

**AVALON LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
NOVEMBER 14, 2019**

The meeting was called to order at 4:05 pm by Board President Jacquie Ewing. Board President Ewing read the Open Public Meetings Act.

Pledge of allegiance.

<u>Roll call:</u>	President Ewing	Present
	Vice President Mattia	Absent
	Treasurer Thatcher	Present
	Secretary Schwartz	Absent
	Mayor Pagliughi	Absent
	Trustee McCorristin	Present
	Trustee Hoy	Absent
	Trustee Tracy	Present
	Trustee Nestor	Present
	Trustee Petrucci	Absent
	Director Brown	Present
	Board Solicitor Erin Law	Absent

Also present:

Monica Coskey, Seven Mile Publishing
Patty Davis, Seven Mile Publishing

Minutes:

Motion to approve the October 10, 2019 Regular Meeting Minutes made by Trustee McCorristin, seconded by Treasurer Thatcher. Motion passed unanimously by those present.

Public Comments:

No one from the public was present and there were no public comments.

Check Authorization:

Motion to approve the payment of 47 checks totaling \$197,739.50 made by Trustee Nestor, seconded by Trustee McCorristin. Motion passed unanimously by those present. A list of the checks is attached and made a part of these minutes.

Trustee Petrucci entered the meeting at 4:08.

Directors' Report:

Director Brown opened the report with an update on the recently vacated part-time Senior Library Assistant position and requested the Board of Trustees make a motion on the matter.

Motion to create an internal opening for a part-time Senior Library Assistant, open to existing part-time Library Assistants, at a rate of \$20-22/hour for 19 hours/week made by Trustee Petrucci, seconded by Trustee Nestor. Motion passed unanimously by those present.

Director Brown further reported a meeting was recently held with Bonita Risley and Bill Mengel at the History Center regarding the position left vacant following the departure of History Center Director Nina Ranalli in October. During the meeting, specific areas of need and desired specialization of the vacancy were discussed, such as expertise in the fields of digital communication, online exhibitions, and curator background. The position created to fill the vacancy would be a lateral position, and would not be supervisory to the existing full-time employees within the History Center. The next step for the lateral position is to draft a job description and salary range. As a result of the discussion, the question of who will handle administrative duties in connection with the History Center arose. Due to the vacancy, these responsibilities are currently assigned to Director Brown. The possibility of a part-time year-round employee for data entry with a desk at the entrance of the History Center was suggested.

President Ewing agreed with adding complementary skills, not administrative.

Director Brown stated a liaison from the Historical Society will be involved in the hiring process. In other news, Michelle Devine reached a Years of Service milestone, celebrating 15 years of service to the Avalon Library in October. The Borough has implemented online time keeping which has been a welcome technology. A draft was then distributed for review regarding the Bay Atlantic Symphony proposed programs for Summer 2020. The handout is on file with the Recording Secretary under the November 14, 2019 meeting date.

Seven Mile Publishing update:

Patty Davis gave the current statistics, usage, and content. More reusable bags will be ordered and the 2020 calendar magnet will be made.

New Business:

Trustee Petrucci reported on the Personnel Committee meeting, summarized the findings, and offered motions accordingly.

Motion to promote the History Center Collections Coordinator to the title of History Center Curator adjusting the salary to \$52,000, retroactive to September 28, 2019 made by Trustee McCorristin, seconded by Treasurer Thatcher. Motion passed unanimously by those present.

Motion to temporarily increase the Library Director's salary to \$120,000, pending the History Center staffing transition, retroactive to September 1, 2019 through February 1, 2020, or such time when the Board of Trustees amends the 2020 employee compensation made by Trustee Nestor, seconded by Trustee McCorristin. Motion passed unanimously by those present.

Motion to approve Resolution No. 16-19, awarding a contract and appointing a contractor to undertake certain restroom renovations for the Avalon Free Public Library made by Trustee McCorristin, seconded by Trustee Nestor. Motion passed unanimously by those present.

Motion to approve Resolution No. 17-19, establishing a library security camera policy made by Trustee Petrucci, seconded by Trustee McCorristin. Motion passed unanimously by those present.

Motion to approve Resolution No. 18-19, allocating amounts in the capital reserve account for the capital plans for calendar years 2020, 2021, 2022 made by Treasurer Thatcher, seconded by Trustee Nestor. Motion passed unanimously by those present.

Motion to approve Resolution No. 19-19, awarding a contract and appointing a contractor to undertake library carpet renovations for the Avalon Free Public Library pursuant to a State Cooperative Purchasing Agreement at prevailing wage made by Trustee McCorristin, seconded by Trustee Nestor. Motion passed unanimously by those present.

Motion to approve Resolution No. 20-19, authorizing the purchase of library furniture for the Avalon Free Public Library pursuant to a State Cooperative Purchasing Agreement made by Trustee Petrucci, seconded by Treasurer Thatcher. Motion passed unanimously by those present.

Adjournment:

Motion to adjourn the meeting made by Trustee McCorristin, seconded by Trustee Nestor. Motion passed unanimously by those present. Meeting adjourned at 4:57 pm.

Respectfully submitted,

Eleanor Cifaloglio, Recording Secretary

APPROVED: _____
Jacquie Ewing, Board President

ATTESTED: _____
D. Lynn Schwartz, Board Secretary