

## **MEETING OF THE BOARD OF TRUSTEES-March 13, 2017**

**CALL TO ORDER:** President Jennifer Shirk called the meeting to order at 4:24pm.

**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, Dr. Pritchard, Fred Marcell (via telephone), Dustin Peters, Lauren Cowden, Tim Kelley (for Dr. Taylor). Karen Mahar, Leslie Clarke, Steve Barse.

**APPROVAL OF MINUTES:** Upon no questions, Dr. Pritchard moved and Jennifer Shirk seconded to approve the minutes from the February 2017 meeting. All present were in favor.

**TREASURER'S REPORT:** Dr. Pritchard reviewed the report and noted that many annual contracts are being renewed. There were no questions. (see motion to approve below)

**ACTION ON BILLS:** It was noted that nothing unusual appeared in the bills. It was clarified that there was a \$2500.00 payment appearing for the Restoration Project of the OC Life Saving Station and a \$4700.00 payment to the photographer for the OC CON Festival. Dustin Peters moved to approve the report and pay the bills with a second from Dr. Pritchard. The motion passed with all present in favor by roll call.

**PRESIDENT'S REPORT:** President Shirk announced an upcoming Trustee Orientation program on April 29 at the Cherry Hill Public Library. A reminder email will be sent to members.

The OC Historical Museum submitted a proposal to President Shirk to be considered. The proposal will be addressed later in the meeting.

There was a meeting of the Policy and By-Law Committee. A new policy will be presented under "New Business".

Members were reminded to be advocates to the community regarding library programming.

**DIRECTOR'S REPORT:** There has been an approval to order four (4) exterior signs.

The paperwork for the "Return To Taxpayers" for the state has been submitted and no problems are anticipated.

The Annual Report for the state has been completed and submitted.

The Library Audit is scheduled to begin April 3, 2017.

Senior Staff met with an architect to discuss needs for the second floor renovation project.

Director Mahar reported that she recently met with Principal Haines to discuss student presence and behavior in the Community Center.

There is a new Community Bulletin Board in the atrium.

In coordination with the City, Mrs. Mahar prepared vending machine bids.

Dr. Pritchard's successful program was spotlighted as well as upcoming events including the OC CON Festival and Girls' Weekend (Downtown Merchants' Association).

**COMMUNICATIONS/CORRESPONDENCE:** A thank you was received from the OC Historical Museum for the books provided for their Tea.

**FRIENDS AND VOLUNTEERS REPORT:** President, Debbie Moreland highlighted the group's activities.

The Annual "Read Across America" event at the Primary School was a great success.

The recent one-day Book Sale made a profit of approximately \$1,000.00 for the group.

Members also plan on assisting with the upcoming Edible Book Festival, OC CON Festival, and National Library Week events.

The Annual Local Author Tea will take place on May 4, 2017 at the Flanders with guest author, Jennifer Shirk.

The group is currently revising their By-Laws.

**BUILDING ISSUES:** N/A.

**OLD BUSINESS:** N/A.

**NEW BUSINESS:**

A. Historical Museum Proposal- The Museum requested a collaboration with the Library where Museum artifacts would be displayed within the Library at areas that correspond with the collection. The proposal also included a suggestion to display a Sindia "timeline" in the Haven Street entrance hallway. After some discussion, the Board expressed concern about space availability and responsibility for the items. The consensus was for something limited and enclosed. More school involvement was suggested as well as having members of the Friends' group and students volunteer so that the museum could remain open longer to increase public access. (Fred Marcell exited at 4:55pm)

B. Launchpad Lending Policy- the lending policy was reviewed. After a brief discussion, it was suggested that additions to the policy include wording that the patron must be in good standing with no current fines and itemized replacement costs should be noted. Dr. Pritchard moved to accept the policy with the noted corrections regarding eligibility and cost. Jennifer Shirk seconded and the motion passed with all present in favor.

C. Board/Policy Handbook Content- A policy handbook was presented to the Board in 2013 but has remained stagnant since the passing of the late Library Director. The intent expressed was to update it for new Trustees and employees. There are three handbooks being proposed: one for Trustees, one for Patrons, and one for Employees. Policies would be separated by category to provide knowledge and back-up. After some discussion, the consensus was to continue with this intent. Proposed handbooks will be presented at future meetings where, after discussions, Resolutions will be presented for acceptance.

D. Short take: tabled

**PUBLIC COMMENT:** N/A.

**ADJOURNMENT:** Dr. Pritchard moved to adjourn at 5:23pm with a second from Jennifer Shirk. All present were in favor.