

## **Library Board of Trustee Minutes from the Meeting on May 14, 2018**

**Call to Order:** 4:06pm

**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, Fred Marcell, Ron Denney, Dustin Peters, Lauren Cowden, Tim Kelley, Mike Allegretto, Karen Mahar, Leslie Clarke.

**Approval of the Minutes:** Fred Marcell moved to approve the minutes from the April 2018 meeting with a second from Dustin Peters. All present were in favor.

**Treasurer's Report:** Fred Marcell reviewed the report in Dr. Pritchard's absence. He noted some of the larger figure considerations and assured members that the library is in good positioning moving forward. (See below for approval motion)

**Action on Bills:** Fred Marcell and Jennifer Shirk noted that all expenses listed were normal. The E-Books Vendor, Overdrive, was explained.

Upon no questions regarding the report or the bills, Ron Denney moved to accept the Treasurer's Report and pay the bills with a second from Lauren Cowden. 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:** The completed audit will be presented at the June meeting. The Building and Grounds Committee met with architect, Bill McLees. Director Mahar will present the results in "Old Business". President Shirk met with the Policy Committee. Two policies will be presented today.

*(Mike allegretto arrived, 4:13pm)*

The State Library will be presenting "Active Shooter" Workshops in July. Also, the 2018 Best Practices in Early Literacy Award will be presented to the Ocean City Library at the NJLA Conference in June.

**Director's Report:** The Library is working with the OCPS in presenting a "Click-It" engineering project using Legos. As part of a grant project, students were instructed to build a landmark using Legos. Viewing and judging will take place May 21 at 6:30pm in the library. Advertising has begun for a second security guard. The Community Police remain involved and some successful interactions have taken place. The dial mechanism on the safe has been replaced with a digital keypad. The NJLA Conference is to be held in Atlantic City.

**Communications/Correspondence:** N/A

**Friends and Volunteers:** President Debbie Moreland reported that the recent Local Author's Tea was a success and thanked the library for its involvement. Many community persons were in attendance. Denise Kiernan has been chosen as the guest author for this year's annual Fall Author Luncheon to be held at the Flanders on October 4, 2018. There is a Book Sale scheduled for June 22, and 23, 2018. Participation in the Block Party is a positive outreach as well as the third grade Reading Club sponsored with OCPS. The group's members are looking forward to assisting library staff at the upcoming OC CON, a three-day event in June and continue to pack and deliver 100 baby bags per month to Shore Medical Center as part of a literacy program started by Becky Greene.

**Building Issues:** A committee met with architect McLees to discuss needs for first floor renovations, not to interfere with the second floor schedule/plans. They will meet again on May 24 to make a selection from two options. The project is targeted to begin in October 2018. Information is being gathered for the maker space to ensure there will be room for growth after completion of the construction.

**Old Business:** Director Mahar presented an updated organizational chart reflecting recent staffing changes caused by the retirement of a department supervisor. Dr. Pritchard was invaluable in the preparation of the chart. Board members noted that it was clean and easily understandable. Approval of the chart was deferred to the June meeting to be approved by resolution.

**New Business:** A) Res. Approving Roku Lending Policy: Director Mahar explained that the Roku is a media streaming device. She detailed the lending policy which models the lending policies of other library devices. There was some discussion regarding the functionalities of the Roku as well as the need to re-examine the outdated fees for DVDs so the policies are more conducive. Fred Marcell moved to approve the Resolution approving the Roku lending policy as presented with a second from Jennifer Shirk. The motion passed finding all present in favor.

B) Res. Approving "Read Away Fines" Policy: Director Mahar reviewed the policy as presented. Some discussion followed where it was noted that the bookmobile should be included in the policy wording. Fred Marcell moved to approve the resolution approving the "Read Away Fines" policy with the addition of the Bookmobile wording. The motion passed with a second from Ron Denney and all present in favor.

**Public Comment:** N/A

**Authorization to Enter Closed Executive Session to discuss possible Wage Increases and New Personnel Job Titles:** A motion to enter executive session to discuss a possible wage increases and new personnel job titles was made at 5:05pm by Ron Denney and seconded by Fred Marcell. 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 5:19pm by Dustin Peters and seconded by Ron Denney. All present were in favor.

**Action on Executive Session:** A motion was made by Ron Denney to approve the recommended salaries as follows:

Senior Librarian: \$77,520.

Supervising Library Assistant: \$40,000.

Principal Library Assistant, C.P.: \$31,955.

Principal Library Assistant, Y.S.: \$ 30,722.

The motion passed with a second from Jennifer Shirk and finding all present in favor by roll call.

**Adjournment:** Fred Marcell moved to adjourn at 5:21pm with a second from Ron Denney. All present were in favor.