

MEETING OF THE BOARD OF TRUSTEES-Board Meeting June 13, 2016

CALL TO ORDER: Fred Marcell called the meeting to order at 4:06pm.

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) Fred Marcell, Ron Denney, Dustin Peters, Brian Broadley, Jon Batastini, Mike Allegretto (arrived 4:15pm). Karen Mahar, Leslie Clarke, Steve Barse.

APPROVAL OF MINUTES: Minutes from the May 2016 meeting were presented. There were no questions. Mr. Broadley moved to approve with a second from Dustin Peters. All were in favor.

TREASURER'S REPORT: Fred Marcell reviewed the report in the absence of Dr. Pritchard and Ms. Shirk. He reported that things were on track with the budget. It was noted that "ServiceMaster" performs our regular cleaning while "Seven Seas" provides periodic carpet cleaning.

ACTION ON THE BILLS: Jon Batastini moved to pay the bills with a second from Brian Broadley. All present were in favor.

OLD BUSINESS

A. Resolution Approving the 2015 Audit

Lead Auditor, Gene Volpe, for Ford, Scott reviewed some recommendations found. In the case of "stale checks", the vendor should be contacted or the check should be cancelled by resolution. The change fund in the Computer Center should be put into "Financials" and an estimated amount is to be designated. A \$50.00 balance was recommended and this action should be done through a resolution. The importance of every voucher being signed for approval was stressed. Some "Fixed Assets" were classified in error. In coordination with the accountant, a company will come and produce a correct and updated summary of fixed assets that will simply need to be maintained. It was reminded that all checks must be deposited in a timely manner.

Mr. Volpe stated that the audit went very smoothly as it was done "on-site" and that records were in good shape. The library staff provided all items requested in a timely manner.

(Mike Allegretto entered at 4:15pm)

Leon Costello, from the auditing firm, further reviewed the audit. The library is on a better track in 2016 than in 2015 because the Return To Taxpayer figures from the City are correct. He predicted a more stable financial future for the library. There was some discussion regarding the reserve maintained for Capital Projects. He advised that a reserve is in order and that the library's accompanying plan is desirable.

Jon Batastini moved to approve and accept the audit with a second from Brian Broadley. All present were in favor by roll call.

B. Bookmobile Update

Leslie Clarke reported that May 2016 was a successful month with all usage statistics on the rise. An oil change is due and can be performed at any local dealership that handles diesels. OC Chevrolet was suggested. Annual and monthly comparisons were requested.

PRESIDENT'S REPORT: In the absence of President Shirk, Fred Marcell began with an invitation to discuss the Board's thoughts on safety in response to the recent terrorism in Orlando. Currently, it does not appear that the City Police Department routinely checks the community center. Mike Allegretto offered that the City generally does not have police presence other than council meetings, sports events/schools, and city events. Attorney Barse suggested that at this time, there is not a responsibility for providing a staff guard, however, if the board becomes aware of a viable threat, it does then have a responsibility for heightened security. The Library maintains internal cameras (with short archival periods) that are not constantly monitored and are not linked to the city.

After much discussion, it was summarized that if we become aware of an identified threat, then there is probably a legal obligation to take more formal protective action. Live monitoring is a possibility.

All present felt this was a necessary and continuing conversation to have.

DIRECTOR'S REPORT:

A. Strategic Plan Update

Director Mahar reported increases in marketing including an upcoming bookmobile mass mailing and a new prompt occurring when a new library card is registered allowing patrons the immediate choice to be included on an email newsletter list. The continuing partnership with the schools and the Wetland Institute is successful. A new Adult Summer Reading Club started recently with a successful Beach Event including giveaways and a sand sculptor. The bike rack has been successfully located to allow better access on the 17th street side. Planting is scheduled for pots next week. Karen has forwarded some signage drafts to Mike Allegretto and she recently met with architect, Bill McLees to discuss second floor renovations. Finally, the Head of IT has created library email addresses for Board members to be used for library business. Instruction sheets will be forthcoming.

COMMUNICATIONS/CORRESPONDENCE: N/A

FRIENDS AND VOLUNTEERS REPORT: Elaine Wilson reported that the group has purchased a clock to be installed in the Lecture Hall. She requested that Book Sale advertising be included in the Library's PR. The Autumn Author Luncheon is scheduled for October 6, 2016 featuring author, Adriana Trigiani.

BUILDING ISSUES: The roofing/atrium repairs went very smoothly with no safety issues. Some cracked glass remains to be replaced. Mr. Batastini requested that an inquiry into warranties be made.

NEW BUSINESS:

A. Resolution Adopting Mobile Hotspot Policy

The library is now able to lend small boxes with access points from T-Mobile which allow patrons to have Wi-Fi wherever they go. The policy mirrors the lending policy for Kindles, however, the lending term is 7 days for the mobile box compared to 2-weeks for the Kindle. To date, the Library has had no issues or losses of the Kindles. Each hotspot costs the Library \$30/month for unlimited data and the box is free. The Library would like a trial period offering five (5) boxes with a total annual cost of \$1,800.00. Controls include no replacement fee if the box is stolen or lost, and the ability to remotely disable it should the box not be returned or is lost.

A motion to accept the lending policy of the mobile hotspots was made by Brian Broadley and seconded by Dustin Peters. All present were in favor.

PUBLIC COMMENT: There was no one present for Public Comment.

AUTHORIZATION TO ENTER EXECUTIVE SESSION TO DISCUSS NEGOTIATIONS OF THE FT AND PT CWA CONTRACT

Jon Batastini moved to enter the session at 5:05pm with a second from Brian Broadley. All were in favor.

Jon Batastini moved to exit the session and return to regular session where action will be taken at 5:09pm with a second from Brian Broadley. All present were in favor.

ACTION FROM EXECUTIVE SESSION: A motion to approve the memorandum of agreement made in closed session was made by Jon Batastini and seconded by Brian Broadley. All present were in favor by roll call.

ADJOURNMENT: A motion to adjourn was made by Jon Batastini and seconded by Ron Denney at 5:11pm. All present were in favor.

Respectfully Submitted:

Ron Denney, Secretary

RD:bag