

Avalon Free Public Library  
Board of Trustees  
REGULAR SESSION MINUTES SEPTEMBER 8, 2022

A Regular Meeting of the Board of Trustees of the Avalon Free Public Library was held on Thursday, September 8, 2022 at 4:00 pm in the Library Meeting Room.

Attendance: Public - - - - - 0

The meeting was called to order by President Ewing. Ms. Ewing read the Open Public Meetings Act. Pledge of allegiance.

Roll call:

**Present:** President Jacquie Ewing, Trustee Kathy Fox, Trustee Richard Hoy, Trustee John McCorristin, Trustee Kate Nestor, Trustee Michele Petrucci

**Absent:** Vice President Carl Mattia, Mayor Martin L. Pagliughi, Treasurer Jim Thatcher, Secretary D. Lynn Schwartz

Also present:

Erin Brown, Director

Patty Davis, 7 Mile Times

Public Comments:

None

Minutes:

Regular Meeting Minutes Memorialized– August 11, 2022

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

Check Authorization:

Motion made by Trustee Petrucci, seconded by Trustee McCorristin to approve the payment of 38 checks totaling \$130,129.99. Motion passed unanimously by those present. A list of the checks is attached and made a part of these minutes.

Secretary D. Lynn Schwartz arrived at 4:05 pm.

Director Brown sought a motion to create and post job postings for the following potential positions:

Positions to Address Current Vacancies or Soon to be Vacant

- FT Assistant Director – Programming & Engagement (to fill vacancy from Program Coordinator retirement in 2/2023) o Salary Range: \$85,000-95,000
- FT Archivist (fill vacancy created by Digital Collections Coordination resignation June 2022) o Salary Range: \$60,000-70,000
- PT Program Assistant (fill vacancy from October 2022 resignation of HC Program Assistant) o Rate: \$20.50/hour, 19 hours/week (approx. \$20,500/year)
- PT Patron Assistant – Circulation and Youth Services (vacancy created by library assistant resignation June 2022) o Rate: \$18.00/hour, 19 hours/week (approx. \$18,500/year)

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- PT Patron Assistant – Circulation and HC (vacancy created by library assistant promotion November 2021) o Rate: \$18.00/hour, 19 hours/week (approx. \$18,500/year)

TBD Possible New Position

- FT Office Manager, Salary Range: \$50,000-60,000

Motion made by Trustee Petrucci seconded by Trustee Hoy. Motion passed unanimously by those present.

Directors' Report:

Director Brown's report was forwarded to the Trustees via e-mail and is on file with the Recording Secretary. The Director began with personnel acknowledging two employees marking ten and five years of service. COVID-19 time continues to be committed each week to the coordination of facility and assignment coverage, policy changes and ongoing management of COVID-19 related items. Weekly testing for employees who have not reported vaccination status is no longer required. Popular August events included two NY Times Bestselling Authors that were well attended. Kids events have returned to pre-pandemic attendance numbers. Digital circulation is up 40% over 2019 while physical circulation is down 25%. President Ewing began discussion regarding indoor compared to outdoor attendance of the concerts and diversifying the music to draw a larger crowd. The new windows at the library were replaced and the shades were reinstalled as part of the AVES facility project. The Director presented the new integrated library system and catalog to the Trustees and demonstrated the old search results compared to the new. This company also offers an integrated library product used by the circulation desk, which the Director will be presenting in the future for potentially significant savings.

Motion made by Trustee McCorristin, seconded by Trustee Hoy to approve the History Center collections acquisitions from the September 6, 2022, 2022 Collections Committee meeting. Motion passed unanimously by those present.

The acquisitions include:

1. **Avalon Beach Patrol: June 28**, 2020 ABP Yearbook and 2021 ABP Yearbook
2. **Craig Cunningham: June 28**, 3 x wooden store signs from Paper Peddler
3. **James A. Merkel, Jr.: June 29**, Staples flash drive containing images of family in Avalon, dated approx. 1960s
4. **James Brazel: July 3**, 1972 Avalon Beach Tag
5. **Al Haring: July 6**, Black vinyl map wallet containing Rand McNally road atlas & travel guide, copyright 1971
6. **Robert Miller: July 14**, Sportmen's Tavern color postcard, 2 x black & white photos of Avalon
7. **Chris McCreary Cummings: July 16**, 50<sup>th</sup> Anniversary Beach Tag place mat
8. **Annette Crotchfelt: July 21**, Photo album of Harvey's Harbor images dated from 1948 to 1988, Deeds, agreements, mortgage settlements
9. **Anthony Zurawski: August 4**, 1969 Whitebrier print by Lois E.
10. **Thomas Thornton: August 4**, Framed copy of 1909 Avalon Development Co. Avalon street plan
11. **Diane Chirachella: August 9**, Avalon Players newspaper article
12. **Rose Tarangelo: August 15**, Glass apothecary bottle & stopper, marking Keen's 60th Anniversary

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13. **Mimi Haggerty: August 16**, 08/30/1987 Philadelphia Inquirer magazine, featuring Joe Paterno and 4 x color photographs of Avalon Inlet area, date stamped 1986
14. **Edward Runyan: August 30**, Sea Side Bottling Co. glass bottle
15. **Ken Short: August 29**, 2 x 2020 Avalon Beach Tags, 2 x 2021 Avalon Beach Tags and 29 x various Avalon Beach Tags – for sale in AHS gift shop

Seven Mile Publishing Update:

Patty Davis began with newsletters sent for July and August having excessive open rates above 40% and a reach of over 37,000. In September Program previews will highlight all events including Scholastic Teachables, book reviews, weekly programming and off-season events like the Seafood Festival. September and October events are completed and the fall postcard with programming events has been distributed. They are currently working on the holiday edition of the 7 Mile Times.

New Business:

RESOLUTION 16-2022- RESOLUTION OF THE TRUSTEES OF THE FREE PUBLIC LIBRARY OF THE BOROUGH OF AVALON IN THE COUNTY OF CAPE MAY, NEW JERSEY ESTABLISHING THE INTENT TO TRANSFER EXCESS FUNDS OF THE LIBRARY TO THE BOROUGH OF AVALON PENDING THE APPROVAL OF THE STATE LIBRARIAN

Motion was made by Trustee Hoy, seconded by Trustee Petrucci to approve the resolution. Motion passed unanimously by those present.

Adjournment:

Motion made by Secretary Schwartz, seconded by Trustee Petrucci to adjourn the Regular Meeting. Motion passed unanimously by those present. Regular Meeting adjourned at 4:37 pm.

Respectfully submitted,

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Kimberly F. Mastriana, Recording Secretary

APPROVED: \_\_\_\_\_ ATTESTED: \_\_\_\_\_  
Jacquie Ewing, Board President D. Lynn Schwartz, Board Secretary