# A Regular Meeting of the Board of Trustees of the Avalon Free Public Library was held on Thursday, January 9, 2020 at 4:04 pm in the Lab, 235 32nd Street, Avalon, New Jersey.

Attendance: Public - - - - - - - 0

The meeting was called to order by President Ewing. President Ewing read the Open Public Meetings Act Announcement.

Pledge of allegiance.

Roll call: President Ewing Present

Trustee Hoy Present

Vice President Mattia Absent

Trustee McCorristin Absent

Trustee Nestor Present

Mayor Pagliughi Absent

Trustee Petrucci Absent

Secretary Schwartz Present

Treasurer Thatcher Present

Trustee Tracy Absent

Also present:

Erin Brown, Director

Monica Coskey, Seven Mile Publishing

Patty Davis, Seven Mile Publishing

Minutes:

Regular Meeting—December 12, 2020

Motion made by Trustee Hoy, seconded by Treasurer Thatcher that the minutes be approved as submitted. Motion passed unanimously by those present.

Trustee McCorristin entered the meeting at 4:05 pm.

Public Comments:

None.

Check Authorization:

Motion made by Treasurer Thatcher, seconded by Trustee Hoy to approve the payment of 23 checks totaling $436,305.90. Motion passed unanimously by those present. A list of the checks is attached and made a part of these minutes.

Directors’ Report:

Director Brown opened the report with news of the Library’s 12th consecutive 5 Star rating. The Trustees responded with praise for the Library staff and acknowledged the 5 Star rating to be a reflection of their efforts. We have selected a candidate to fill the Senior Library Assistant position and a motion to approve the hiring is requested so we can proceed with filling the position. We will wait to see what the Library needs before filling the now open Library Assistant position. In other news, the job description for the History Center has been completed and we seek a motion to post for the position. The Library carpet replacements and restroom renovations begin Monday January 13 and we are trying hard to stay open throughout the process. We’ve had positive developments and good news regarding the author series, though we still want to come up with a sustainable plan beyond 2020. For example, we could host a multi-day event such as a book & cultural festival. Our reusable bags need replenishing and we have decided to go with a folding/shopping style tote for ease of carrying. The History Center is currently working on the Jack’s Place Exhibit. This is a Strategic Plan Planning year. We are maintaining and showing slight growth but the big question is: are we at/what is the threshold for patrons/cardholders. The answer will determine our course of action. Finally, congratulations are in order for Michael Scythes who celebrated 10 years of service to the Avalon Library in December.

Trustee Petrucci entered the meeting at 4:14 pm.

Motion made by Trustee Hoy, seconded by Secretary Schwartz to officially thank the Library staff and express appreciation for their perpetual hard work and dedication which enabled the Library to achieve 5 Star rating honors for the 12th consecutive year. Motion passed unanimously by those present.

Motion made by Trustee Hoy, seconded by Secretary Schwartz to hire a Part-Time Senior Library Assistant for 19 hours/week at $19.50/hour. Motion passed unanimously by those present.

Motion made by Trustee Petrucci, seconded by Trustee Hoy to post for the History Center position and seek interested and qualified candidates. Motion passed unanimously by those present.

Motion made by Treasure Thatcher, seconded by Trustee McCorristin to approve the History Center collections acquisitions. Motion passed unanimously by those present. The acquisitions include: 11/2019 – Avalon Borough Public Works • Wooden “Rubber Ducky Race” sign (Wetlands Institute) • Wooden “Wetlands Institute Wings & Water Festival” sign; 11/14/2019 – Allie Davis on behalf of Greenman-Pedersen, Inc and Cape May Co., Richard Grubb & Associates, Inc. • Archival report of Historic American Engineering Record (HAER) of Ocean Dr. over TI Bridge project • CD-R of final report • 3 x packets of photographs from 2018; 11/20/2019 & 12/17/2019 – Lydia Borek • 2 x Cape May Co. directories from 1988-89 • Various tee-shirts from Brendan Borek High Tides Memorial Fund events • Various Flags & banners (specific banners not for acquisition noted) • 2 x wooden beach signs; 12/03/2019 – Betty Shoemaker • Folder containing collection of press clippings & info. On storms to have hit the New Jersey coast; 12/06/2019 – Bob Ross, on behalf of David & Susan Ross • Large Borough of Avalon lot plan/map • Early 1900’s cloth lot plan from Borough of Avalon; 12/06/2019 – Eric Heisman on behalf of Avalon PD • Livescan (fingerprinting) machine, inc. instruction book; 12/07/2019 – Betty Shoemaker • Floppy discs and drive of Betty’s HC cataloguing records (I already have these digitally but, the discs & drive could become collection items); 12/11/2019 – Carol MacFeat • 13 x digital color images of Jack’s Place on day of demolition.

