

**Meeting of the Board of Trustees of the Free Public Library of the Borough of Longport**  
January 14, 2019 at 5:00pm-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 advertised in The Press of Atlantic City on December 26, 2018 and sent to the Current on December 21, 2018. 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 Damon Tomassi, Library Director Ricky Gerhardt (all present for the meeting).

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

**Absent:** Dolores Wilson/Board Member, Nick Russo/Mayor, Carl Tripician/Board of Education President

**Old Business:** Approval of minutes from December 17<sup>th</sup> meeting (Drafts previously distributed to board members). Erin Schiavo motioned for approval of minutes, Tricia English seconded the motion, all in favor, none opposed.

**Public Comment:** n/a

**New Business:**

**President's Report:** Roy Law, President explained that he, Pat Agnellini, Borough Solicitor, and Ricky Gerhardt, Library Director, met with a lawyer, Erin Law, regarding legal services for the library. Erin is a partner with McManimon Scotland and Bauman. Her C.V. is quite impressive and the interview went well. It was determined that she would be a great and affordable (\$185.00/billable hour) asset to the library. Ricky will get a proposal from her regarding legal services and will present it to the board at the meeting on February 11.

Roy reiterated the importance of letting him know if we would be absent from any of our scheduled meetings. The absence isn't necessarily a problem but he'd like to know ahead of time so we can maintain a quorum to conduct board business.

Ricky discussed research he has been doing in order to secure a reputable and exciting guest author for our Summer Author Series. His hope, as we have already budgeted for, is to bring in several authors this summer with the appearance of a Marquis Author sometime in July or August. There was a discussion about the cost of the guest author and justifying that cost per attendee. It was concluded that we agreed on and passed a budget that has a heavy emphasis on programming. This expense has already been budgeted for and is important to our patrons. Ricky hopes to secure NYT bestseller Delia Owens. She is affordable (\$9000) for an author of her caliber and her book has gained a lot of momentum in book clubs nationwide after an endorsement by Reese Witherspoon and the book club she sponsors. Reputable authors that generate excitement from library patrons can range anywhere in price from 10-40K.

### **Resolution 2019-1: A RESOLUTION ADOPTING A SECURITY CAMERA POLICY**

Board members discussed that this was a policy that protects both the library and its assets as well as informing the public and letting them know that they are being recorded for the purpose of enforcing library policies and general laws.

Patricia English motioned to adopt the resolution, Erin Schiavo seconded the motion. All in favor, none opposed.

### **Resolution 2019-2: A RESOLUTION AUTHORIZING THE APPROVAL OF UPDATED LIBRARY POLICIES**

Members discussed the three types of patrons, Adults, Young Adults and Children. We reviewed the policy for checking out material in certain locations (e.g. children's area, adult area). The board also updated the ROKU (streaming device) checkout policy. We added parameters to the policy to ensure we do not lose the devices once they are checked out. The length of checkout was reviewed and the late fee of \$5/day was assessed to ensure a prompt return of the devices.

Liz Ricci motioned to adopt the resolution, Tricia English seconded the motion. All in favor, none opposed.

### **Resolution 2019-3: A RESOLUTION ADOPTING A CASH MANAGEMENT PLAN**

The cash management plan indicates what bank we are using (Ocean First), who offers official signatures for banking purposes, and when bank deposits will be made.

Erin Schiavo motions to adopt the resolution, Liz Ricci seconded. All in favor, none opposed.

### **Resolution 2019-4: A RESOLUTION ESTABLISHING CAPITAL EXPENSE PLAN AND RESERVING FUNDS**

Ricky explained that he planned on purchasing, two new bookshelves on wheels which would be used to house new audiobooks and new titles. New computer equipment, and possible more shelving units could also be purchased. These funds will help the library reach its full capacity as an information center.

Tricia English motioned to adopt the resolution, Liz Ricci seconded the motion. All in favor, none opposed.

### **Resolution 2019-5: A RESOLUTION ESTABLISHING A CHANGE FUND**

A change fund of \$150.00 is being established to help to give out change when patrons pay for late fees, copy fees, book sale, and for coffee.

Liz Ricci motioned to adopt the resolution, Erin Schiavo seconded the motion. All in favor, none opposed.

**Treasurer's Report:**

Trish and Ricky reviewed the budget account printout with the board.

**Bill Pay List:**

Roy Law motioned to approve the bill pay list, Erin Schiavo seconded the motion. All in favor, none opposed.

**Public Comment:** none

**Adjournment:**

Liz Ricci motioned to adjourn the meeting at 5:30pm, Tricia English seconded the motion. All in favor, none opposed.