

Library Board of Trustee Minutes from the Special Meeting on February 20, 2018

Call to Order: 4:02pm

Announcement of Compliance with OPML: Notice of this special meeting was posted in the February 14, 2018 Ocean City Sentinel and the February 15, 2018 AC Press. The Annual Schedule of Meetings 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 website and the city Clerk's office.

Attendance: Jennifer Shirk, Dr. Connie Pritchard, Brian Broadley, Dustin Peters, Lauren Cowden, Tim Kelley, Mike Allegretto, Karen Mahar, Leslie Clarke.

Approval of the Minutes: Mike Allegretto moved to approve the minutes from the January 2018 meeting with a second from Jennifer Shirk. All present were in favor.

Treasurer's Report: Dr. Pritchard reviewed the report beginning with the Library's assets and liabilities. She noted the amended figure for the Return To Taxpayers number and reminded all that the temporary budget is 25% of last year's actual budget. There was nothing questionable. (See below for approval motion)

Action on Bills: The payroll figure is missing from the list but all else appears acceptable. The fee for a limousine was for a service provided to a guest author. Mike Allegretto moved to accept the Treasurer's Report and pay the bills presented with a second from Brian Broadley. 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 began her report by noting that lists of committees and their members had been distributed and some of the members for each committee have changed.

The Policy Committee continues to work on the Trustee Manual. The Patron Manual will be their next focus. The short-take videos will return next month helping members meet their CE credit criteria for membership on the Board.

OCNJ had printed a very complimentary article regarding the Library.

Director's Report: Director Mahar distributed copies of complimentary articles recently printed about the Library.

She reported that she participated as a judge in the Spelling Bee held at the OCIS.

Letters of thanks were received from staff member Becky Greene as well as letters of compliments to various staff members. A letter of thanks was sent to the Garden Club for providing their decorating services for the Holiday Festival.

PLA will hold its annual meeting in Philadelphia this year from March 21-24, 2018. Information can be found online.

There are on-going conversations with the CMC Heritage Association in regards to the digitization of local papers and possible grants for the funding of such.

Communications/Correspondence: see Director's Report.

Friends and Volunteers: Vice-President Pam Hepner announced Read Across America recognition activities at the OCPS on March 2, 2018. There will be a Spring Book Sale held on March 10, 2018 in the atrium.

Building Issues: A new cooling tower is scheduled to be installed in the near future. The new vestibule on the front of the building is progressing nicely. It will help to eliminate the entrance of cold air. Another is scheduled to be built near the ramp although some things will need to be moved including the donor wall.

The coordination with the Community Police is going well and Director Mahar communicates with head officer, Pat Randalls, at least one time per week. The addition of a library security guard has been a huge asset and staff is pleased with the coverage.

Old Business: A) Res. Adopting a 2018 Operating Budget- Director Mahar has reviewed and updated numbers from the previous month. Many line items were reduced accordingly. There is approximately a \$250,000.00 difference in this proposed budget in comparison to the previously discussed proposed budget. A figure for the "Reimbursement of City Services" was added per Ocean City's, Frank Donato. A breakdown of this figure is available for members. The figure includes services including insurances and utilities. The "Return To Taxpayer" figure was received today but is not yet reflected in the proposed budget. A motion to approve the resolution adopting the 2018 Operating Budget with all necessary figures discussed and to be added was made by Mike Allegretto and seconded by Brian Broadley. All present were in favor by roll call.

B) Res. Approving Architectural Services for 2nd floor with William McLees Architecture- All "Pay To Play" paperwork has been submitted. After a brief discussion, a motion to adopt the resolution approving architectural services for the second floor reconstruction with William McLees Architecture was made by Brian Broadley, was seconded by Dustin Peters, and passed with all present in favor by roll call.

New Business: A) Res. Est. Intent to Transfer Funds to City of O.C. Pending Approval of State Librarian- The figure has been agreed upon by the City of OC's CFO and the Library's Account Manager. A motion was made to approve the resolution establishing the intent to transfer excess funds to the City of Ocean City pending the approval of the State Librarian by Dr. Pritchard, was seconded by Brian Broadley, and passed with all present in favor by roll call.

B) Res. To Amend Policy on Unattended/Disruptive Children- President Shirk offered the back story on the creation of the policy in 2014. The policy was reviewed and revised in 2015. This policy is cross-referenced with the Library Patron Conduct Policy. It was found that both policies were needed and supported each other. These policies are valuable tools for staff members and provide substantiation for certain requests for police action. Wording in the policy was amended to be more specific and reader-friendly. After a brief discussion, Brian Broadley moved to approve the resolution amending the Policy on Unattended and/or Disruptive Children. The motion passed upon a second from Mike Allegretto and finding all present in favor.

C) Res. To Amend Policy on Library Patron Conduct- This policy was revised in 2015. Specific revisions were outlined by President Shirk. After a brief discussion, Dr. Pritchard moved to approve the resolution amending the Policy on Library Patron Conduct. The motion passed upon a second from Brian Broadley and finding all present in favor.

D) Res. Approving New Marketing/Advertising Contract for 2018 with WiserLink- this resolution was tabled from the December 2017 meeting. Director Mahar outlined the services provided by WiserLink. The Library has had a positive relationship with the company since 2014. There was some discussion regarding the ROI for print ads. Mike Allegretto move to approve the resolution approving a one-year contract for 2018 with WiserLink. The motion passed upon a second from Dr. Pritchard, finding all present in favor with one opposed.

Public Comment: N/A

A motion to enter executive session to discuss Personnel Related to Retirement was made at 4:59pm by Brian Broadley and seconded by Mike Allegretto. All present were in favor.

A motion to exit executive session and re-enter regular session where action may or may not be taken was made at 5:44pm by Mike Allegretto and seconded by Jennifer Shirk. All present were in favor.

Action on Executive Session: There was no action taken.

Adjournment: Brian Broadley moved to adjourn at 5:45pm with a second from Dr. Pritchard. All present were in favor.