

MEETING OF THE BOARD OF TRUSTEES- July 10, 2017

CALL TO ORDER: President Jennifer Shirk called the meeting to order at 4:02pm.

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.

RECORDING OF ATTENDANCE: (Roll Call) Jennifer Shirk, Fred Marcell, Dr. Pritchard, Ron Denney, Brian Broadley, Dustin Peters, Lauren Cowden, Dr. Taylor, Mike Allegretto; Karen Mahar, Leslie Clarke.

APPROVAL OF MINUTES: Fred Marcell moved to approve the minutes with a second from Dr. Pritchard. All present were in favor.

TREASURER'S REPORT: Dr. Pritchard reviewed assets and liabilities noting things were on track for June. The cost and procedure for leasing books from Baker and Taylor was explained. It was noted that the payment to reimburse the City is usually made in September. (see motion to accept below)

ACTION ON BILLS: Upon no questions, Ron Denney moved to approve the Treasurer's Report and pay the bills. With a second from Dustin Peters, the motion passed finding all present in favor by roll call.

NEW BUSINESS: A. Res. To Approve 2016 Audit- Auditor Gene Volpe was present to review the audit and its findings for the board. He noted that the library has good stability and that the board can be pleased with the manner in which the library is run. He reviewed the Management letter portion of the audit in regards to Budget Line Items, Cash and Expenditures, Fixed Assets, and Payroll. He noted that Director Mahar and her staff have kept records in great shape. In the future, because some delays were encountered especially in the area of Payroll where the City was involved, the firm will do prior requests for information before on-site work begins in order to streamline the process. Some discussion was had regarding the successful internal controls used by the Library. Mr. Volpe reassured members that compared to other libraries, the OCFPL is well-managed and Ms. Mahar's oversight is more than sufficient. The next audit is schedule tentatively to begin in March 2018. Fred Marcell moved to accept/approve the audit with a second from Brian Broadley. All present were in favor by roll call. (Mike Allegretto was not present for the vote)

B. Res. To App. Updated Org. Chart- Chart needs revisions. No longer any Data Processing Technician titles and one security title must be added. There was a brief discussion regarding Library Assistants and their departmental distinctions. Director Mahar will make adjustments and bring to next meeting for approval.

C. Res. To App. Museum Pass Lending Policy- The Policy Committee reviewed the policy which mirrors the Kindle Lending Policy with attorney Barse. After some discussion, it was decided that wording would need to be added specifying the ability to place holds. The Director will discuss this with the Senior Librarian and present it again at the next board meeting.

D. Res. App. Contract for Photocopiers- Dept. Head of IT, John Ruban, researched pricing of three companies. Our current provider, Toshiba Business Solutions, is the lowest price and all are pleased with their performance. Director Mahar recommends that we stay with them. Our contract has been for a three-year period but most government contracts are for five years. Mrs. Mahar will further research the start and length of a proposed contract and return to the next meeting with the information.

E. Res. To Adopt Budget Approval & Bill Payment Policies- The Policy Committee met and re-worded the policies according to suggestions from the last board meeting. After some discussion, Brian Broadley

moved to approve the Budget Approval Process Policy and the Bill Payment Policy. With a second from Ron Denney, the motion passed with all present in favor.

F. Res. Ratifying Award of Contract Services for Adv. & PR- Dr. Taylor moved to ratify the annual contract that began January 1, 2017 and is in effect for the remainder of the year with WiserLink. Dr. Pritchard seconded and the motion passed finding all present in favor.

G. Res. Auth. The Est. of a Cap. Reserve Fund- tabled.

H. NOT ON AGENDA- Jennifer Shirk began a discussion regarding the disrepair of the bicycle pump behind the Community Center building. Social media regards this as a library problem although the pump was a gift to the City from the Boy Scouts. Mike Allegretto acknowledged that the pump and its maintenance is the City's responsibility and assured President Shirk that it would be repaired.

(Brian Broadley excused- 5:03pm)

PRESIDENT'S REPORT: The Policy Committee will meet to correct the Fixed Asset Policy and to discuss the merging of the Patron Conduct Policy with the Unattended Child Policy.

Congratulations were offered to Dr. Taylor on receiving the honor of Superintendent of the Year of Cape May County 2017.

DIRECTOR'S REPORT: The architect presented two renovation plans. There was a full staff meeting with approximately 30 employees in total attendance. There has been the following Personnel action: 1) addition of two part-time seasonal Library Assistants; 2) addition of one part-time Library Assistant; 3) one part-time Library Assistant transferred to Librarian 1; 4) one part-time Library Assistant changed to full-time and 5) advertisement for addition of one part-time Security Guard per Civil Service guidelines.

Security Update: The addition of a part-time Security Guard was discussed. This would be a Civil Service, non-competitive position with a salary range of \$12-16/hour. The candidate would carry no firearms and would not be uniformed, however they would be designated as security through clothing. The members agreed that the job description must be definitive and the attorney suggested that agreements with the other entities for his/her presence would be desirable. Liability for incidents within the Library versus the Community Center were discussed as well as defining the fact that a police officer would be responsible for the Center while a security guard would be responsible for the Library. Atrium problems would require the security guard to call upon police. After more discussion including liabilities, hours, coordination with police liaisons, etc., Director Mahar requested permission to approve the compilation of a job description, salary range and posting of such.

(Dr. Taylor was excused- 5:22pm)

Lengthy discussion continued as member's questions and concerns were addressed by Attorney Barse. These concerns included part-time versus full-time, employee status versus private employment, City and OCPD coordination, the practicality of armed security, and the areas of responsibility. Mike Allegretto recommended keeping the exterior security as a City responsibility separate from the inside security. He will discuss the issue with Mayor Gillian. Mrs. Mahar will discuss things further with Captain Prettyman. The consensus was to continue these conversations and a motion was made by Fred Marcell to proceed with a search for a part-time security guard at a salary of \$12-16/hour. Dr. Pritchard seconded and all present were in favor by roll call.

COMMUNICATIONS/CORRESPONDENCE: N/A

FRIENDS AND VOLUNTEERS REPORT: President, Debbie Moreland highlighted the group's activities. The June Book Sale's proceeds were approximately \$2700.00. The custom shelving gifted to the Library from the group is complete. The fall luncheon is scheduled for Wednesday, October 4 with the name of

the author to be revealed later in the month. A request from the group for money from the Library to be a co-sponsor for the event is forthcoming. Ms. Moreland relayed many concerns regarding the poor maintenance of the exterior landscaping. She thanked the board members on behalf of the Friends' group for their concern and timely decisions regarding the security of the building and its occupants.

BUILDING ISSUES: A. Landscaping- All agree that the exterior landscaping is unacceptable. The consensus of the group is that it is a City building and should be maintained and cleaned inside and outside accordingly. The Library has many visitors and the poor landscaping presents a bad first impression of the City. The irrigation system is in progress of repair and the idea was floated that outside landscapers may need to be considered if the City doesn't begin better maintenance.

OLD BUSINESS: A. Security Update- see Director's Report.

PUBLIC COMMENT: N/A

ADJOURNMENT: Ron Denney moved to adjourn at 5:42pm with a second from Fred Marcell. All present were in favor.