

Library Board of Trustee Minutes from the Meeting on March 12, 2018

Call to Order: 4:01pm

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, Dustin Peters, Lauren Cowden, Dr. Taylor, Mike Allegretto, Karen Mahar, Leslie Clarke.

Approval of the Minutes: Dr. Pritchard moved to approve the minutes from the February 2018 meeting with a second from Dustin Peters. All present were in favor.

(At this point, President Shirk modified progression through the agenda to accommodate members)

Friends and Volunteers: The group's president, Debra Moreland, highlighted some of the recent activity of the group. "Read Across America" was a success at OCPS with 25 guest readers. Each child received a gift bag containing literacy items and one book. The recent one-day book sale grossed over \$1200.00. The next sale is scheduled for June. The group's members will be hosting a table in the atrium for National Library Week and assisting with the Edible Book Festival. There will be a welcoming lunch for new members on April 9th and the Local Author Tea is scheduled for May 3 at the Flanders Hotel with tickets being sold on April 20th and 21st at a cost of \$30.00 per person.

Authorization to Enter Closed Executive Session to discuss the possible amendment to the Terms and Conditions of the Collective Bargaining Agreement with the CWA: A motion to enter executive session to discuss a possible amendment to the CBA with CWA was made at 4:10pm by Dr. Taylor and seconded by Jennifer Shirk. All present were in favor.

A motion to exit executive session and re-enter regular session where action may or may not be taken was made at 4:18pm by Mike Allegretto and seconded by Dr. Taylor. All present were in favor.

Action on Executive Session: A motion to approve the amendment to the CBA as read by President Shirk was made by Brian Broadley and seconded by Mike Allegretto. It passed with all present in favor by roll call.

Treasurer's Report: Dr. Pritchard reviewed the report beginning with the Library's assets and liabilities. She noted the Return To Taxpayers figure. There was nothing questionable. (See below for approval motion)

Action on Bills: Bills and/or Vendors of note included the quarterly payment to Baker & Taylor Lease for our annual leasing contract, a payment to Innovative Interfaces (yearly service agreement and contract for public access to the library software database), a payment to NewsBank (a library database). Questions were raised by payment to Peppermint Punk and Jungle John for appearances at OCCon. The Peppermint Punk bill would be reimbursed by the City. All appears acceptable. Brian Broadley moved to accept the Treasurer's Report and pay the bills with a second from Jennifer Shirk. 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 informed members that the library audit begins April 16. The Building and Grounds Committee is set to meet with architect, Bill McLees. Members were asked to save the date of October 27, 2018 for an NJLA/NJLTA Workshop.

Director's Report: Work has begun on the annual state report which provides for the library's "star" ratings and a \$5K award for successful submission. The recent "Maker Day" was a success with over 300 persons in attendance. The "Return To Taxpayers" paperwork has been submitted. Upon response from the State Librarian, the City will use this figure for their budget preparation. In cooperation with Randy Kohr, IT Director for the OCPS, the library will be participating in a Lego Design Contest. Letters of appreciation were received from children who benefitted from the library's cooperative effort with the OCPS and Wetlands Institute. There will be various activities for National Library Week (April 9-14) including an Open House, daily beach tag drawings, and an Edible Book Festival.

Communications/Correspondence: A note of appreciation for the Circulation staff was received from a patron.

Building Issues: A new cooling tower has been successfully installed and is fully operational. There were a few leaks during the last storm which have been reported to PW. The preventative quarterly visit by the bedbug-sniffing dogs is due. All has been well in regards to this issue. The Community Police and Security Guard have been successfully working together.

(4:32pm- Mike Allegretto and Dustin Peters excused)

Old Business: N/A

New Business: A) Trustee Short Take: A video discussing Strategic Planning was shown to members. Our current plan expires at the end of 2018.

Public Comment: N/A

Adjournment: Dr. Pritchard moved to adjourn at 4:44pm with a second from Jennifer Shirk. All present were in favor.