

## **Library Board of Trustee Minutes from the Meeting on July 9, 2018**

**Call to Order:** 4:00pm

**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 11, 2017. The Annual Schedule of Meetings was advertised in the December 27, 2017 Ocean City Sentinel and the December 29, 2017 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, Ron Denney, Brian Broadley, Dustin Peters, Lauren Cowden, Dr. Kathleen Taylor, Mike Allegretto, Karen Mahar, Leslie Clarke.

**Approval of the Minutes:** A motion was made by Brian Broadley to approve the June 2018 minutes with a second by Ron Denney. All present were in favor.

**Treasurer's Report:** Fred Marcell reviewed the report noting that there was nothing out of the ordinary and things were tracking well for the six-month mark. The reimbursement to the City for services and Return-To-Taxpayers will be made today. An employee benefit payment will be made for July. (See below for approval motion)

**Action on Bills:** A payment to Debra Moreland was compensation for a six-week program that she presented. The last payment has been made to the Wetlands Institute for cooperative programming. Large payments were made to National Pen Company for printed promotional items, Mango Software (language instructional), and Sample Media for advertising. Brian Broadley moved to accept the Treasurer's Report and pay the bills with a second from Ron Denney. All present were in favor to accept the Treasurer's Report and all present were in favor by roll call to pay the bills.

**Old Business:** A) Audit Presentation: Auditor, Gene Volpe, presented a review of the audit and the resulting recommendations. This is the firm's fourth year completing the audit for the library and he noted that each year the process improves. The audit was considered "very good" and the budget preparation was "great". The following recommendations were made:

- 1) If a check has not cleared in 90 days, contact the vendor to reconcile.
- 2) Be certain that each appropriate vendor receives their 1099 form at the end of the year.
- 3) Review process of tracking fixed assets. (Director Mahar has already contacted two vendors and is waiting on their proposals)
- 4) With improved cooperation from the City, it was discovered that one employee has missed a bonus pay per the CBA.
- 5) One employee was not paying enough for health coverage and this was corrected.

Mr. Volpe answered the board's questions. He clarified the term "Capital Reserve" and "Fund Balance" and some of the common practices affecting them.

B) Res. To Approve 2017 Audit: A motion to approve and accept the 2017 Audit was made by Fred Marcell and seconded by Lauren Cowden. All present were in favor by roll call.

**President's Report:** Jennifer Shirk and a number of board members attended the swearing in ceremony for Mayor Gillian and council members. The final unveiling of the plan for the second floor renovations will be presented to board members and afterwards, the public after the August board meeting. Director Mahar requested a meeting with the Personnel Committee members to discuss some restructuring.

**Director's Report:** Director Mahar reported on the recent workshops for staff regarding bed bugs. The library remains proactive in preventing problems through procedures and practices to prevent any bug issues. Staff has been trained to perform visual inspections and a freezer has been purchased with a procedure for use in place for any suspicious findings. To date, there have been none.

A second part-time security guard has been hired at \$12. /hour and is scheduled to begin on July 19, 2018.

Several staff members have attended an "Active Shooter Workshop" sponsored by the NJ Library. The presentation will come here in Fall 2018.

The library opening on July 4<sup>th</sup> was met favorably with steady business.

Director Mahar reviewed very favorable statistics for summer programming.

The parking situation in the former car dealership lot is being addressed through various public announcements. Plans are in the works for cooperation with the owners of the lot in the hope that parking may be restored.

**Communications/Correspondence:** N/A

**Friends and Volunteers:** President Debra Moreland highlighted some of the recent activity of the group. She offered thanks to the library for inclusion of the group in the bed bug informational sessions and gave kudos to the library management for staying proactive on the issue. The June Book Sale was the best ever netting profits of \$3500.00. The next two-day sale is in July. Members of the group helped with a craft table at the recent OC CON Festival. Over 50% of participants redeemed the coupon for a book from the group through their Third Grade Reading Initiative. The Annual Fall Author Luncheon will be held on October 4, 2018 at the Flanders Hotel. A formal request for cooperative funding is forthcoming. The guest author is Denise Kiernan.

**New Business:** N/A

**Public Comment:** N/A

**Adjournment:** Ron Denney moved to adjourn at 4:47pm with a second from Jennifer Shirk. All present were in favor.