

**Belmar Public Library
Board of Trustees Meeting
December 19, 2023
Minutes**

Present: Danielle Arnold, Bruce Blattner, Mayor Jerry Buccafusco, Darleen Havens, Pat Hutchinson, Johanna Roper-Robinson, Maria Rondinaro, Sharon Russell-Fowler, Michael Schappert

Absent: Jimmy Alvarez, Kathleen Casserly

Also present: David Hallman and Luis Pulido

The meeting was called to order at 6:00 pm. 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 November 13 meeting. Ms. Roper-Robinson seconded. The motion was carried unanimously.

Director's Report

- Mr. Hallman checked with Mayor Buccafusco and Ms. Rondinaro that the scheduling of meetings did not conflict with their council responsibilities. Both indicated that the current schedule is fine.
- Mr. Hallman reviewed the 2024 calendar's meeting dates and library closure dates:

Jan. 8	Meeting
Jan. 15	Closed (Martin Luther King Day)
Feb. 12	Meeting
Feb. 19	Closed (Presidents' Day)
March 11	Meeting
March 29-31	Closed (Good Friday; Easter)
April 8	Meeting
May 13	Meeting
May 27	Closed (Memorial Day)
June 10	Meeting
July	No meeting
July 4	Closed (July 4)
Aug.	No meeting
Aug. 31-Sept. 2	Closed (Labor Day)
Sept. 9	Meeting
Oct. 14	Closed (Columbus Day)

Oct. 21	Meeting
Nov. 11	Meeting
Nov. 29-Dec. 1	Closed (Thanks giving)
Dec. 9	Meeting
Dec. 24, 25	Closed (Christmas)
Dec. 31, Jan. 1	Closed (New Year)

Budget discussion

There is \$200,000 in the capital line for windows. The work hasn't been done, so the money hasn't been spent. We can encumber this money, in which case we will have essentially spent that money this year, leaving little to return to the residents for tax relief. We do, however, need to pay for costs not covered by insurance from the flood in late September (Approximately up to 20,000).

If we don't spend the money this year, we'll have a large amount to return to the town for tax relief next year.

Mr. Schappert clarified that we could move 100,000 into capital reserves.

Mr. Buccafusco observed that we could transfer part of the money not spent to capital reserves and have somewhat more for tax relief this year.

A discussion followed, with several points expressed: If we delay spending the money on the windows this year, we could come up short if unforeseen problems with the building due to weather or other issues arise. Most library boards attempt to achieve their goals and return less to the town. Several board members pointed out that this strategy makes sense if you have a well-designed strategic plan and have made substantial progress toward planned improvements, as we have this year.

Mr. Schappert made a motion to move \$100,000 to capital reserves and encumber \$20,000 from the capital line (\$200,000 for the windows) for costs not covered by insurance from the flood. Ms. Havens seconded the motion, and a vote was taken. The motion was carried unanimously.

Treasurer's Report

Ms. Havens delivered the following financial report for November, 2023:

Budget Amount	\$786,808.20	
Spent to date	\$448,508.94	
Waiting to pay vendor	18,064.33	

STD & Waiting	\$466,573.27	
Balance of Budget	\$320,234.93	
Budget Amount	\$786,808.20	
Amount Spent	\$466,573.27	
Balance	\$320,234.93	
% remaining to date	59%	

President's Report:

- Ms. Russell-Fowler is working on the installation of the Lois Gallagher memorial plant. Location is E Street near the driveway. They are awaiting the language for the plaque.
- The printers need attention. The borough-leased printer is unreliable with stapling, double-sided printing, and variations in paper and type size. The printer and computers do not communicate efficiently. Mr. Hallman noted that Will Anan is home from college and is helping out as tech support.
- Two-three weeks are needed before the basement can be used. The ceiling in the bathroom must be replaced and then painting can be completed.
- The National Library Week open house will be held in our library in April.

Old Business:

Ms. Arnold reported on her vision for March as Taylor Swift Month. She will present a plan of activities for Swifties of all ages.

Ms. Russell-Fowler proposed adjournment at 7:30 pm. Mr. Blattner seconded. The board voted unanimously to adjourn the meeting, after which we toured the basement and observed the work completed and in progress.

Submitted by Pat Hutchinson, 12/31/23