

## **Library Board of Trustee Minutes from the Meeting on January 14, 2019**

**Call to Order:** 4:03pm

**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 10, 2018. The Annual Schedule of Meetings was advertised in the December 19, 2018 Ocean City Sentinel and the December 14, 2018 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 (via phone), Dr. Pritchard, Brian Broadley, Dustin Peters, Lauren Cowden, Dr. Taylor, Mike Allegretto, Karen Mahar, Leslie Clarke.

The Nominating Committee Chairperson, Brian Broadley, proposed a slate of officers as follows:

President- Jennifer Shirk

Vice President- Fred Marcell

Treasurer- Dr. Constance Pritchard

Secretary- Ron Denney

The floor was opened for nominations of which there were none additional. A motion to approve the proposed slate of officers was made by Dr. Taylor, seconded by Dustin Peters and passed with all present in favor.

**Approval of the Minutes:** A motion was made by Brian Broadley to approve the December 2018 minutes with a second from Jennifer Shirk. All present were in favor.

**Treasurer's Report:** Dr. Pritchard reviewed the report including the assets and liabilities.  
(See below for approval motion)

**Action on Bills:** President Shirk noted some of the invoice totals for Reference Software. Director Mahar reviewed services rendered by the advertising firm WiserLink including weekly newspaper ads and updates, bookmobile promotions, event cards, and sponsorship ads to name a few. There was some discussion regarding the exposure provided by local papers. Focus groups identified the need for program information disseminated by local papers as beneficial and thus, became part of the Strategic Plan working points. A motion to accept the Treasurer's Report and pay the bills was made by Brian Broadley and seconded by Mike Allegretto. 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:** A list of committees is being prepared for next month. Members were asked to verify their personal contact information for the use of the Trustee Association.

**Director's Report:** Director Mahar highlighted recent programs including the following: Operation Warmth- through a grant provides coats and books to needy children; Small Libraries Create Small Spaces- through a grant provides resources for maker space; First Night- in cooperation with the City, many programs held here at the facility were well-attended (Mike Allegretto thanked Karen Mahar for her efforts); Colony Club's Tree of Warmth- provided over 350 items like gloves, hats and coats to the needy. Members were invited to an upcoming training session for the online databases. In continuing efforts of cooperation with other entities in the Center, library employee John Ruban provided IT assistance to the OCHM.

**Communications/Correspondence:** Ron Denney thanked the library for providing facilities for successful military interviews.

**Friends and Volunteers:** President, Christine Wilson shared optimism about the upcoming year and thanked Director Mahar for her continued support.

**Building Issues:** Mike Allegretto explained the recent fire drill due to a heating problem. All was cleared by the OCFD. Dr. Taylor expressed concern over the confusion in the evacuation efforts of the Aquatic Center. A center-wide PA system could be a possible solution.

**Old Business: Res. To Approve Social Media Policy-** Attorney Barse reviewed the policy noting additions and changes from a prior viewing. There was some discussion regarding the procedure to remove posts. The policy follows NJLA guidelines and members stressed the importance of staff familiarity with the policy. Brian Broadley moved to approve the resolution approving a social media policy with a second from Dr. Pritchard. All present were in favor.

**New Business:** A. Res. Adopting a Temporary Budget for 2019- Needed to pay bills until the regular budget is approved, Brian Broadley moved to approve a temporary budget of 25% of 2018 Operating Budget figures to be used to pay bills until the regular budget is prepared with figures to be provided by Frank Donato of the City of Ocean City. The motion passed with a second from Jennifer Shirk and finding all present in favor by roll call vote.

B. Res. Awarding Auditing Services for 2019 to Ford-Scott and Associates, LLC.- Brian Broadley moved, Dr. Pritchard seconded, all present in favor.

C. Res. Approving the Sentinel ledger and the Press of AC as the OCFPL's official papers- Brian Broadley moved, Mike Allegretto seconded, all present in favor.

D. Res. Approving a Cash Management Plan for 2019- Brian Broadley moved, Mike Allegretto seconded, all present in favor by roll call.

E. Res. Approving Advertising Contract for 2019 to WiserLink- Mike Allegretto moved, Dr. Pritchard seconded, motion passed with six in favor and one opposed.

F. Res. Approving Cleaning Services for 2019 to CNS- Brian Broadley moved, Mike Allegretto seconded, all present in favor.

G. Res. Approving Social Media Guidelines for Library Staff- Attorney Barse reviewed the guidelines prepared based upon NJLA recommendations. It will provide consistency for how the staff handles issues. Librarians did have input into the policy. There was some discussion regarding the definition of "repeat" in terms of violations. It was agreed that this determination requires personal judgement. Brian Broadley moved to approve the resolution approving social media guidelines for library staff with a second from Dr. Pritchard. All present were in favor.

H. Res. Awarding Legal Services for 2019 to Gruccio, Pepper, DeSanto, and Ruth PA- Brian Broadley moved, Dr. Pritchard seconded, all present in favor.

**Public Comment:** Students from the French class presented their dissatisfaction with the communication received from the Library and staff members regarding the continuation of the classes for 2019. After much discussion, it was clarified that the library communicates with the teacher and it is the responsibility of the teacher to convey the information to the students. Students were reminded that they may always contact

library employee Julie Howard with questions and/or problems. There may be a lapse in the start of classes as a new teacher may need to be found.

A general reminder was given that the public comment portion of the meeting provides an opportunity for comments only and not debate or dialogue.

**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 5:11pm by Brian Broadley and seconded by Mike Allegretto. All present were in favor.

**Action on Executive Session:** A motion to exit session and re-enter regular session where action will be taken was made at 5:23 by Brian Broadley and seconded by Dr. Taylor. All present were in favor.

A motion was made on the following: Approve a Resolution establishing a 2% wage increase for FT, Non-Union employees for 2019, retroactive to January 1, 2019;

Approving a promotion for employee, Meghan Mangel from PT Library Assistant to PT Senior Library Assistant;

A one-time merit payment to Director Mahar for the increase from a 3-star to 4-star library rating.

Brian Broadley moved, Mike Allegretto seconded, all present in favor by roll call.

Brian Broadley moved to approve the resolution establishing a \$1/hr wage increase for PT, Non-Union employees for 2019, retroactive to January 1, 2019. Mike Allegretto seconded, motion passed with six in favor and one abstain.

**Adjournment:** Brian Broadley moved to adjourn at 5:25pm with a second from Dr. Pritchard. All present were in favor.