

MEETING OF THE BOARD OF TRUSTEES-January 9, 2017

ANNOUNCEMENT OF COMPLIANCE WITH OPML: Notice of this meeting was posted in the City Clerk's office and was advertised in the December 28, 2016 Ocean City Sentinel and in the December 29, 2016 Atlantic City Press, posted on the Library's website, and posted on bulletin boards inside the library.

CALL TO ORDER: President Jennifer Shirk called the meeting to order at 4:01pm.

RECORDING OF ATTENDANCE: (Roll Call) Jennifer Shirk, Fred Marcell, Dr. Pritchard, Brian Broadley, Dustin Peters, Jon Batastini, Lauren Cowden, Tim Kelley, Mike Allegretto, Karen Mahar, Leslie Clarke, Glenn Master, Steve Barse.

A. Resolution Approving an Election of Officers for Calendar Year 2017

The presented slate remained the same as in 2016; Secretary, Ron Denney; Treasurer, Dr. Connie Pritchard; President, Jennifer Shirk; Vice-President, Fred Marcell. There were no further nominations for officers.

Brian Broadley moved to approve the slate of officers presented with a second from Dr. Pritchard. All present were in favor.

APPROVAL OF MINUTES: Brian Broadley moved and Dr. Pritchard seconded to approve the minutes from the December 2016 meeting. All present were in favor.

TREASURER'S REPORT: (Lauren Cowden, Jon Batastini's replacement, enters at 4:05pm. She gave a brief self-bio for board members) Dr. Pritchard reviewed the report and submitted that it looks as expected. There were no questions. (see motion to approve below)

ACTION ON BILLS: Jennifer Shirk noted that there was one additional bill that will need to be approved before the next meeting for a deposit to secure the headliner at the upcoming OC CON Festival in the amount of \$12,900.00. The amount will be accounted in the 2017 budget. After a brief clarification on the 2016 benefits and payroll, Brian Broadley moved to accept the Treasurer's Report and pay the bills. Seconded by Mike Allegretto, the motion passed with all present in favor by roll call.

NEW BUSINESS:

- A. Proclamation Presentation to Jon Batastini- Jennifer Shirk read the proclamation thanking Mr. Batastini for all of his accomplishments achieved during his five-year tenure on the board. Mr. Batastini thanked the board for the experience and opportunity to serve. (This presentation took place upon Mr. Batastini's entrance at 4:13pm)
- B. Resolution Awarding Legal Services- The proposal contained the same terms and hourly rates charged as in 2016. Brian Broadley moved to approve the resolution awarding the contract for legal services for 2017 to Gruccio, Pepper, DeSanto and Ruth, PA. Motion passed with a second from Dr. Pritchard and finding all present in favor.
- C. Resolution Awarding Auditing Services- The proposal contained the same terms as in 2016. Brian Broadley moved to approve the resolution awarding the contract for auditing services for 2017 to Ford-Scott and Associates, LLC. Motion passed with a second from Dr. Pritchard and finding all present in favor.
- D. Resolution Establishing the Intent to Transfer Excess Funds to the City of Ocean City- This item was tabled until the final budget numbers are in place. (Dustin Peters entered at 4:17pm)

- E. Resolution Approving a Cash Management Fund for 2017- Upon review by Jennifer Shirk, who noted the procedures remained unchanged from 2016, a motion to approve the cash management fund procedures was made by Brian Broadley, seconded by Dr. Pritchard, and passed finding all present in favor.
- F. Resolution Approving Official Newspapers- Brian Broadley moved to approve the Ocean City Sentinel and Atlantic City Press as the official papers to be used for legal postings by the OCFPL for 2017. With a second from Dr. Pritchard, the motion passed finding all present in favor.
- G. Presentation of Proposal for US Lifesaving Service Library Box- Director Mahar was approached by a representative from the Ocean City Lifesaving Station group who requested funding on a library box project. Mahar outlined the history of library boxes and the proposal presented. Funding in the amount of \$2500.00 was requested to build a replica box. The proposal included building plans, photos, and hardware needed to build a replica box. A motion was made by Dr. Pritchard to approve the construction of a replica library box for #30 Lifesaving Station in Ocean City in the amount of \$2500.00. The motion was seconded by Brian Broadley and passed finding all present in favor by roll call.

