

**Belmar Public Library
Board of Trustees Meeting
February 21, 2023
Minutes**

Present: Danielle Arnold, Jerry Buccafusco, Bruce Blattner, Kathleen Casserly, Darleen Havens, Pat Hutchinson, Maria Rondinaro, Johanna Roper-Robinson, Sharon Russell-Fowler (by Zoom)

Absent: Jimmy Alvarez, Michael Schappert

Also present: David Hallman, Luis Pulido, Anita Peccorelli, Anthony Busch, Jerry Freda

Ms. Russell-Fowler read the notice of the meeting.
Attendees pledged allegiance to the flag.

Mr. Blattner made a motion that we approve the minutes of the January 9 meeting. Ms. Havens seconded. The motion was carried unanimously.

Report on the windows

Mr. Busch, architect, and Mr. Freda, engineer, introduced themselves and explained their process in addressing the replacement of the windows. They noted that the single quote we have, solicited by Ms. Russell-Fowler, is now out of date. They are also analyzing the exterior of the building.

1. They said that the scaffolding needed to install the new windows will allow access to the roof. This will provide a chance to complete an analysis of the building and develop a scope of work.
2. Solicitation of quotes will then be initiated and will take bidders 12 to 18 weeks.
3. PDFs of plans will be distributed. There is a \$44,000 threshold for state bids. We must choose the lowest qualified bidder who can meet the carefully composed RFP. Materials must be specified and subcontractors must be able to work together. Bids must come from specialists in historic restorations.
4. Installation of windows should take about a month. The building probably will not need to be closed during installation. Summer is the quietest time, but weather might be most reliable in late summer-fall. Supply chain issues and availability of contractors will ultimately impact the schedule.

5. Warranty service will be part of the bid.

Treasurer's Report

Ms. Havens reported that the temporary budget is 25% of last year's budget.

Budget Amount	\$194,700.00	
Spent to date	\$34,828.44	
Waiting to pay vendor	\$2,574.67	
STD & Waiting	\$37,403.11	
Balance of Budget	\$157,296.89	
Budget Amount	\$194,700	
Amount Spent	\$34,828.44	
Balance	\$157,296.89	
		19%

Report from the Department Head

1. Mr. Hallman announced that the Chinese New Year Celebration at Taylor Pavilion was a great success, with 150-200 attendees. Future celebrations will include only appetizers rather than a meal. We are exploring strategies to identify and prioritize resident library card holders rather than people from other communities. Preregistration, special bracelets, showing library card at the door are some ideas.
2. Strategic planning will be led by John Bonney of the Neptune Library. The success of strategic planning depends on getting as many people involved as possible.

3. The capital projects are underway, as noted by visiting architect and engineer. Mr. Hallman hopes to complete this phase of planned projects in 2023-24, followed by the bathroom and front door in 2024.
4. Mr. Pulido has reported success in programming. Planned emphasis on starting each day with a low impact physical activity, e.g. tai chi or meditation. Afternoon classes will emphasize mental activity: Cell phone instruction has been split into an Apple and an Android group. Sewing and knitting are popular. Children's activities will be emphasized on weekends.
5. Weeding of books has begun, with help from Ms. Arnold. Baker and Taylor training will be carried out on Friday.
6. Mr. Pulido added that the Irish Fest will be held March 16 at Taylor Pavilion. The Irish soda bread contest has been split to emphasize two categories: brown bread and white. Winners will get a \$50 gift card, trophies and bragging rights.
African-American History Month has been very successful. Each week, a different local African-American role model has been featured, including David Sancious, Neil Sterling, Dr. McAfee, and Grace Roper.
7. Ms. Russell-Fowler noted the help provided by George Komitas in finding extra chairs and plates at the Chinese New Year Festival. She reported that the crafts were a success.

Old Business:

- The Anchor Program will end on February 28. Luis has done a great job helping residents apply.
- The Senior Freeze Program will be coming in October.
- Neptune Library has volunteer take assistants available, a program we need to look into, as a center for help for the community.
- A New Trustee Workshop will be offered this Saturday by the NJ Library Trustees Association. Board needs 7 hours of training per year.
- Do we need to meet monthly during the non-summer seasons? Request that we mull over possibility of bi-monthly meetings.
- Honor Society students need community service hours. Can we use their help?

- We are ordering a new phone to replace the one that has broken.
- Ms. Russell-Fowler continues to pursue advertising of library activities on the marina's digital sign.

With no further business, Mr. Buccafusco moved to adjourn the meeting. Ms. Casserly seconded the motion and after unanimous approval, the meeting was adjourned at 7:30 pm. The next meeting will be held on March 10, 2023.

Draft submitted by Pat Hutchinson, 02/26/23