

**MEETING OF THE BOARD OF TRUSTEES-** December 11, 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 29, 2017 Ocean City Sentinel and in the December 27, 2017 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, Ron Denney, Brian Broadley, Dustin Peters, Lauren Cowden, Mike Allegretto, Karen Mahar, Leslie Clarke.

**APPROVAL OF MINUTES:** Brian Broadley moved to approve the minutes from the regular meeting and the executive session of the November 13, 2017 meeting with a second from Fred Marcell. All present were in favor.

**OLD BUSINESS:** Bill McLees, who is providing architectural services to the library, made a presentation to members regarding the proposed second floor renovations. He explained that the chosen schematic includes an expanded Fiction area, centralized reading area, a maker space (primarily for YA), an optimized Non-Fiction layout creating space for additional business spaces, and a reconfiguration of the office spaces creating space for books. The next phase of development includes refining spaces so that construction drawings may begin. Various things are included under the construction umbrella including structural engineering, mechanical engineering, and design. After the construction phase is completed, the bid documentation phase will begin. Joe Clarke from the City's Purchasing Department will assist in this phase. A three month time frame is anticipated until the bidding process begins with construction to begin after Labor Day in 2018 to minimize disruption to library operations. Some temporary phasing will need to be determined as the project progresses. The library staff may be involved in some of the work phases and they will perform an inventory during this time. The placement of offices is one of the bigger challenges.

There was some discussion regarding informing the public of the project. It was the general consensus that the overview may be shared after the project is finalized and under progress.

Bill McLees discussed the fee schedule and explained that the numbers may fluctuate throughout progress based upon actual costs. Attorney Barse clarified the legal requirements of the bidding process and McLees assured members that all submissions would be made in a timely manner prior to the award. The City is aware of the project, however Mike Allegretto will meet with the Mayor to discuss it and answer any questions that may arise.

**TREASURER'S REPORT:** Brian Broadley reviewed the library's assets and liabilities. It was suggested that reports be made double-sided to conserve paper. (See below for motion to approve).

**ACTION ON BILLS:** The invoice from Boyar's was for the Friends' holiday party. The invoice from Yianni's was for the holiday festival refreshments. There is one bill not showing on the list for payroll. Brian Broadley moved to accept the Treasurer's Report and pay the bills presented with a second from Fred

Marcell. All present were in favor to accept the Treasurer's Report and all present were in favor by roll call to pay the bills presented.

**PRESIDENT'S REPORT:** Jennifer Shirk reported that the recent visit of author Rita Mae Brown was well-received. The Holiday Festival was also successful and well-attended.

There is a need for a Nominating Committee. The committee consists of the Secretary (Ron Denney), the Treasurer (Dr. Pritchard), and one non-office holding member. Brian Broadley volunteered for this position and was also appointed as chair for the committee. They are to meet and compose a 2018 slate of officers to be presented to the board at the January 2018 meeting.

**DIRECTOR'S REPORT:** Director Mahar reported on the tree decorations done by the Garden Club, the City Safety Celebration at the Tabernacle, the Coloring Contest in cooperation with the Sentinel, a medicine drop coordinated by community police officer Chris Vivarelli, and a CPR training opportunity coordinated with the OCFD.

Some checks are needed prior to the next meeting for performers and a jitney for First Night activities at the library. Ron Denney moved to approve the payment of First Night expenses not to exceed \$15K. The motion passed with a second from Brian Broadley and all present in favor by roll call.

**COMMUNICATIONS/CORRESPONDENCE:** N/A

**FRIENDS AND VOLUNTEERS REPORT:** President Debbie Moreland noted that the final book sale of the year is complete. In response to a board member's question, she informed members that unsold books are put on the "free materials" table. The group has given a \$1K donation to the OCHM. She also thanked the board for the group's holiday luncheon and noted the group's contribution to the library staff luncheon. On a final note, she suggested that a public presentation of the final concept of the second floor renovation project to the public would be beneficial.

**BUILDING ISSUES:** N/A

**OLD BUSINESS:** A second version of the 2018 operating budget with some adjustments was presented. The final version with all numbers completed should be available for vote at the January 2018 meeting.

**NEW BUSINESS:** a) A resolution approving a cash fund in the amount of \$200 for the 2018 year was approved by a motion from Ron Denney and seconded by Fred Marcell. All present were in favor by roll.

b) A resolution approving holiday and early closings for 2018 was presented. There was some discussion regarding the July 4th hours of operation. Fred Marcell moved to approve the list of holidays and early closings with a change to July 4 from "closed" to "open: 9-2pm". Ron Denney seconded the motion and all present were in favor.

(Ron Denney was excused-5:12pm)

c) A resolution approving the regular meeting dates of the Board of Trustees of the library for 2018 was presented. Brian Broadley moved to approve the list with a second from Fred Marcell. All present were in favor.

d) A resolution approving the revision and changes to the Fixed Asset Policy was presented. The City's purchasing agent as well as the Policy Committee and Attorney Barse have reviewed the policy. The two changes are as follows: The \$500 threshold limit was changed to \$2K in accordance with general practice and the auditor's recommendation; and, the procedure for the removal of items was updated. Brian Broadley moved to accept the resolution with revisions to the Fixed Asset Policy. Fred Marcell seconded and the motion passed with all present in favor.

**PUBLIC COMMENT:** N/A

A motion to enter executive session to discuss Personnel was made at 5:18pm by Lauren Cowden and seconded by Brian Broadley. All present were in favor.

A motion to exit executive session and re-enter regular session where action may be taken was made by Jennifer Shirk and seconded by Fred Marcell. All present were in favor.

A motion to approve salary increases for 2018 for non-union FT and PT employees, and the authority for Director Mahar to hire an additional PT security guard, if she deems necessary, was made by Fred Marcell and seconded by Lauren Cowden. All present were in favor by roll call.

**ADJOURNMENT:** Fred Marcell moved to adjourn at 5:43pm with a second from Mike Allegretto. All present were in favor.