PRESIDENT'S REPORT: President Shirk thanked members for the continued opportunity to serve and noted her intentions to review committees and continue the educational videos for members.

DIRECTOR'S REPORT: Director Mahar noted her recent request from the OC Colony Club to participate as a judge at the Spelling Bee at OCIS and mentioned various thanks received from groups benefitting from library support.

COMMUNICATIONS/CORRESPONDENCE: Assorted thanks were presented and two memorial donations were received this past month.

FRIENDS AND VOLUNTEERS REPORT: President, Debbie Moreland, and Vice-President, Pam Hepner thanked the board for the Christmas Luncheon and recognition. They announced a new executive board who looks forward to increased cooperation with the Library.

BUILDING ISSUES:

- A. Roof Update- No new leaks have appeared. One payment remains.
- B. Approval for four signs on the building has been received. The landscaping is in the planning phase. The new cleaners are terrific.

OLD BUSINESS:

- A. Resolution Adopting a Budget for 2017- The awaited figures from the City have been received. "Reimbursement for City Services" was decreased slightly. "Building Improvements" figure includes the second floor re-design project. "Special Activities" increased slightly to accommodate the expense incurred in securing the headliner for the upcoming OC CON Festival. Mr. Allegretto predicted a higher figure for the "Return To Taxpayers" from 2016. Brian Broadley moved to approve the presented 2017 Operating Budget for the OCFPL. Seconded by Dr. Pritchard, the motion passed finding all present in favor by roll call.
- B. Resolution Adopting a Schedule of Holidays and Early Closings for 2017- This item was discussed at the previous month's meeting. After some discussion regarding the hours on

2017 Christmas Eve and New Year's Eve, Director Mahar recommended closing on these days. Mr. Allegretto prompted a lengthy discussion regarding the July 4 hours. The importance of consistency in operating hours from year to year was noted. It was also noted that although the physical building may be closed at times, the electronic resources provided remain available.

(Fred Marcell exited at 4:49pm)

It was also noted that should the library be closed for operation on New Year's Eve, it would still be accessible for First Night activities. Brian Broadley moved that the library be open from 9am to 2pm on July 4, 2017. The motion did not receive a second. Dustin Peters moved to approve the list of Holidays and Early Closings for 2017 upon Director Mahar's recommendations and as presented. The motion was seconded by Dr. Pritchard. The motion passed upon a roll call finding majority in favor with one opposed.

- C. Resolution Adopting a New Procedure for Reimbursement to the City of OC for Payroll- Mr. Barse drafted a resolution, inspected by the auditor, accelerating payments to the City for payroll expenditures by one pay period (two-weeks). Brian Broadley moved to accept the resolution as presented with a second from Dr. Pritchard. The motion passed finding all present in favor by roll call.

PUBLIC COMMENT: N/A.

AUTHORIZATION TO ENTER CLOSED EXECUTIVE SESSION TO DISCUSS PERSONNEL: Brian Broadley moved at 4:54pm to enter executive session to discuss personnel where action may or may not be taken. Dr. Pritchard seconded and all present were in favor.

Brian Broadley moved to exit executive session and re-enter regular session at 5:23pm. Dr. Pritchard seconded and all present were in favor.

ACTION ON EXECUTIVE SESSION: Brian Broadley moved to approve a resolution approving two promotions as discussed in executive session. Dr. Pritchard seconded and all present were in favor by roll call.

Brian Broadley moved to approve a resolution approving the recommended increases for non-union, full-time employees as discussed in executive session. Dr. Pritchard seconded and all present were in favor by roll call.

Brian Broadley moved to approve a resolution approving the recommended increases for non-union, part-time employees as discussed in executive session.

ADJOURNMENT: Brian Broadley moved to adjourn at 5:27pm with a second from Dr. Pritchard. All present were in favor.