

MEETING OF THE BOARD OF TRUSTEES-Board Meeting July 11, 2016

CALL TO ORDER: Jennifer Shirk called the meeting to order at 4:00pm.

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, Dr. Pritchard, Ron Denney, Brian Broadley, Dustin Peters, Dr. Taylor, Mike Allegretto (entered approx. 4:12pm, exited approx. 4:30pm). Karen Mahar, Leslie Clarke, Steve Barse.

APPROVAL OF MINUTES: Minutes from the June 13, 2016 meeting were presented. Upon no questions, Ron Denney moved to approve the minutes with a second from Brian Broadley. All present were in favor.

TREASURER'S REPORT: Dr. Pritchard presented the report. It was noted that the Return To taxpayer figure is for 2016. Checks to individuals were for reimbursement of supplies purchased for programs. There is a Petty Cash fund available in the amount of \$200.00 per month. Members of the Board requested that the monetary amounts and correspondence from donations made be provided to them on a monthly basis. Brian Broadley moved to approve the report with a second from Jennifer Shirk. All present were in favor.

ACTION ON THE BILLS: Jennifer Shirk noted that there was nothing out of the ordinary. Brian Broadley moved to pay the bills with a second from Jennifer Shirk. All present were in favor by roll call.

PRESIDENT'S REPORT: President Shirk announced an upcoming opportunity for one board member to attend a conference presented by the NJ library Institute for free.

(Mike Allegretto entered at 4:12pm).

There was a meeting with architect, Bill McLees regarding the desired changes to the second floor space needs as dictated by the Strategic Plan. Another quote from a different architect will be obtained and both will be presented to the Board.

IT Department head, John Ruban, is in the process of setting up official library email accounts for all Board members. These email accounts are to be used for all business dealings as recommended by the State Library.

Mrs. Shirk spoke highly of the new library app designed by Ruban that allows users, among other things, to manage their own library accounts from their phones.

DIRECTOR'S REPORT: Director Mahar highlighted the improvements in awareness and attendance to programs since the onset of a strategic marketing plan by WiserLink. A die-cut, full-color mailer was recently mass mailed spotlighting the bookmobile and its services.

The IT Department recently found a letter which appeared suspicious. Using video footage and the OCPD, the issue has been investigated and resolved.

The recent visit by a NY Times best Selling YA Author was well attended. Another is scheduled tentatively for August. Partnerships with community organizations including the Wetlands Institute and the OCPD continue to be successful.

Dr. Taylor discussed the possibility of partnering with the library in an attempt to provide all parents with access to computers so that demographic information may be obtained. Mrs. Mahar welcomed the opportunity and options

will be investigated.

In response to Marcell's question regarding increased traffic for the entire Center due to the library's marketing efforts, Mrs. Mahar noted that indeed traffic for all Center entities is increasing, however, lack of adequate parking remains an issue. OC Chevy has given permission for the bookmobile only to park in it's spaces.

COMMUNICATIONS/CORRESPONDENCE: N/A

FRIENDS AND VOLUNTEERS: Sandy Crescenzo noted that the group has offered to purchase clocks for the meeting rooms.

The next Book Sale is scheduled for July 23, 2016. The last book sale held brought in approximately \$3,000.00. She reminded the Board of a request for \$5,000.00 towards the author fee for the Fall luncheon to be held in October. She presented the invoice showing payment due in September.

Mrs. Crescenzo expressed the group's concerns over the deterioration of the plants on the exterior of the building. It was expressed that flooding seems to be affecting the vegetation so planted pots were discussed as an alternative as well as artscapes. These possibilities will be further explored.

BUILDING ISSUES: The skylight is complete. The City will replace all interior ceiling tiles stained from past leaks. There was an incident where a woman was hit by a car in the Center parking lot. It was reported and handled by the City.

OLD BUSINESS: A. Bookmobile Update- Five stops have been added. The oil has been changed and it is regularly taken for drives on the GSP as suggested for good maintenance. It was noted that it's convenience coordinates well with the mobile app.

(Mike Allegretto was excused at approximately 4:30pm)

NEW BUSINESS: A. Resolution Approving the Establishment of a Capital Reserve Fund- this resolution was done by recommendation of the auditor and the money is already approved in the budget. A motion to pass the resolution was made by Fred Marcell, seconded by Dr. Pritchard. All present were in favor by roll call.

B. Resolution Approving the Establishment of a \$200.00 Change Fund for the 2nd floor Computer Center- A motion to pass the resolution was made by Fred Marcell and seconded by Dr. Taylor. All present were in favor by roll call.

PUBLIC COMMENT: It was noted that the library app can be found on the app store for iphones and google store for android devices.

A suggestion was made to place the bookmobile schedule in the newspapers. An exterior sign for the bookmobile in Spanish would be desirable. A suggestion to drive the bookmobile on the causeway on Saturday mornings or park it at the Welcome Center was made.

Compliments for employee, Julie Brown were offered.

ADJOURNMENT: Fred Marcell moved to adjourn at 4:52pm with a second from Jennifer Shirk. All present were in favor.