

Library Board of Trustee Minutes from the Meeting on April 16, 2018

Call to Order: 4:05pm

Announcement of Compliance with OPML: Notice of this rescheduled meeting was advertised in the March 29, 2018 Ocean City Sentinel and the April 4, 2018 AC Press, posted on bulletin boards inside the library and in the City Clerk's office.

Attendance: Jennifer Shirk, Dr. Connie Pritchard, Brian Broadley, Dustin Peters, Lauren Cowden, Dr. Taylor, Karen Mahar, Steve Barse

Approval of the Minutes: Dr. Pritchard moved to approve the minutes and executive session minutes from the March 12, 2018 meeting with a second from Brian Broadley. All present were in favor.

Treasurer's Report: Dr. Pritchard reviewed the report beginning with the Library's assets and liabilities. There was nothing questionable. (See below for approval motion)

Action on Bills: Bills and/or Vendors of note included \$2000 to Joseph Stefano for his group "Creative Sax Quartet", they performed a jazz concert in May at the Library. Brian Broadley questioned the breakdown from the WiserLink bill. All were found in order and Brian Broadley moved to accept the Treasurer's Report and pay the bills with a second from Dustin Peters. All present were in favor to accept the Treasurer's Report and all present were in favor by roll call to pay the bills.

President's Report: Jennifer Shirk informed members that she and Karen Mahar have revisited talks on disaster planning. Karen Mahar has already talked to the Police Department about education on what to do in the case of an active shooter or similar type of terrorism. Ms Shirk also reminded the Board that they have until April 30th to file their financial disclosure statements. The last spring workshop "What every Library Trustee Needs to Know" is April 21st at the Gloucester County Library in Mullica Hill, NJ.

Director's Report: National Library Week was a huge success. The PGO concert had 150 in attendance, there were over 150 for the Kids animal program and around 50 for the trivia. Representative from "RefUSA" came to library and gave staff members a tutorial on their online reference databases. They also do programs for the general public and chamber of commerce. We are working on a partnership with the OC Primary School and their "Click-It" project. We will be the host site for the judging and interactive Lego event. The library received an award through the NJLA for early literacy. We will be awarded \$1,000 at the NJLA conference at the end of May in Atlantic City. Personnel: With the recent retirement of our circulation manager there will be a reorganization of staff. We have filled the vacant PT computer center position at \$11.00/hour.

Communications/Correspondence:

Friends and Volunteers: The group's president, Debra Moreland, highlighted their help during National Library Week and assisting with the Edible Book Festival. The Local Author Tea is scheduled for May 3 at the Flanders Hotel with tickets being sold on April 20th and 21st at a cost of \$30.00 per person.

Building Issues:

The atrium committee will be meeting with Dave Hall from the OCPD to discuss Active Shooter programs and putting together a security plan for the entire community center.

Old Business: N/A

New Business:

A) **Library Organizational Chart:** Karen Mahar briefly updated the Board with her plan to shift job responsibilities and a few titles in lieu of a department head's recent retirement instead of hiring a replacement. She will bring the updated finalized chart to the next meeting for review and vote after meeting with the Personnel Committee.

B) **Trustee Short Take:** A video discussing Working with the Friends was shown to members.

Public Comment: Debbie Moreland commented on how pleased she is with the working relationship the Friends & Volunteers has with the Board, Karen Mahar, and the library.

Adjournment: Brian Broadley moved to adjourn at 4:58pm with a second from Jennifer Shirk. All present were in favor.