

March 12, 2020

A Regular Meeting of the Board of Trustees of the Avalon Free Public Library was held on Thursday, March 12, 2020 at 4:00 pm in the Lab, 235 32<sup>nd</sup> 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.

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

Also present:

Erin Brown, Director  
Monica Coskey, Seven Mile Publishing  
Patty Davis, Seven Mile Publishing

Minutes:

Regular Meeting – February 13, 2020

Motion made by Trustee McCorristin, seconded by Trustee Nestor that the minutes be approved as submitted. Motion passed unanimously by those present.

Public Comments:

None.

Check Authorization:

Motion made by Trustee McCorristin, seconded by Treasurer Thatcher to approve the payment of 41 checks totaling \$125,223.78. Motion passed unanimously by those present. A list of the checks is attached and made a part of these minutes.

Seven Mile Publishing update:

Patty Davis gave the current statistics, usage, and content. The Resource page on the website will be redesigned for ease of use. Items of note currently in the works are car magnets for AFPL & AHC, Author Series PR, and Summer Reading Materials.

Trustee Petrucci entered the meeting at 4:08 pm.

Directors' Report:

Director Brown opened the report with an update on staffing. We received 12 applications for the History Center position, conducted 3 interviews and have a candidate for recommendation. A year-round part-time Library Assistant is needed, and we want to recruit our seasonal hires from past seasonal employees. Finally, there are two positions we wish to reclassify with adjusted hourly rates. I am requesting motions to pass the staffing suggestions.

Motion made by Vice President Mattia, seconded by Trustee McCorristin to approve the hiring of Jonathan Gibson for the Year-Round Full-Time position of History Center Digital Collections Coordinator at an annual salary of \$50,000. Motion passed unanimously by those present.

Motion made by Secretary Schwartz, seconded by Trustee Petrucci to approve the hiring of a Year-Round Part Time Library Assistant at a rate of \$17.00/hour for 19 hours/week. Motion passed unanimously by those present.

Motion made by Treasurer Thatcher, seconded by Trustee McCorristin to recruit former seasonal employees for three (3) 2020 seasonal employment opportunities: 2 Seasonal PT Library Assistant 19 hours/week at \$17.00/hour; 1 Seasonal PT Programming Assistant 19 hours/week at \$18.00/hour. Motion passed unanimously by those present.

Motion made by Vice President Mattia, seconded by Trustee McCorristin to reclassify two Part Time Library Assistants to the title of Senior Library Assistants with the following rate adjustments: PT Senior Assistant A: adjust rate from \$21.21 to \$22.21; PT Senior Assistant B: adjust rate from \$18.81 to \$20.00. Motion passed unanimously by those present.

I would like to discuss where we stand with precautions regarding COVID-19. We are built for running remotely though it is up to the Trustees how we proceed.

Motion made by Treasurer Thatcher, seconded by Trustee McCorristin to suspend all programs through April 11 and for all decisions to be made at the discretion of Director Brown. Motion passed unanimously by those present.

#### New Business:

Resolution No. 11-2020: A RESOLUTION ESTABLISHING A SOCIAL MEDIA POLICY OUTLINING USAGE GUIDELINES FOR LIBRARY SOCIAL MEDIA PLATFORMS

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

Resolution No. 12-2020: A RESOLUTION ESTABLISHING A LIBRARY "NETWORK AND INTERNET USE POLICY"

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

Resolution No. 13-2020: A RESOLUTION ESTABLISHING A LOST AND FOUND POLICY REGARDING THE HANDLING OF PROPERTY LEFT ON LIBRARY PREMISES

March 12, 2020

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

Adjournment:

Motion made by Vice President Mattia, seconded by Trustee McCorristin to adjourn the Regular Meeting. Motion passed unanimously by those present.

Regular Meeting adjourned at 4:43pm.

Respectfully submitted,

---

Eleanor Cifaloglio, Recording Secretary

APPROVED: \_\_\_\_\_  
Jacquie Ewing, Board President

ATTESTED: \_\_\_\_\_  
D. Lynn Schwartz, Board Secretary