

## **Library Board of Trustee Minutes from the Meeting on May 13, 2019**

**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 10, 2018. The Annual Schedule of Meetings was advertised in the December 19, 2018 Ocean City Sentinel and the December 14, 2018 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, Dr. Constance Pritchard, Ron Denney, Brian Broadley, Dustin Peters, Lauren Cowden (4:03pm), Mike Allegretto. Leslie Clarke.

**Approval of the Minutes:** A motion was made by Brian Broadley to approve the April 2019 minutes with a second from Ron Denney. All present were in favor.

**Treasurer's Report:** Constance Pritchard reviewed the report including the assets and liabilities. She noted the low figure of video revenue. With a nod to the audio system upgrade, she noted that all are pleased. (See below for approval motion)

**Action on Bills:** Two additional bills that do not appear on the list will be paid as follow: 1) advertisement in Glory Days Magazine, 2) payroll check to the City. There is a duplicate payment to the Chamber so the current check for \$200 will be voided and a new check for \$100 will be issued.

President Shirk mentioned that a signer for checks should always be available. Bands that perform receive one check for the performance (separate checks per members are not issued). There was a brief discussion regarding the target market for advertising. Leslie is to return with a figure for what percentage of library members are non-residents.

A motion to accept the Treasurer's Report and pay the bills was made by Brian Broadley and seconded by Ron Denney.

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:** 2nd Floor Reno. Update: The final state grant regulations are anticipated by the end of the month. They must be posted for 60 days to allow for public comment and the state librarian then has 30 days to respond to the comments. A three-month period will then begin for application submissions. The state will have 30-60 days to review the applications. Based upon that timeline, it is hopeful that we could go out for bid in late Fall 2019 with a renovation start date early next year (2020).

Library staff is continuing training on topics including the following: Mango language software, "Challenging Patrons" webinar, a Customer Service workshop available to employees and public, and the on-line catalog.

The audit is complete and the committee will meet with Gene Volpe to discuss. Mr. Volpe will be available at the June meeting for review of the audit and a vote will be taken to accept. One of the findings to be discussed involves the City and it is to be reconciled during the City's audit in July 2019.

**Director's Report:** Assistant Director Leslie Clarke presented the report in Mahar's absence.

The Chamber is to provide brochure racks for the atrium. Employees attended workshops on topics including Supervising Law issues and the implementation of the new minimum wage. A faulty sensor light has been repaired under warranty on the bookmobile and it will be picked up tomorrow. New parking locations for the bookmobile will be determined when the development of the current lot begins.

**Communications/Correspondence:** The Board has received a letter regarding the discontinuation of charges for movie rentals. This topic will be discussed next month.

**Friends and Volunteers Report:** President Chris Wilson reported that there are five new members bringing the group's membership total to seventy-six. The Dessert Tea was a sold-out success and there will be a Book Sale on June 21 and 22. Longtime founding member, Frances Keenan has passed away at age 105. A memorial donation has been made to the Humane Society and discussions will be held regarding the naming of the "Friends" room after her.

**Building Issues:** The noted lack of upkeep in the atrium prompted a short discussion regarding the responsibility of maintenance and furniture in the atrium.

**Old Business:** None.

**New Business:** Res. To Approve By-Laws Amendment: Attorney Barse outlined legal guidelines that provide broadened accommodations to allow for Board members to actively participate in meeting action when their physical presence is not possible. Ron Denney moved to approve the resolution amending the by-laws with a second from Brian Broadley. All present were in favor.

**Public Comment:** None.

**Adjournment:** Fred Marcell moved to adjourn at 4:44pm with a second from Mike Allegretto. All present were in favor.