

Avalon Free Public Library
Board of Trustees
REGULAR SESSION MINUTES APRIL 8, 2021

A Regular Meeting of the Board of Trustees of the Avalon Free Public Library was held on Thursday, April 8, 2021 at 4:00 pm via Zoom due to current Covid-19 procedures in place.

Attendance: Public - - - - - 0

The meeting was called to order by President Ewing.

Pledge of allegiance.

<u>Roll call:</u>	President Jacquie Ewing	Present
	Trustee Richard Hoy	Absent
	Vice President Carl Mattia	Absent
	Trustee John McCorristin	Absent
	Trustee Kate Nestor	Present
	Mayor Martin L. Pagliughi	Absent
	Trustee Michele Petrucci	Present
	Secretary D. Lynn Schwartz	Present
	Treasurer Jim Thatcher	Present
	Trustee Stacey Tracy	Absent

Also present:

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

Carl Mattia joined the meeting at 4:29 pm. Richard Hoy attempted to join the meeting unsuccessfully.

President Ewing read the Open Public Meetings Act Announcement.

Public Comments:

None

Minutes:

Regular Meeting Minutes Memorialized– March 11, 2021

Motion made by Trustee Petrucci, seconded by Secretary Schwartz that the minutes be approved as submitted. Motion passed unanimously by those present.

Check Authorization:

Motion made by Treasurer Thatcher, seconded by Trustee Petrucci to approve the payment of 36 checks totaling \$125,000.25. Motion passed unanimously by those present. A list of the checks is attached and made a part of these minutes.

Directors' Report:

Director Brown's report was forwarded to the Trustees via e-mail and it is on file with the Recording Secretary. The Director shared photos of the completed Children's Room project, which is now open to patrons. Bill Mengel has resigned from his position at the History Center and staffing needs were presented to the Trustees for approval for year-round and seasonal assistants.

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- **Library**

- **Up to 3 PT Seasonal Assistants** to support door monitoring, virtual program moderation, and circulation. \$20.00/hour, 19 hours/week for 10 weeks (June 19-August 27)

Motion was made by Trustee Petrucci, seconded by Secretary Schwartz to approve the hiring of three assistants. Motion passed unanimously by those present.

- **History Center**

- **1 Year-Round PT History Center Assistant** to fill the vacancy created by the Interpreter's resignation. Duties include program coordination and presentation, greeter, exhibit guide/interpretation, and project support.
 - \$20.00+/hour, 19 hours/week, year-round

Motion was made by Treasurer Thatcher, seconded by Trustee Petrucci to approve the hiring of one assistant. Motion passed unanimously by those present.

- **1 Seasonal PT History Center Assistant**, duties include greeter, exhibit guide/interpretation, event support if needed, data entry for collection management
 - \$17.00/hour, 19 hours/week for 14 weeks (June 5-Sept 10)

Motion was made by Treasurer Thatcher, seconded by Trustee Petrucci to approve the hiring of one assistant. Motion passed unanimously by those present.

Director Brown continued to explain they anticipate expanding the Library's hours effective May 1st and through the summer; Monday-Friday 10 am–7 pm and Saturdays & Sundays 10 am–5pm. The Strategic Plan Survey showed patrons requested later hours on the weekends. They continue to quarantine materials in the storage unit on site. The History Center may consider closing on Mondays for approximately six weeks due to lack of staff availability and limited patron visits; the Trustees approved this request. Summer Events have been forwarded to 7 Mile Publishing for May and June's promotional pieces. July and August are in the planning stages. A virtual summer author series is in the works and the goal is to have Authors in Conversation series on the third Thursdays in June, July and August. Secretary Schwartz inquired about outdoor children's programming. Director Brown is expecting that type of programming in September. The Avalon Pier Exhibit is scheduled to begin in May and the High Tides Memorial Exhibit is scheduled for early July. "Avalon Then and Now" on YouTube incorporates Avalon house and streets then and now; Director Brown shared a preview of this with the Trustees via Zoom.

Seven Mile Publishing Update:

Patty Davis' Board Report was presented using a slideshow presentation. Ms. Davis gave statistics for March that included social media's total reach increasing to over 20,000. In May there will be a dedicated e-mail for the Avalon History Center, plus every Tuesday a new book e-mail will be sent. Treasurer Thatcher asked if there was a way to identify the social media visits for teenagers and young adults. Ms. Davis will research Facebook analytics but thinks it is for ages 35 and above, whereas younger users tend to utilize Instagram and Snap Chat. National Library Week's theme is "Welcome to Our Library", so they have been posting fun facts about libraries across the world and relating them towards

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the Avalon Library. Creative Bug is a new resource they have been marketing and is geared toward projects and crafts. They are also working on a coloring book and summer giveaways for this summer.

New Business:

RESOLUTION 6-2021 RESOLUTION ADOPTING THE STRATEGIC PLAN FOR 2021 TO 2023 BY THE TRUSTEES OF THE FREE PUBLIC LIBRARY OF THE BOROUGH OF AVALON

Motion was made by Treasurer Thatcher, seconded by Secretary Schwartz to approve the resolution. Motion passed unanimously by those present.

Adjournment:

Motion made by Secretary Thatcher, seconded by Secretary Schwartz to adjourn the Regular Meeting. Motion passed unanimously by those present.

Regular Meeting adjourned at 4:43 pm.

Respectfully submitted,

Kimberly F. Mastriana, Recording Secretary

APPROVED: _____
Jacquie Ewing, Board President

ATTESTED: _____
D. Lynn Schwartz, Board Secretary