

Library Board of Trustee Minutes from the Meeting on December 10, 2018

Call to Order: 4:19pm

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, Brian Broadley, Dr. Taylor, Mike Allegretto, Karen Mahar, Leslie Clarke.

Approval of the Minutes: A motion was made by Brian Broadley to approve the November 2018 minutes with a second from Fred Marcell. All present were in favor.

Treasurer's Report: Fred Marcell reviewed the report including the assets and liabilities. The overall budget is tracking well.

(See below for approval motion)

Action on Bills: Explanations for invoice amounts questioned included a security update to our software/hardware, First Night performers, advertising services provided by WiserLink and a new internal paging system to be implemented. It was noted by Mr. Marcell that the architectural services provided by Bill McLees are paid to date. A motion to accept the Treasurer's Report and pay the bills was made by Brian Broadley and seconded by Jennifer Shirk. All present were in favor to accept the report and all present were in favor by roll call to pay the bills.

President's Report: The Nominating Committee is to propose a new slate of officers at the January meeting. Brian Broadley was appointed Chair.

Director's Report: The Holiday Festival was a success incorporating all entities of the Community Center. The Center is also more involved in First Night activities this year in cooperation with the City-takeover of the event. Fred Marcell suggested a security presence for the activities. The OC CON has been scheduled for April 6 and 7, 2019. Dan Millar will perform his Eagle Scout Project at the library through his "give-a-book, take-a-book" idea. The details are to be determined.

Communications/Correspondence: A thank you note from Friends' member Jeanne Pless was received offering compliments to the staff.

Friends and Volunteers: Outgoing President Deb Moreland introduced the incoming President, Christine Wilson. Members of the multiple committees will be changing in 2019 due to term limits. Ms. Moreland thanked the Board for sponsoring their holiday luncheon which saw over 50 members in attendance. The last book sale of the year profited over \$1,700.00. Members of the group will be offering assistance at the craft table here in the library on First Night.

Building Issues: There were some leaks which will be rectified by the City.

Old Business: None.

New Business: A. First Proposal of 2019 Operating Budget- Brian Broadley reviewed how the committee determined the tentative figures for the preliminary budget. Some numbers have not yet been received from the City. Other figures were determined using the 10-month actual figures from 2018. He highlighted certain line item allowances that will be revisited before returning in January with an updated draft. Jennifer Shirk noted that "Restricted Capital" is money that has been set aside for renovations. Director Mahar is set to meet with the City's Frank Donato to discuss the possibility of bonding. This budget was tabled until the January 2019 meeting.

B. Res. Approving 2019 Petty Cash Fund- Brian Broadley moved to approve \$200.00 for the petty cash fund for 2019 with a second from Mike Allegretto. All present were in favor by roll call.

C. Res. Adopting Schedule of Holidays/Early Closings for 2019- there were no changes from last year. Fred Marcell moved to accept the schedule as presented with a second from Mike Allegretto. All present were in favor. (there was a small side discussion involving Attorney Barse and the new NJ law regarding sick benefit accrual)

D. Res. Adopting Schedule of regular Board Meeting Dates for 2019- The meetings are generally scheduled for the second Monday of each month. October and November's meetings have been moved due to holiday conflicts. Mike Allegretto moved to approve the schedule with a second from Brian Broadley. All present were in favor.

Public Comment: Ralph Cooper thanked the board for the library's support of his group's recent program regarding climate change.

Dr. Taylor thanked the library for its continued cooperative efforts (including the Wetlands grant) and noted that Media Specialist of the Year was awarded to high school librarian, Joan Vicari.

Ron Denney thanked all for the cooperative efforts in the process he is overseeing here at the library wherein forty candidates will be interviewed for the Naval Academy.

Authorization to Enter Executive Session to Discuss Wage Increases for Part Time and Full Time Non-Union Employees: A motion to enter was made at 4:58pm by Mike Allegretto and seconded by Fred Marcell. All present were in favor.

Action on Executive Session: A motion to exit session and re-enter regular session where action will be taken at the January 2019 meeting was made at 5:22 by Fred Marcell and seconded by Mike Allegretto. All present were in favor.

Adjournment: Dr. Taylor moved to adjourn at 5:23pm with a second from Brian Broadley. All present were in favor.