forward.

**Treasurer's Report:** Trish English, Treasurer, reported we had a beginning balance of \$324,924.31. We had cash receipts of \$313.06, and cash disbursed in the amount of \$12,465.41. We had an ending cash balance of \$312,772.06. Erin Schiavo 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 Trish English, treasurer. Erin Schiavo had one question in reference to PO # 19-00157. Ricky Gerhardt explained that Faronics which was the PO in question was additional security software and the license was up for renewal, hence the \$360.00 charge. 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 month of December. He explained that it was a quieter month on the circulation side of things but that is typical with winter breaks, vacations etc. He is quite pleased with the increase in digital checkouts. Winter programs are kicking off at the library. Yoga will begin on Thursday, January 16th at the Community Center. Robin is also planning concerts for February through May. As a programming change, the library is adding floral arranging to the program offerings. There was

a great article on the Downbeach news site promoting the library and our various programs. The winter concert, performed by the Ross School Choir was a success. There were roughly 30 people in attendance, and Ricky's relationship/partnership with the school has been productive. Ricky met with Ross School's administrator, Audrey Becker and discussed use of the PAC center. The meeting went well and the Longport Library is an affiliated member, so we would be able to use the PAC for author visits and events for a nominal fee. The PAC center holds roughly 450 people which could allow the library to serve a larger group of the community for certain events. The ILS system will be upgraded in evening in the next few weeks. Finally, Borough Hall Chambers renovation has been completed. They are still refurbishing and determining next steps for further remediation of mold and building repairs.

Ricky discussed a meeting he had to discuss a partnership between the historical society and the library. Essentially the library could and would assume the role of the historical society by taking it under the umbrella of the library. This could fill the void we as a library have in terms of our lack of books/documents/primary sources that encapsulate Longport's history. Several neighboring community libraries have taken on such a role. There are many things to consider from a legal standpoint which will be discussed further such as the space, the existing board and its role moving forward, financial obligations and monies raised by the porch store etc.

Ricky gave an update on the New Jersey Library Construction Bond Act and that application was now open. One of the questions Ricky had was the status regarding the Municipal Building. Ricky spoke with Mayor Russo, who mentioned the Bond Act. Mayor Russo mentioned that he is not in favor of building a new building at this time. The library will consider applying to the State for this grant money but the window is from 3/9/2020-4/6/2020

#### **Resolution 2020-1: A resolution adopting a cash management plan**

This was adopted as a required annual resolution to designate a bank. We need this to certify our money from our budget.

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

#### **Resolution 2020-2: A resolution establishing a change fund**

This is an annual resolution adopted to allow the library to assist our patrons when they need change for fines, copy fees. Dolores Wilson motioned to adopt the resolution, Erin Schiavo seconded the motion. All were in favor and none opposed.

#### **Resolution 2020-3: A resolution adopting a strategic plan (2020-2023)**

As chairperson of the Strategic Planning committee, Dolores Wilson shared an overview of the committee's work. She was quite complimentary of her committee and of course, Ricky the director. She shared that Ricky was integral in taking the survey results and the committee ideas and creating a plan and vision for our board and library. The Strategic plan is a guide to drive the next three years. It will help us address capital funds and our plan on how to use them. It was noted that the capital funds question may be encountered sooner rather than later with the Centennial Room rehab in question and the Borough's potential request for funds to help with the rehab and remediation of that space. The strategic plan will be available as a public document on the library website for viewing.

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

**MISC. Business:**

Ricky was approached by the Mayor with a letter from a concerned resident with a complaint about Food and Film. Although constructive criticism and discussion about programming is welcomed by our director, Ricky reminded us as a board that our by-laws state that our director will field letters or other formats of complaints/issues. It is unnecessary as a board member or officer to be the middle man for such complaints.

**Public Comment: No public comment**

**Adjournment:**

Joanne Clayton motioned to adjourn the meeting at 5:31, Trish English seconded the motion. All in favor, none opposed.