

**MEETING OF THE BOARD OF TRUSTEES-April 10, 2017**

**CALL TO ORDER:** President Jennifer Shirk called the meeting to order at 4:02pm.

**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, Dustin Peters, Brian Broadley, Lauren Cowden, Dr. Taylor, Mike Allegretto. Karen Mahar, Leslie Clarke, Steve Barse.

**APPROVAL OF MINUTES:** Upon no questions, Brian Broadley moved and Jennifer Shirk seconded to approve the minutes from the March 2017 meeting. All present were in favor.

**TREASURER'S REPORT:** Dr. Pritchard made some observations about the OC CON Festival, most notably that artists were featured as career persons, questions posed to the guests were insightful, and the library staff presented a dedicated and professional presence. She then reviewed the report. It was clarified that the "Return To Taxpayers" payment is usually done in September. There were no questions. (see motion to approve below)

**ACTION ON BILLS:** Jennifer Shirk and Dr. Pritchard found nothing of note in the bills. There was a motion made to approve the Treasurer's Report and pay the bills by Brian Broadley with a second from Fred Marcell. The motion passed with all present in favor by roll call.

**PRESIDENT'S REPORT:** President Shirk reminded members of an upcoming Trustee Orientation program. The NJLA Conference will take place in Atlantic City on April 24-26 with a pre-conference for Trustees scheduled on April 24. All those interested in attending are to contact Jennifer.

Karen Mahar and Jennifer Shirk are scheduled to attend an Advocacy Meeting with legislators including Jeff VanDrew.

Karen Mahar has been selected as the O.C. Chamber of Commerce's "Working Woman of the Year". She will be presented with this well-deserved award at a ceremony at the Flanders on April 26.

**DIRECTOR'S REPORT:** Members were encouraged to attend the Library Open House on April 11 as part of National Library Week observations.

A second photo shoot has been scheduled for April 11. The photos are to be used in library promotional advertising.

Exterior signage is under production with Eastern Sign Company.

The exterior landscaping is in progress.

Trustee member and Superintendent of Schools, Dr. Kathleen Taylor has donated a sketch of the facility which will be mounted along with a plaque memorializing her brother.

**COMMUNICATIONS/CORRESPONDENCE:** Much positive feedback, both verbal and written, was received regarding the OC CON Festival.

The Sentinel and Ocean City Magazine has interviewed Karen Mahar for the purpose of spotlighting the library in upcoming editions.

A complimentary letter was received from a regular patron.

A complaint letter was received by the Mayor regarding the sound level in the library. The writer and the issue were positively addressed.

**FRIENDS AND VOLUNTEERS REPORT:** President, Debbie Moreland highlighted the group's activities. Twenty-two (22) members participated in the OC CON Festival with a positive experience. The cooperation between the City and the Library was noted. Thirteen (13) members participated in the Edible Book Festival and complimented its success. The group will be maximizing PR potential by hosting an informational table in the atrium during National Library Week. The Annual Local Author Tea will take place on May 4, 2017 at the Flanders with guest author, Jennifer Shirk.

**BUILDING ISSUES:** There was a leak from the cooling tower. It was not rain-related.

**OLD BUSINESS:** A. Resolution Approving a TOC of Board & Policy Handbooks- It was explained that members are being asked to simply approve the table of contents of these two manuals at this time and not individual policies. They will be reviewed separately at a later date. Dr. Taylor shared that the schools adopt their policy book annually. The board agreed this was a good practice. It was noted that updates are created mostly by the OCFPL with only a few coming from the NJLA or State Library. Dr. Taylor moved to approve the resolution approving the Table of Contents as presented for the Trustee Manual and the Patron Policy Manual. Fred Marcell seconded and all present were in favor.

A lengthy discussion regarding security issues was spurred by a question from Fred Marcell. Security for the entire facility is being discussed by the different entities affected. Benefits of a private security employee (s) versus a security firm are part of the conversation. An internal communication procedure has been established and conveyed to employees as well as instructions to telephone Police if there is an immediate threat or uncomfortable situation. Police presence has been increased and the alarm system throughout the facility is to be improved. A desirable time frame was also discussed resulting in any additional personnel being hired by summer. Attorney Barse discussed the possible liabilities of the Library and Board and will further investigate the issue.

**NEW BUSINESS:**

- A. Resolution Approving a Painting Contract- Three quotes have been obtained with all falling under the bid threshold. The lowest bidder, Clean Lines, was recommended by Director Mahar. The Board agreed to approve the resolution approving the lowest bidder for the painting of the first floor *only after* positive references were obtained from their previous clients. Brian Broadley moved to approve this resolution with a second from Fred Marcell. All present were in favor by roll call.
- B. Resolution Approving Vending Machine Contract- The bid is accepted through the City. Upon the reading of the resolution, Brian Broadley moved to approve the resolution with a second from Dr. Pritchard. All present were in favor.
- C. Trustee Short-Takes- tabled as they are not working at this time.

**PUBLIC COMMENT:** Debbie Moreland expressed, on behalf of the Friends group, that the addition of security personnel was favored by the group over a security firm. They felt that the presence would offer a clear signal to the public allowing them to know who to go to in any situation.

**ADJOURNMENT:** Fred Marcell moved to adjourn at 5:03pm with a second from Brian Broadley. All present were in favor.