

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

December 21, 2020 5:00 PM

**Call to Order:** President Roy Law called the meeting to order at 5:03 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 December 17, 2020 and sent to the Current on December 15, 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, School Board President Carl Tripician, Mayor Nick Russo, Library Director Ricky Gerhardt (all present for the meeting).

**Also in Attendance:** No additional people in attendance.

**Absent:** Joanne Clayton, Member, and Damen Tomassi, Member

**Old Business:** Approval of minutes from November 16, 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 the impact of COVID 19 and a situation involving a staff member who tested positive. He explained that he and Ricky were in frequent contact throughout the process regarding the situation, and that the library can remain open because there was no close contact. He explained that the Borough and the Mayor have also been helpful in offering assistance with cleaning protocols.

**Treasurer's Report:** Trish English reported that there was a beginning balance of \$501,228.05. She reported cash receipts in the amount of \$166,831.14. Cash disbursed in the amount of \$17,263.92. The ending cash balance was \$650,795.27. Erin Schiavo motioned for approval of the 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. There were no questions with the bill pay list. Dolores Wilson motioned to approve the bill paid list, Kate Subranni seconded the motion, all in favor none opposed.

**Director's Report:** Ricky shared the November statistics for programs and circulation. Ricky explained that digital checkouts continue to make up the majority of the check outs. At the time of the meeting, all programs had moved to virtual. Ricky spoke about the Holiday Reading program which was still open, as well as upcoming lecture series through Rutgers University. Ricky said the library is looking to add virtual authors in February and March, and this type of programming has been successful with the book club. Regarding technology, Ricky explained that the library now has software that allows the library to perform computer upgrades remotely, and that he is working on adding a chat feature to the library website. Ricky reported that the Borough did transfer the lease of the Historical Society Museum building. The museum alarms have been activated and panic alarms have been installed. Ricky shared that the Borough painted the front of the Library as well.

**Committee Reports: Strategic Plan Committee:** Dolores Wilson spoke on behalf of the Strategic Plan Committee. She expressed that when the committee originated, patrons were surveyed in an effort to gather information on what the community would like or want regarding a library. According to the survey, a significant number of patrons were interested in enhancing the library space. Dolores shared architectural designs to expand upon the existing space, as well as estimates for building costs. She spoke about Ricky applying for the Construction Bond Program in 2021, and the possibility of financing the project if the library does not receive the grant. She spoke about having a Q&A session with the public if it is decided that the library will expand.

Nick Russo spoke about possibility reconfiguring offices so that the Library can use space on the second floor.

#### **Motions:**

**Reorganization of Board Officers for the 2021 calendar year.** There was a discussion regarding reorganization, and it was decided that all positions will remain the same for 2021. Roy Law, President, Trish English, Treasurer, and Erin Schiavo, Secretary. Kate Subranni motioned, Dolores Wilson seconded. All in favor, none opposed.

**Amending the Library Assistant Salary Ranges for Current Library Assistants.** Ricky asked for the board to increase the salary range for current library assistants from the current range of \$15.00-\$18.00, to \$15.00-\$20.00. This change will be for only current library assistants, not for new hires. Ricky asked the board to increase the range because the responsibilities of the current library assistants exceed typical tasks, including responsibilities like cataloging and programming. Dolores Wilson motioned, Kate Subranni seconded. All in favor, none opposed.

**Resolutions:**

**a. Resolution 2020-19: A RESOLUTION ADOPTING THE 2021 BUDGET**

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

**b. Resolution 2020-20: A RESOLUTION AWARDED A PROFESSIONAL SERVICES CONTRACT FOR ACCOUNTING SERVICES**

A resolution awarding a professional services contract to Ford-Scott & Associates for Auditing Services. Erin Schiavo motioned, Dolores Wilson seconded. All in favor, none opposed.

**c. Resolution 2020-21: A RESOLUTION AWARDED A PROFESSIONAL SERVICES CONTRACT FOR LEGAL SERVICES**

Ricky talked about how the law firm (McManimon, Scotland, & Baumann, LLC) will be the same company for legal services, but the primary lawyer will change. Nick Russo motioned, Dolores Wilson seconded. All in favor, none opposed.

**d. Resolution 2020:22: A RESOLUTION AUTHORIZING THE PAYMENT OF A MUNICIPAL SERVICES FEE**

Ricky talked about how the municipal services fee increased from \$40,000 in 2020 to \$45,000 in 2021 due to utility costs at the museum. Kate Subranni motioned, Dolores Wilson seconded. All in favor, none opposed.

**e. Resolution 2020-23: A RESOLUTION UPDATING LIBRARY PERSONNEL MANUAL**

Ricky received guidance from both the auditor and the library lawyer to update personnel manual section on earned vacation time.

Staff members are allowed to carry over five vacation days per year. The personnel manual previously did not allow staff members to cash out any time (vacation, sick, or personal), but after receiving guidance, the manual is updated to allow the cash out of earned vacation time only upon separation between employer and employee. The carryover limit of five for vacation time remains the same.

Erin Schiavo motioned, Dolores Wilson seconded. All in favor, none opposed.

**Public Comment: none**

**Adjournment:** Nick Russo motioned to adjourn the meeting at 5:36 pm, Dolores Wilson seconded the motion, all in favor none opposed.