

MEETING OF THE BOARD OF TRUSTEES- August 14, 2017

CALL TO ORDER: President Jennifer Shirk called the meeting to order at 4:07pm.

ANNOUNCEMENT OF COMPLIANCE WITH OPML: Notice of this meeting was posted in the City Clerk's office and was advertised in the December 28, 2016 Ocean City Sentinel and in the December 29, 2016 Atlantic City Press, posted on the Library's website, and posted on bulletin boards inside the library.

RECORDING OF ATTENDANCE: (Roll Call) Jennifer Shirk, Fred Marcell, Dr. Pritchard, Ron Denney, Dustin Peters, Lauren Cowden, Mike Allegretto; Karen Mahar, Leslie Clarke.

APPROVAL OF MINUTES: Fred Marcell moved to approve the minutes from the July 2017 meeting with a second from Dr. Pritchard. All present were in favor.

TREASURER'S REPORT: Dr. Pritchard reviewed assets and liabilities. The reimbursement payment to the City has been made. Half of the "Return To Taxpayers" figure has been paid and the remainder will be paid in September. (See motion approval below)

ACTION ON BILLS: The payment for the yearly contract for the software for the library app was paid. Upon no questions, Ron Denney moved to approve the Treasurer's Report and pay the bills. With a second from Fred Marcell, the motion passed finding all present in favor by roll call.

PRESIDENT'S REPORT: Because of the busy summer schedule, the Personnel Committee meeting has been postponed until September.

The landscaping rocks have been removed and the irrigation system is currently being installed. In response to Mr. Marcell's inquiry, it was explained that sod is to be laid after completion of the irrigation system installation. Regarding security, Mayor Gillian would like the entire facility to have more coverage in addition to a potential security guard for the library. Talks will resume in September in an attempt to find a solution to this need. Preliminary designs for the second floor renovations were presented to Board members for their perusal and discussion at a later date.

Interior painting has been completed and the library logo was enlarged in the conference room.

DIRECTOR'S REPORT: In response to a patron challenge of materials, the Acquisitions Policy was put to test. A library committee reviewed the complaint per policy guidelines, and determined unanimously that the material/s in question would not be removed from the collection.

Director Mahar informed members of a September visit from a speaker who will be presenting information on Digital Recording and Archiving. Schools and local clubs and organizations will be targeted for attendance.

Mr. Marcell commended the staff in light of the busy summer schedule.

COMMUNICATIONS/CORRESPONDENCE: Various library ads and sponsorships were presented.

FRIENDS AND VOLUNTEERS REPORT: President Debbie Moreland highlighted the group's activities. The July Book Sale raised over \$1500.00 in one day. There is a two-day sale coming up on August 25 and 26. The annual author luncheon is scheduled for October 4, 2017 at the Flanders. Author of "Orphan Train", Christina Baker Kline will be the guest. Tickets will be \$35 per person and will go on sale September 8. This event is co-sponsored by the library. There will be a library sponsored table at the "Back to School Carnival" hosted at St. Peter's Church in Ocean City. The group is also planning on providing their "First Day of Kindergarten" bags complete with school supplies and a coupon with a value of up to \$10.00 for a book of choice at Sun Rose Bookstore.

BUILDING ISSUES: Bed bugs have been discovered in the library. Specific areas were treated immediately with regular quarterly treatments to follow by a pest company. Bed bug sniffing dogs were brought in from Trenton for further inspection. At this time, the first floor was discovered to be unaffected. The second floor had two areas of concern. A chair was disposed of in the computer center and a portion of Non-Fiction books will need to be eliminated. These areas were also immediately treated with a non-pesticide product. All MSDS sheets were provided by law. Monthly treatments are being scheduled for the second floor with quarterly visits from the dogs. The Board discussed how to

address the issue with the public. Preventative measures were also discussed. High heat is preferential to the deep freeze method. Mrs. Mahar will look into the acquisition of a heat treatment machine. She has already spoken to the Fire Chief regarding the safety of the machine. Atlantic City Library currently freezes materials on an as-needed basis. A copy of their policy is to be obtained for guidance. Attorney Barse will investigate the legalities of addressing the issue with the public and staff. Also discussed was the manner in which the Aquatic Center and schools address public information issues of health and safety.

NEW BUSINESS: A. Res. Auth. Est. of a Capital Reserve Fund- The auditor recommends doing this resolution annually which protects the funds for automation hardware and the second floor renovations. Ron Denney moved to pass the resolution authorizing \$175,000.00 for a Capital Reserve Fund. Fred Marcell seconded and the motion passed finding all present in favor by roll call.

B. Res. To Approve Co-Sponsor Funding to the Friends for the Fall Luncheon- Ron Denney moved to approve the resolution paying \$5,000.00 (half of author fee) to the Friends and Volunteers for the library's responsibility of co-sponsorship for the Annual Fall Author Luncheon. Dr. Pritchard seconded and the motion passed finding all present in favor by roll call.

OLD BUSINESS: A. Res. To Approve Org. Chart- The chart was previously viewed and approved but some adjustments were requested including the addition of a security position. Additionally, the Library Assistant position in the Computer Center was clarified by the in-house title of Library Assistant/CompCen and the reference positions were connected. Ron Denney moved to accept the resolution approving the organizational chart with corrections. The motion was seconded by Fred Marcell and passed finding all present in favor.

B. Res. To Approve Museum Pass Lending Policy- The policy was presented last month but needed a time frame specification for the assessment of fees. Borrower information was also clarified in the policy. Currently, there is one pass per family for seven locations. The policy has also been dated. Dr. Pritchard moved to accept the resolution approving the museum pass lending policy. Upon a second from Jennifer Shirk, the motion passed finding all present in favor.

C. Res. To Approve Photocopier Contract- Upon clarification that the new contract would begin upon signing, Fred Marcell moved to approve the resolution approving a contract with Toshiba photocopiers. The motion was seconded by Dr. Pritchard and passed finding all present in favor.

PUBLIC COMMENT: Deb Moreland remarked positively on the improvements to landscaping and signage.

Upon a request from Fred Marcell, Leslie Clarke offered an update on Bookmobile activities. She advised the Board that she has spoken with the manager of the Chevrolet dealership and has obtained permission for the continued parking of the Bookmobile on his premises along with two rows of space for library patrons.

Fred Marcell suggested advertising strategies including parking the Bookmobile along 34th Street and advertising on the 34th Street billboards.

ADJOURNMENT: Dr. Pritchard moved to adjourn at 4:59pm with a second from Jennifer Shirk. All present were in favor.