

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

September 11, 2023 5:00 PM

**Call to Order:** President Roy Law called the meeting to order at 5:00 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 September 9, 2023 and sent to the Ocean City Sentinel on September 6, 2023. 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 Erin Schiavo, Treasurer Patricia English, Member Kate Subranni, Member Joanne Clayton, Member Dolores Wilson, Library Director Ricky Gerhardt, (all present for the meeting).

**Absent:** Member Elizabeth Peterson-Ricci, Mayor Nick Russo, School Board President Carl Tripician

**Old Business:** Approval of minutes from June 12, 2023 meeting. (Drafts previously distributed to board members). Dolores Wilson motioned for approval of minutes, Kate Subranni seconded the motion. All in favor, none opposed.

**Public Comment:** none

## **New Business:**

**President's Report:** Roy Law spoke about the expansion project, with the added update that the Post Office will not be housed in Borough Hall. Roy explained that Dolores Wilson, chair of the Strategic Planning Committee will submit a second letter to the Governing body of Longport in an effort to move forward with the project, which will include use of the second floor on Atlantic Avenue side of the building of Borough Hall.

**Treasurer's Report:** Patricia English reviewed the Treasurer's report for June, July, and August. In June there was a beginning balance of \$1,015, 584.67. She

reported cash receipts in the amount of \$400,272.93. Cash disbursed in the amount of \$60,188.40. The ending cash balance for June was \$1,355,669.20. For July, there was a beginning cash balance of \$955,669.20, cash receipts in the amount of \$400,234.27, and cash disbursed in the amount of \$32,149.12, with an ending cash balance of \$1,323,754.35. For August, there was a beginning cash balance of \$923,754.35, cash receipts in the amount of \$400,287.40, cash disbursed in the amount of \$34,508.91. The ending cash balance for August was \$1,289,532.84. Dolores Wilson motioned for approval of the reports, Kate Subranni seconded the motion. All in favor none opposed.

**Bill Pay List:** The Bill Pay lists were reviewed for July, August, and September. There were no questions. Trish English motioned to approve the Bill Pay lists. Joanne Clayton seconded the motion. All in favor, none opposed.

**Director's Report:** Ricky shared the statistics for June, July, and August. Statistics include Materials Checkout (digital/physical), Website traffic, Library App downloads, New Borrowers and Programming.

There were 3,863 physical (materials) checkouts and the Library app was launched 597 times.

In the summer months there were 153 programs with 3,217 attendees.

The summer programming series was highly successful, making the summer of 2023 the busiest summer to date.

There were two author visits that were held outside with a new layout.

The end of summer campfire was highly attended, with well over 150 people. The Fire Department and Lifeguards were instrumental to making this event safe and successful. Ricky is looking to have two campfires next summer.

Attendance was also high for craft programs, concerts, trivia, and Bingo-with a record setting 80 attendees for Bingo.

Fall programs are underway, and will also include crafts, movies, concerts, trivia, Bingo, and cooking classes.

The Fall seasonal gathering is set for October 3<sup>rd</sup>. The winter seasonal gathering is set for December 5<sup>th</sup>, and the Holiday Tree and Menorah lighting are set for December 8<sup>th</sup> at 6:30PM.

The Library has returned to Fall Hours.

The AV System installation is complete and working well.

Ricky spoke about painting the back wall of the Library, where a large bulletin Board is set to be installed to display artwork.

Ricky explained that he is in the process of receiving quotes to replace ramp to the Museum.

The Library Foundation has scheduled the holiday concert for December 17<sup>th</sup>.

**Resolutions:**

Resolution 2023-12: A RESOLUTION OF THE TRUSTEES OF THE FREE PUBLIC LIBRARY OF THE BOROUGH OF LONGPORT ADOPTING A FIRST AMENDMENT AUDIT RESPONSE POLICY. Dolores Wilson motioned to adopt Resolution 2023-12. Kate Subrani seconded. All in favor, none opposed.

Resolution 2023-13: A RESOLUTION OF THE TRUSTEES OF THE FREE PUBLIC LIBRARY OF THE BOROUGH OF LONGPORT, ADOPTING AN UPDATED PURCHASING POLICY. Erin Schiavo motioned to adopt Resolution 2023-13. Joanne Clayton seconded. All in favor, none opposed.

**Public Comment:** none

**Adjournment:** At 5:45 Erin Schiavo made a motion to adjourn the meeting. Dolores Wilson seconded. All in favor, none opposed.

The next meeting will be held on Monday, October 9, 2023 at 5:00PM.