

CAPE MAY COUNTY LIBRARY

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DEBORAH POILLON.
Library Director

E. MARIE HAYES
Freeholder

Minutes of the Regular Meeting of the Cape May County Library Commission held on Wednesday, August 15, 2018 at 1:30pm, in the Board Room of the Cape May County Library in Cape May Court House, NJ.

Present: Mr. Hutchinson, Chair
Mrs. Henderson, Vice Chair
Mrs. Ponichtera, Secretary
Mr. Ludgate
Mr. Mastrangelo
Deborah Poillon, Library Director
Ms. Lenore McGann

1. Mr. Hutchinson called the meeting to order and announced it was being held in accordance with the Open Public Meetings Act.
2. The minutes of the meeting of July 18, 2018 were presented for review and approval. Mrs. Henderson made a motion to approve the minutes, which Mr. Ludgate seconded. The motion passed unanimously.
3. Poillon presented the bills for the month of August for review and approval for payment. The lists of bills were discussed. Poillon noted that there was a Health Insurance payment and a 2nd quarter Shared Services Agreement payment to the County, a \$23,445 payment to Mitchell Welding, for the Pocket Park fence, and several payments to Summer Reading performers. Mrs. Henderson made a motion to approve the bills for payment, which Mrs. Ponichtera seconded. The motion passed unanimously.
4. Under old business:
 - a. Poillon reported that the Pocket Park was done, except for some additional plantings in the Fall.
 - b. Poillon reported she, Ann Marie McMahon from County F&S, FH Hayes, CMCity Mayor Lear, CMCity Council Member Patricia Gray Hendricks and CMCity Library Committee member Lorrie Jorgensen-Walsh had met with the Franklin Street School Feasibility Study architect Michael Calafati from MCA on 7/19. There was a discussion about what the Library and the City need in the building and some ideas about building use. There was a second meeting in 8/14. MCA reported that a new roof and boiler would be needed. The building mechanicals have not yet been evaluated. MCA and Acari + Iovino both presented very tentative designs, using the current building structure. Another meeting is scheduled for September 11th. Ms. McGann, who is the daughter of Emma Elwell, to whom the CMCity Library is dedicated, spoke. She believes the Library should stay at its current location. Knowing that more space has been requested for programs, reading areas and children's materials, she suggested either enlarging the current building by making a basement or adding a second floor. Poillon said that she would pass these suggestions to MCA at their next meeting.
 - c. Poillon reported that OEM still had desks and files in the basement.
5. Under new business:
 - a. Poillon reported that Marsh & McClellan had evaluated the Library's insurance and an upgrade is not necessary.
 - b. Poillon reported that the CH HVAC needed to be upgraded and that the County was planning on using some the old Jail's HVAC for the upgrade.
 - c. Poillon reported that it was necessary to re-do the NF side 2nd floor grid and tiles. The County and the Library will do a lot of the work, to keep the costs down.
 - d. Poillon reported the Summer Reading Programs have been very successful. All program attendance has increased by 12% over last year.
 - e. Resolution August 2018 #1, Approving Appointments & Salaries, was introduced. Mrs. Henderson made a motion to accept the resolution, which Mrs. Ponichtera seconded. The resolution passed unanimously.
 - f. Resolution August 2018 #2, Separation of Staff, was introduced. Mr. Hutchinson made a motion

- to accept the resolution, which Mr. Mastrangelo seconded. The resolution passed unanimously.
- g. Resolution August 2018 #3, LOAs, was introduced. Mrs. Ponichtera made a motion to accept the resolution, which Mrs. Henderson seconded. The resolution passed unanimously.
 - h. Resolution August 2018 #4, a 3D Printer Policy, was introduced. Mr. Mastrangelo made a motion to accept the resolution, which Mr. Hutchinson seconded. The resolution passed unanimously.
6. The miscellaneous income for July was \$20,422.84, which included eRate funds.
 7. It was noted that the statistics for the month of July were listed on the agenda.
 8. There being no further business, the Commission adjourned.