

MEETING OF THE BOARD OF TRUSTEES-November 14, 2016

ANNOUNCEMENT OF COMPLIANCE WITH OPML

CALL TO ORDER: President Jennifer Shirk called the meeting to order at 4:02pm.

RECORDING OF ATTENDANCE: (Roll Call) Jennifer Shirk, Fred Marcell, Dr. Pritchard, Brian Broadley, Dustin Peters, Dr. Taylor, Mike Allegretto, Karen Mahar, Leslie Clarke, Steve Barse. (Jon Batastini entered at 4:09pm)

APPROVAL OF MINUTES: Brian Broadley moved and Ron Denney seconded to approve the minutes from the October 2016 meeting. All present were in favor.

TREASURER'S REPORT: Treasurer Pritchard reviewed current assets and liabilities of the library. She requested that Director Mahar address unspent funds. Mahar explained that most will be spent by the end of the year through bills yet unpaid and pending redesign projects. The budget committee is planning on presenting a preliminary 2017 budget at the December meeting. Brian Broadley moved to accept the report with a second from Ron Denney. All present were in favor.

BILLS: Nothing outstanding was of note. The check to Karen Mahar was for petty cash. A large check to National Pen represented periodic replenishment of promotional items. Ron Denney moved to approve the bills with a second from Brian Broadley. A roll call found all present in favor.

PRESIDENT'S REPORT: President Shirk reported that there was a meeting of the Budget Committee. After numbers are received from the City, a preliminary budget for 2017 will be prepared and presented to members at the December board meeting.

Members were invited to attend the annual meeting of the League of Municipalities to take place in the Atlantic City Convention Center.

Members were also informed of a Public Policy Workshop to take place in December.

President Shirk attended the library sponsored ACCC class, "Facebook for Small Businesses" and found it informative.

DIRECTOR'S REPORT: In accordance to Strategic Plan guidelines, advertisements have been increased and well-received by the public.

Director Mahar has met with architect, Bill McLees, who will present his preliminary findings to her next week regarding the second floor re-design project.

The City is implementing a new payroll system on which Karen and Glenn have received training.

The Atrium Committee is creating a policy for the informational kiosk and pricing on a Community Board is being sought.

The Library's Holiday Festival takes place December 4 and LVA's Gala Fundraiser will be December 1. In cooperation with the Colony Club, the library is sponsoring a "Tree of Warmth" in the Atrium from November 22 through December 19. Proceeds will be given to the Clothes Closet.

Staff Evaluations are on-going and scheduled to be complete by the end of the year.

COMMUNICATIONS/CORRESPONDENCE: Donations include an historic photo from the OC Historical Museum.

FRIENDS AND VOLUNTEERS REPORT: Elaine Wilson reported that the group's first book sale in December will take place December 3.

The group has contributed \$300.00 towards a holiday lunch for library staff.

Mrs. Wilson expressed thanks to the library staff for their assistance with the “Dollar Cart” which brought in over \$3,500.00 during the summer months alone.

Debbie Moreland, the new Friends’ Group President was introduced and welcomed. She will be serving a two-year term beginning in January 2017.

BUILDING ISSUES:

- A. Roof Update- There are no more new leaks since the recent visit from the contractor. The final payment is due in mid-December.
- B. The exterior power washing and painting went well and interior work is being investigated. The planters are being maintained by “Box of Rain”.

OLD BUSINESS:

- A. Bookmobile- The schedule is to be advertised in the Sentinel newspaper.

NEW BUSINESS:

- A. City Payroll- A brief discussion was held regarding the way the library reimburses the city for payroll. A request from Frank Donato was made to adjust it. The recommended procedure is to be further investigated for plausibility and reported upon at the December meeting.

PUBLIC COMMENT: N/A.

Members watched a trustee informational video regarding “Library Advocacy”.

Brian Broadley moved to adjourn the meeting at 4:55pm with a second from Dustin Peters. All present were in favor.