

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

October 28th, 2019 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 October 5, 2019 and sent to the Current on October 2, 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 Damon Tomassi, and Library Director Ricky Gerhardt (all present for the meeting).

Also in Attendance: N/A

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

Old Business: Approval of minutes from September 16th. Trish English motioned for approval of minutes, Erin Schiavo seconded the motion. All in favor, none opposed.

Public Comment: There was no public comment

New Business:

President's Report: President Roy Law spoke about how the mold remediation is an ongoing project in Borough Hall and the impact it has had on Library Programming. He summarized that when employees of Borough Hall approached our Director about using the Library for a Commission meeting, the library initially denied use based on our policy which states that our programs take precedence over outside use. After some discussion with the Mayor and other Borough Hall staff we agreed to relocate some programming to the Community Center because of space limitations in the library and therefore the aforementioned meetings could be held in the library where there is adequate space and electronic equipment. There are still some minor housekeeping things to be ironed out as meeting leaders seem to want quiet patrons and staff in the library during meetings. The library does remain open for business during meetings so noise can pose a problem. A discussion between our Director and the Borough Clerk was had about announcing to meeting attendees that the library is indeed open and there may be some noise from computers, patrons, and staff.

The President also expressed the need to form a Personnel Committee to address two main areas of concern:

1. A yearly evaluation of our Director
2. Assisting our Director with Staff grievances.

Erin Schiavo, Elizabeth Peterson-Ricci and Roy Law will serve on the Personnel Committee.

Treasurer's Report: Trish English, Treasurer, reported we had a beginning balance of \$280,535.27. We received \$147.15 in cash receipts. We disbursed \$29,302.01. We have an ending cash balance for the month of \$251,380.41. Liz Ricci motioned to accept the Treasurer's report. Erin Schiavo seconded the motion. All in favor, none opposed.

Bill Pay List: The bill pay list was review and presented by Trish English, treasurer. She asked Ricky about the \$4500.00 Overdrive annual service fee. He explained it was an annual maintenance fee that we incur for the content. Elizabeth Peterson Ricci motioned to approve the bill list, Erin Schiavo seconded the motion. All in favor, none opposed.

Director's Report: Ricky reported on all of the Circulation and Program Statistics for the month. There has been great enthusiasm for the programming at the library as evidenced by the attendance numbers. The library has added new members and is circulating more books than this time last September. There has been an uptick in traffic to our website, and Overdrive has driven most of our digital content which has also led to more digital checkouts. Fall programming has continued to flourish with movie nights, trivia, bingo and yoga being very popular. Ricky is in talks with the yoga instructor to continue yoga from January to May and then another session from September-December. The library is hoping to add floral arranging, origami and art to upcoming monthly event calendars.

Ricky has moved yoga, and the culinary programs to the community center due to space limitations in Borough Hall. He has upgraded the website to make use from a mobile device more streamlined, and he and his staff are building a good relationship with Margate schools to promote our library and market our offerings.

Resolution 2019-24: A resolution adopting policy on confidentiality of patron records

This policy was adopted to protect our patrons right to read what he or she wishes without fear of censure or legal consequence.

Trish English motioned to approve the resolution. Erin Schiavo seconded the motion. All in Favor, none opposed.

Resolution 2019-25: A resolution adopting a challenged material policy

Elizabeth Ricci motioned to adopt the resolution, Trish English seconded the motion. All were in favor and none opposed.

Resolution 2019-26: A resolution adopting a policy on open public records and meetings

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

Resolution 2019-27: A resolution adopting a materials selection policy

Trish English motions to adopt the resolution, Liz Ricci seconded. All in favor none opposed.

MOTIONS:

A. To appoint Library Director as records custodian

Erin Schiavo motioned to appoint Library Director as records custodian, Elizabeth Ricci seconded. All in favor, none opposed.

B. Revised Library Director Salary Range with a start date of January 01,2020.

Ricky Gerhardt excused himself for this discussion as per our By-Laws. Board members discussed a salary range of 70K-100k for our Library Director Position. We also agreed that an annual percentage raise would be a logical way to proceed after establishing a base salary that reflected our range. Trish English motioned to adopt the salary range, Erin Schiavo seconded. All in favor, none opposed.

Public Comment: No public comment

Adjournment:

Trish English motioned to adjourn the meeting at 6:04pm, Erin Schiavo seconded the motion. All in favor, none opposed. All in favor, none opposed.