

**Belmar Public Library  
Board of Trustees Meeting  
October 16, 2023  
Minutes**

Present: Bruce Blattner, Danielle Arnold, Kathleen Casserly, Darleen Havens, Pat Hutchinson, Maria Rondinaro, Johanna Roper-Robinson, Sharon Russell-Fowler

Absent: Jimmy Alvarez, Michael Schappert, Jerry Buccafusco

Also present: David Hallman and Luis Pulido

The meeting was called to order at 6:30 pm. Ms. Russell-Fowler read the notice of the meeting. Attendees pledged allegiance to the flag.

Ms. Havens made a motion that we approve the minutes of the September 18 meeting. Mr. Blattner seconded. The motion was carried unanimously.

Director's Report

- The media room, including the back door, walls and stairs was inundated with water and sewage during the recent storms. Mr. Hallman approached ServePro to provide in-depth cleaning, but they were so busy that they couldn't promise to accommodate the library in a reasonable timeframe. He was able to arrange for the Borough's insurance company to hire a cleaning company. The final cost of the procedure has not yet been determined, as several other issues have arisen during the cleaning. The deductible for the cleaning is \$2500. Mr. Hallman cannot approve an expenditure of over \$2000, but the board will approve the cost of the deductible and will stand by to consider other associated costs. No adjustment to Mr. Hallman's approval limit is needed at this time.
- The contract for the windows provides the option of a change order, and Mr. Hallman suggests we consider getting the window on the south wall that is covered over, as well as the front door, done along with the other windows.
- Mr. Hallman has proposed a change to the open hours. We would still maintain the current total of 50 hours, which is a significant amount of time relative to other local libraries. However, we would adopt the following schedule, beginning Nov. 1:

Monday through Thursday 10 am to 7 pm  
Friday and Saturday 9 am to 2 pm  
Sunday 12 noon to 4 pm

### Library Assistant's Report:

Mr. Pulido presented a 2023-24 Technology Vision Overview, with the goal of making the library more inviting and comfortable on the main floor for patrons, while providing practical technical equipment and services to help them “get things done and achieve their goals” on the lower floor. The lower floor would also house a “library of things” for both in-house use and to check out.

### Patron-facing technology:

- Public computers and printers, under supervision, using Envision software, downstairs
- Acquisition of a book-enlarger
- ZoomConference Room
- Collection of things: Tools and equipment for in-house use and checkout
- New electronic sign

### Staff-facing technology:

- Public PC Envisionware
- Patron privacy management
- Hiring of part-time IT technician
- Additional phone extension

Luis envisions four stages of implementation:

Stage 1—reset and reconfigure existing equipment

Stage 2—develop library policies for use of computers and other equipment

Stage 3—research and acquire new equipment and services

Stage 4—Develop and launch of “Library of Things,” Spring 2024

### Treasurer's Report

Ms. Havens reported the following financial report for October, 2023:

Budget Amount	\$786,808.20	
Spent to date	\$355,126.22	
Waiting to pay vendor	18,421.87	
STD & Waiting	\$373,548.09	
Balance of Budget	\$413,260.11	

Budget Amount	\$786,808.20	
Amount Spent	\$373,548.09	
Balance	\$413,260.11	
% remaining to date		47%

### President's Report

- DPW will plant the lilac honor of Lois Gallagher.
- Three bids are needed for the wrap-around benches for outside the library
- Belmar Elementary School have submitted a grant for after-school activities that the library should not compete with.
- Ms. Russell-Fowler attended the reopening of Info Age to see what resources they have that could be used by our patrons.  
Library activities will now reliably appear on the Marina sign. The October announcement will be for Mr. Ray's concert, October 28.
- Mr. Tarzian asks the staff to put together a "wish list" for January so that his family can fund some of the needs of the Tarzian Media Center.
- To kick off strategic planning, Ms. Leslie Naughton will gather interest data through three sources: online questionnaire; survey at the main desk; and in-person interviews with Ms. Naughton.
- Book talks have been well-attended, particularly Merry Brennan's. Mr. Pulido pointed out that Ms. Brennan's talk was considerably better attended than the others.
- Ms. Russell-Fowler suggested that we might want to do more, and do more thematically, with movies. Mr. Pulido explained the problems with licensing and presenting films.
- As part of the Diwali celebration (Nov. 9), Vin Gopal will offer a proclamation citing Belmar Library for its inclusiveness.

### New business

- Ms. Rondinaro offered images of a "book bench" and a bookshelf
- She noted that she had met James Day, the first black lifeguard in NJ, who is also a veteran

- Ms. Arnold suggested we institute a Taylor Swift night (much like the Harry Potter theme event that we held a few years ago). As a “Swiftie”, Ms. Arnold is enthusiastic about taking on this. She proposes activities for various ages: 10-14 year olds; younger children; (supposedly upper teens and adults as well). Ms. Russell-Fowler suggested making friendship bracelets as a Swiftie activity.

After a lengthy session of public comments, Ms. Roper-Robinson proposed adjournment at 8:30 pm. Ms. Casserly seconded. The board voted unanimously to adjourn the meeting..

Submitted by Pat Hutchinson, 011/06/23