

MEETING OF THE BOARD OF TRUSTEES-Board Meeting February 8, 2016

CALL TO ORDER: President Jennifer Shirk called the meeting to order at 4:07pm.

ANNOUNCEMENT OF COMPLIANCE WITH OPML: Notice of this meeting was posted in the City Clerk's office and was advertised in the January 13, 2016 Ocean City Sentinel and in the January 13, 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(via telephone), Dr. Connie Pritchard, Dustin Peters, Jon Batastini, Dr. Kathy Taylor, Mike Allegretto. Karen Mahar, Leslie Clarke, Steve Barse, and Glenn Master were also in attendance.

APPROVAL OF MINUTES: Minutes from the December 2015 and February 3, 2016 meetings were presented. There were no questions. Dr. Taylor moved to approve with a second from Jennifer Shirk. All were in favor.

TREASURER'S REPORT: Dr. Pritchard reviewed the current assets and liabilities of the library. There were no questions. Mike Allegretto moved to approve the Treasurer's Report with a second from Jon Batastini. All present were in favor by roll call vote.

ACTION ON THE BILLS: President Shirk and Dr. Pritchard presented the bills as standard. A motion to pay the bills was made by Jon Batastini and seconded by Mike Allegretto. All present were in favor by roll call vote.

PRESIDENT'S REPORT: Director Mahar and President Shirk met with Susan Globus, preparer of the strategic plan. Good feedback was received but the matter was tabled for later full discussion. The Policy Committee has met and will continue work on updating a policy manual last completed in 2013. It will be presented to the Board upon completion for approval. An article was presented regarding public libraries and noted emphasis on technology and less on books. There is a scheduled meeting with the auditor in March.

DIRECTOR'S REPORT: Director Mahar reviewed various projects that she is currently focused on including Budget preparation, Personnel, Love Your Library Campaign, Coordination with the City of OC for an upcoming OC CON Festival, the State Report due March 15, the Return to Municipalities, the Atrium Committee activity, and the Library Audit. Dr. Taylor thanked the Library for the coordination with the schools on the upcoming College Planning workshops as well as the movies for students and the Wetlands presentations.

COMMUNICATIONS/CORRESPONDENCE: N/A

FRIENDS AND VOLUNTEERS REPORT: Elaine Wilson announced the Read Across America program and extended an invitation for readers. The group has provided money for a new bike rack. The Family Creative Learning program will begin again in April.

BUILDING ISSUES: There were some leaks but no damage from the recent storm. The Library parking lots suffered severe flooding. There is planning regarding the roof and HVAC.

OLD BUSINESS:

- A. Bookmobile Update-** Assistant Director Clarke presented the favorable statistics for the usage of the bookmobile. Efforts are underway to reach shut-ins.
- B. Resolution Adopting an Operating Budget for 2016-** Director Mahar presented a budget along with line item explanations. Mike Allegretto questioned the decrease in the amount of

the Return to Municipalities figure. Director Mahar explained the formula used in computing the figure. The calculation begins with a Fund Balance number originating from Frank Donato, the City's Financial Officer. Library Accountant Glenn Master clarified that the Fund Balance (cash) has decreased over the years due to a higher return amount given over the past several years. President Shirk noted that library *spending* has not increased and budgetary increases were small.

Attorney Barse also clarified the issue by explaining that the Fund Balance is not being replenished each year after large amounts were given back to the City. Withdrawals are taken from the Fund Balance to keep taxes low, but *without replenishment*, the Fund Balance decreases over time and ultimately "catches up". This initial lower number is then used for the calculating formula producing a lower end number.

Before this legislation existed, libraries were *not allowed* to return the money to the municipalities. The Library made responsible investments for their long-term financial planning. When the legislation was enacted, the build-up from years of investing produced a high initial Fund Balance number resulting in a high "Return" number. But over subsequent years, withdrawals were made from the account and not replenished resulting in a lower initial number for the formulation.

Glenn Master will provide the history of numbers for Frank Donato so that he may accurately present to City Council. Mr. Allegretto requested that the matter be tabled.

Mike Allegretto made a motion to table the budget discussion until the next available meeting. After a brief discussion, Jon Batastini seconded the motion. All present were in favor.

C. Resolution Adopting a New Library Staff Organizational Chart- This item was tabled.

NEW BUSINESS:

- A. **Resolution Approving \$7500 to the Friends and Volunteers for their annual October 2016 Author Luncheon-** Jon Batastini moved with a second from Dr. Taylor to give \$7500.00 to the Friends and Volunteers to be used for the Fall Luncheon. All present were in favor by roll call.
- B. **A Resolution Establishing the Intent to Transfer Excess Funds to the City of Ocean City Pending the Approval of the State Librarian-** Jon Batastini moved with a second from Mike Allegretto to Transfer funds Pending Approval of the State Librarian as a courtesy to the City to speed up the process upon receipt of the official budget numbers. All present were in favor by roll call.

PUBLIC COMMENT: N/A

ADJOURNMENT: A motion to adjourn was made by Jon Batastini at 4:53pm and seconded by Dr. Pritchard. All present were in favor.

Respectfully Submitted:

Ron Denney, Secretary

RD:bag