**Seven Mile Publishing update:**

Patty Davis gave the current statistics, usage, and content. Jumping right into summer. The Library is in the voting for HulaFrog’s Most Loved Library.

Board Officers & Recording Secretary:

Trustee Petrucci noted the two responses to continue serving.

Recording Secretary read aloud the name and position to be voted on:

President: Jacquie Ewing

Vice President: Carl Mattia

Treasurer: Jim Thatcher

Secretary: Lynn Schwartz

Motion made by Trustee McCorristin, seconded by Trustee Nestor to approve the Board Officers for the year 2020. Motion passed unanimously by those present.

Motion made by Trustee Hoy, seconded by Treasurer Thatcher to approve Eleanor Cifaloglio as Library Board Recording Secretary for the year 2020. Motion passed unanimously by those present.

New Business:

Resolution No. 1-2020: A RESOLUTION AUTHORIZING AGREEMENT FOR CERTAIN LEGAL SERVICES FOR 2020

Motion made by Trustee Hoy, seconded by Trustee McCorristin that the resolution be adopted. Motion passed unanimously by those present.

Resolution No. 2-2020: A RESOLUTION REGARDING THE CASH MANAGEMENT PLAN THROUGH THE REORGANIZATION MEETING OF JANUARY, 2021 AND AUTHORIZING THE NEWLY ELECTED OFFICERS TO SIGN VARIOUS CHECKS

Motion made by Trustee McCorristin, seconded by Trustee Nestor that the resolution be adopted. Motion passed unanimously by those present.

Resolution No. 3-2020: A RESOLUTION REAPPOINTING VARIOUS LIBRARY PERSONNEL FOR THE 12 MONTH PERIOD, BEGINNING JANUARY 1, 2020 TO DECEMBER 31, 2020

Motion made by Trustee Hoy, seconded by Trustee Petrucci that the resolution be adopted. Motion passed unanimously by those present.

Resolution No. 4-2020: A RESOLUTION AUTHORIZING THE PURCHASE AND PAYMENT OF UPGRADES TO THE MILLENIUM SOFTWARE SYSTEM (TO BE UPGRADED TO SIERRA, A NEWER VERSION THEREOF) FROM INNOVATIVE INTERFACES, WITHOUT COMPETITIVE BIDDING

Motion made by Trustee Hoy, seconded by Trustee Nestor that the resolution be adopted. Motion passed unanimously by those present.

Resolution No. 5-2020: A RESOLUTION DESIGNATING THE OFFICIAL LIBRARY NEWSPAPER FOR A PERIOD OF ONE (1) YEAR COMMENCING JANUARY 1, 2020 THROUGH DECEMBER 31, 2020

Motion made by Trustee Hoy, seconded by Trustee Petrucci that the resolution be adopted. Motion passed unanimously by those present.

**Adjournment:**

Motion made by Trustee Hoy, seconded by Treasurer Thatcher to adjourn the Regular Meeting. Motion passed unanimously by those present.

Regular Meeting adjourned at 4:52 pm.

Respectfully submitted,

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Eleanor Cifaloglio, Recording Secretary

APPROVED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ATTESTED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Jacquie Ewing, Board President D. Lynn Schwartz, Board Secretary