

Library Board of Trustee Minutes from the Meeting on August 13, 2018

Call to Order: 4:00pm

Announcement of Compliance with OPML: Notice of this meeting was included in the Annual Schedule of Meetings that was approved by the Board of Trustees at their monthly meeting on Monday, December 11, 2017. The Annual Schedule of Meetings was advertised in the December 27, 2017 Ocean City Sentinel and the December 29, 2017 AC Press, posted on the Library's website, on bulletin boards inside the library and in the City Clerk's office.

Attendance: Jennifer Shirk, Fred Marcell, Ron Denney, Dr. Pritchard, Brian Broadley, Lauren Cowden, Mike Allegretto, Karen Mahar, Leslie Clarke.

Approval of the Minutes: A motion was made by Brian Broadley to approve the July 2018 minutes with a second by Ron Denney. All present were in favor.

Treasurer's Report: Dr. Pritchard reviewed the report including the assets and liabilities. She noted that reimbursement to the City for services and Return-To-Taxpayers have been made. (See below for approval motion)

Action on Bills: A payment to Gale Group was for an online database. One check in the amount of \$210.00 is a duplicate and will be voided. A \$5,000.00 payment was made to the Friends and Volunteers for the author fee for the Fall Luncheon. In response to a question from Fred Marcell, Karen noted that the budget for books has been slightly increased due to the acquisition of more e-books. Fred Marcell moved to accept the Treasurer's Report and pay the bills with a second from Mike Allegretto. All present were in favor to accept the Treasurer's Report and all present were in favor by roll call to pay the bills.

Old Business: A) Proposal of second floor renovations: The 2014 Strategic Plan defined needs including more YA space, more Quiet Study space, and a Maker Space. It was noted that the library is a vital locale for the community.

Karen Mahar reviewed the final draft noting the following:

- Reference desk at top of stairs
- The porch area will be enclosed to increase the Fiction area
- All Administration Offices will be located together
- YA area to include more shelving, hangout space
- Rear porch will be encompassed in a new, glass enclosed Maker Space. The space will include a sink, an exhaust system, sewing machines, and a soldering area.
- The Non-Fiction area will increase the efficiency of shelving by straight shelving as opposed to diagonal shelving. This also allows a better traffic flow.
- Four small meeting/study rooms will be added at the rear left of NF area. (sign-ups required)

Mahar noted that the plan does not increase square footage but manipulates space for the maximum efficiency and advantage. She is hopeful that the work can be done in sections but

the final determination is yet to be made. There is a public presentation of the plan scheduled for 5:30pm after the board meeting. There may be a vote on the final draft at the next board meeting.

President's Report: Jennifer Shirk had attended the information meetings on bed bugs presented by Rick Tantleff. She noted that they were very beneficial and thanked Mahar for being pro-active.

Policies are set for review and possible amendment starting this Fall.

The recent YA author program was awesome and Shirk will be reading two of DeLaPena's books for Read Across America.

President Shirk referred to an op-ed featured in Forbes magazine about the lessening need for libraries as they can be replaced by Amazon. A watch group addressed this article resulting in its removal. She noted some specific statistics disproving the article's claims. She summarized by noting that libraries provide services as well as books. These services strengthen and build the community.

There is a Library Trustee Conference in East Windsor on October 27.

Director's Report: Director Mahar reported on the following upcoming workshops in cooperation with C.O.I.L.:

- Active Shooter workshop in October in cooperation with OCPD
- Customer Service Training

Summer programs were well-attended and continue to raise awareness of the library. The Bookmobile begins its Fall Schedule with the start of school on September 6.

There was an issue with a partially-clothed patron washing undergarments in the restroom. The correct chain of command was followed resulting in the involvement of the OCPD. One patron has been banned for a month due to offensive language and an issue with feces.

A complaint was made to the Mayor regarding the use of the facility's bike rack for persons not in the Center. Mike Allegretto will handle this.

A recent storm knocked out the library's modem temporarily which affected our Wi-Fi. John Ruban contacted the appropriate persons and got it back up in a timely manner.

Communications/Correspondence: N/A

Friends and Volunteers: President Debra Moreland highlighted some of the recent activity of the group. She offered thanks to the library for inclusion of the group in the bed bug informational sessions and gave kudos to the library management for staying proactive on the issue. She thanked the board for the cooperative funding in providing the author, Denise Kiernan, for the Fall Luncheon. The tickets for the event will be sold at the Book Sale on August 18. The group was pleased to work in cooperation with the Historical Museum in providing a two-week summer camp for kids. Ninety bags have been packed for the first day of kindergarten. Each bag contains a book and literacy literature. Currently, in cooperation with the library's Becky Greene, the group is packing and delivering 100 baby bags with books per month to Shore Medical Center to new mothers and babies. The group continues to showcase

personal collections in the display case on the first floor of the library. Moreland is scheduled to meet with the principal of the OCPS to discuss further cooperative efforts.

Building Issues: A) See Director's Report

B) See Director's Report

Two HVAC compressor units were down. They have been replaced and Mahar commended staff for their work and positive attitudes in a very uncomfortable environment.

New Business: A) Amendments to May 2018 meeting minutes: Jennifer Shirk spoke with Dr. Taylor and Attorney Barse for guidance. It was determined that salaries must be in the minutes. Ron Denney moved to approve the minutes as read by President Shirk. The motion passed with a second from Dr. Pritchard and finding all present in favor.

Public Comment: Debra Moreland noted the attractive directional signage provided for the book donation area. The library was called "emotionally cozy" and "homey" by a member of the public.

Adjournment: Fred Marcell moved to adjourn at 4:54pm with a second from Mike Allegretto. All present were in favor.