

# **Sea Girt Library**

## **Board of Trustees Regular Meeting Minutes**

### **March 6, 2024**

#### **Announcement of Compliance with Open Public Meetings Law**

This meeting is called pursuant to the provisions of the Open Public Meetings Law, c. 234, P.L. 1975. Notice of this meeting has been sent to the Borough's two official newspapers, *The Asbury Park Press* and *The Coast Star*, as required by law. Notice of this meeting was also posted on the Library's website and in Sea Girt Borough Hall. Official actions may be taken at this meeting.

#### **Call to Order**

Ms. Blasi called the meeting to order at 5:15 p.m.

#### **Trustees in Attendance:**

Sue Blasi, Jean McFadden (via Zoom), Mayor Don Fetzer, Jim Mulvihill, Rick Papera (via Zoom), and Devon Smith were present. Trish Connor was absent. A quorum was present.

#### **Additional People in Attendance:**

Library staff: Lisa Luke, JoAnn Johnson. Chief of Police and Borough Administrator, Justin Macko.

Samantha Smith from *The Coast Star* was present via Zoom.

#### **Approval of Minutes**

Ms. Blasi asked if there were any additions or corrections to the 2/7/2024 Regular Meeting Minutes which were previously distributed to the Board. There were none. Ms. Blasi asked for a motion to approve the minutes. Mr. Mulvihill made the motion, and Mr. Papera provided the second. The Minutes were approved by unanimous vote.

#### **President's Report**

Ms. Blasi thanked Mike McCarthy and the DPW for getting both the shed and TV monitor installed.

#### **Presentation by Administrator Justin Macko**

Mr. Macko attended the meeting to discuss security cameras at the library. He believes the cameras will be a wise and useful investment for both the library and the town. As a public building and the heart of the community, the library location serves as a "centralized vision" for the town. Mr. Macko expressed his appreciation to the Board for spending the time and money on a security system he feels will identify problems before they become major issues and will serve the whole town well. The Board is in favor of cameras and waiting on bids so we can vote and move forward with a security system.

**Director's Report**

Ms. Luke reported that February was Library Lovers Month, and with 5 Thursdays in the month there was high traffic and high circulation. Ellen/Bill Hedden were the "highest borrowers" in 2023.

The new TV monitor is installed! Ms. Buckley has been very useful in the set up process.

The shed has arrived and the DPW has assembled shelves for it.

Ms. Luke continues to monitor Libby usage, and usage from the supplemental account through the state is growing.

The library account, which has the newest books, is seeing a lot of use. Selecting the simultaneous use purchase model is very successful for the library. February Cost Per Circulation (simultaneous use) 149 items (86 ebooks/63 audiobooks).

Ms. Luke reported that 8 books on CPC had greater than three checkouts each for the month of Feb. Borrowers are receiving the items they want, which is great!

Programs for adults and children continue to be well-attended and well-received.

**Treasurer's Report**

Ms. McFadden presented the monthly report via Zoom.

**Approval of the Bill List**

Prior to the meeting, Ms. McFadden distributed the February Bill List totaling \$19,199.11. Ms. Blasi asked for a motion to approve the bill list. Mr. Muilvihill made the motion, and Ms. Smith provided the second. The bill list was approved by unanimous vote.

**Committee Reports**

**Buildings and Grounds.** No report.

**Finance.** No report.

**IT.** The committee is in favor of using EBSCO for the library website. They like the design simplicity, library specialists, professional services - EBSCO will create, teach, design, and train the library staff.

The cost will be \$4,250 yearly. Ms. Luke has spoken with other library directors who have used EBSCO and are happy with the company.

The Board is in agreement to move ahead and plans to have a resolution and vote at next month's meeting.

**Personnel.** Personnel Policy will be the next policy to be written by Ms. Luke, Ms. Connor, and Ms. Smith. The first meeting will be in March.

**Policy.** The Policy Committee is in the beginning stages of writing Personnel Policy.

**Security.** Committee will be making recommendations for a security system.

### **Old News**

Shed is completed.

**New Business.** None

**Public Comment.** Ms. Johnson reiterated the successes of February's events and activities. Ms. Luke finished the annual report for the state.

When asked about the monument park across the street, Mayor Fetzer said the monuments will be moved back into the grass area of the Crescent. They are in the design phase.

### **Adjournment**

Ms. Blasi asked if there was any additional business; there was none. Mr. Fetzer made a motion to adjourn, and Mr. Mulvihill seconded the motion. After a unanimous vote, the meeting was adjourned.

Respectfully Submitted,  
Devon Smith