

## **MEETING OF THE BOARD OF TRUSTEES- June 12, 2017**

**CALL TO ORDER:** President Jennifer Shirk called the meeting to order at 4:01pm.

**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, Brian Broadley, Dustin Peters, Mike Allegretto, Dr. Taylor; Karen Mahar, Leslie Clarke.

**APPROVAL OF MINUTES:** Two changes were discussed and recommended. A parenthetical statement should be removed from a portion of the Director's Report regarding resignations, and Fred Marcell's name is to be added into the discussion regarding security. Brian Broadley moved to approve the minutes with the two changes and Fred Marcell seconded. All present were in favor.

**TREASURER'S REPORT:** Dr. Pritchard reviewed assets and liabilities. There were no questions. (see motion to approve below)

**ACTION ON BILLS:** Upon no questions, Fred Marcell moved to approve the Treasurer's Report and pay the bills. With a second from Brian Broadley, the motion passed finding all present in favor by roll call.

**PRESIDENT'S REPORT:** The exterior signage installation has begun. There was a meeting of the Policy Committee to review the table of contents for the Board of Trustee Manual and the Patron Policy Manual. Specific policies will be reviewed at a later meeting. Two drafts for the second floor renovation project were reviewed with staff members and architect, Bill McLees.

**DIRECTOR'S REPORT:** The architect met with second floor managers to discuss their input for the second floor renovations. Recommendations from the Strategic Plan included increasing YA space, creating a "Maker Space", rearranging Fiction to create additional space, and adding more quiet study areas. A recent YA Author visit was a huge success with SRO attendance. The library partnered for this event with Sun Rose Bookstore.

Dr. Taylor thanked the library for its cooperation in presenting the Wetlands Institute programming, the culmination of which is to be held at a special program on June 15.

Planning for next year's OC CON Festival is underway with potential guest, actor Noah Wiley.

**COMMUNICATIONS/CORRESPONDENCE:** The Son Club thanked the library for the Bookmobile programs.

Management from Sun Rose Bookstore offered compliments to library employee, Julie Brown for her assistance in cooperative programming with the store.

**FRIENDS AND VOLUNTEERS REPORT:** President, Debbie Moreland highlighted the group's activities. She noted that there is a Book Sale coming up on June 23 and 24. The group has gifted a custom-made table to the library for the display of free materials. This group also partnered with Sun Rose Bookstore in its distribution of kindergarten bags for students. The bags will contain a coupon for one book for up to a \$10.00 value at the bookstore. The group is investigating its 28-year history.

**BUILDING ISSUES:** A. Landscaping- Mike Allegretto reported that the work is a bit behind schedule and a brief discussion was held on how the library can facilitate its acceleration. It was decided that the

maintenance of the landscaping should be on-going. Completion of the exterior signage is expected by the end of the week.

**OLD BUSINESS:** A. Security- Members of the OCPD met with Jennifer Shirk, Karen Mahar, and Fred Marcell to continue discussions of library security. A tentative plan includes having a committed Community Officer present at certain hours during the school year and doing periodic checks during the summer. This proposition allows a relationship to be built between library employees and patrons with a specific officer. Director Mahar was pleased that City officials granted permission to the OCPD to assist. A part-time security officer would also be beneficial.

**NEW BUSINESS:**

- A. Amend Mobile Hotspot Policy- Director Mahar presented a change in the policy which was originally adopted in 2016. Wording will be amended in the lending time from “1 device per month per patron” to “1 device per month per household”. Dr. Taylor moved to approve the amendment with a second from Fred Marcell. All present were in favor.
- B. Financial Procedures Policy- Changes and corrections were presented to members for review. A vote is to be made at next month’s meeting. Account Manager, Glenn Master and Attorney, Steve Barse participated in the review process. Initially, Dr. Taylor suggested that a timeline be added or specified in the budget approval process. It was also suggested that wording regarding the payment of bills in an emergency be referenced from the By-Laws.

**PUBLIC COMMENT:** The Library’s Summer Reading Programs kick-off June 27.  
The Community Center will host a float in the Miss NJ Parade on June 14.

**ADJOURNMENT:** Brian Broadley moved to adjourn at 4:39pm with a second from Dr. Pritchard. All present were in favor.