

Library Board of Trustee Minutes from the Meeting on June 11, 2018

Call to Order: 4:05pm

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, Dr. Connie Pritchard, Brian Broadley, Fred Marcell, Lauren Cowden, Mike Allegretto, Karen Mahar, Leslie Clarke.

Approval of the Minutes: After a brief discussion regarding the appropriateness of crossover information between the Executive Session and Regular Session minutes, a motion was made to accept the minutes from the May 2018 meeting with the stipulation that specific wording regarding executive session details be replaced with general wording. The motion was made by Fred Marcell and seconded by Dr. Pritchard. All present were in favor.

Treasurer's Report: Dr. Pritchard reviewed the report beginning with the Library's assets and liabilities. There were some questions regarding timing of various payments. Some large debt was incurred through expenses including the OC CON Festival and the author for OC Reads events. It was clarified that WiserLink charges include graphic design services. A payment to Director Mahar was a reimbursement for the library's petty cash fund. The check is made to the Director for endorsement per the auditor's recommendation. (See below for approval motion)

Action on Bills: One check was withheld so that it could be re-done to the correct payee. All appears acceptable. Brian Broadley moved to accept the Treasurer's Report and pay the bills with a second from Fred Marcell. All present were in favor to accept the Treasurer's Report and all present were in favor by roll call to pay the bills.

President's Report: Jennifer Shirk reported that the recent Personnel changes have had a positive impact on the operation of the library and morale is good. The Building and Grounds Committee did a walk-through with the absence of the architect. The committee recommendations will be given to the architect by Director Mahar. President Shirk spoke of the positive rapport with Mayor Gillian throughout this process. He understands the value of the Library to the community and has been very supportive of the changes, offering good suggestions for the project.

Director's Report: Many staff members attended the recent NJLA Conference in Atlantic City where a \$1,000.00 Early Literacy Grant was received by the library. Many summer programs are planned in all areas of the library and we anticipate a busy and successful summer.

Communications/Correspondence: A note of thanks for a laptop was received from the winner of a recent library-sponsored contest. Thanks were received from Wesley Manor for the staff of the bookmobile. A note of thanks was received from the USMC for support of the "Toys for Tots" program.

Friends and Volunteers: President Debra Moreland highlighted some of the recent activity of the group. Members are working with WiserLink in the creation of signage for the group's projects. Members will host a craft table at the OC CON Festival. There is a two-day book sale in the atrium in June. Denise Kiernan will be

the guest author at the annual Fall luncheon. Congratulations were offered to the library on the Early Literacy Grant award.

Building Issues: Renovation Update: Determinations for the content of the Maker Space are being investigated. The Friends group will provide some funding for the space. The annual carpet cleaning has been performed. The new vestibule in the atrium is now available for use. Resumes have been received and interviews are being schedule for the new security guard position. Daily police presence continues to be successful and library employees will be attending an upcoming "Active Shooter" workshop in July.

Old Business: A) Res. Approving Library Organizational Chart: Dr. Pritchard was invaluable in the creation of the functioning chart which was presented at the May 2018 meeting. Brian Broadley moved to approve the resolution approving the organizational chart presented with a second from Dr. Pritchard. All present were in favor.

B) Library card renewal extension: It was recommended that the resident membership renewal be changed from annual renewal to a two-year renewal to improve efficiency. Brain Broadley moved to change the Resident membership renewal from one-year to two-years with a second from Fred Marcell. All present were in favor.

New Business: A) Audit Report: Director Mahar sent all members a copy of the audit, the synopsis, and the management letter. Jennifer Shirk reviewed the management letter for members. Gene Volpe will be present at the July meeting to review the other information and answer questions. There was significant improvement from last year. Comments included the following: consistent monthly reconciliations to eliminate outstanding checks, procedures to ensure that all vendors receive a 1099 form, investigate the possibility of hiring a fixed asset company for services prior to the end of 2018. The auditor recommended that a resolution be approved before the end of the year for Capital Reserve funds for the renovations.

Public Comment: Debra Moreland stressed the importance of ensuring that information from executive sessions be included in regular session minutes if the information is considered public information.

Adjournment: Brian Broadley moved to adjourn at 5:00pm with a second from Fred Marcell. All present were in favor.