

MEETING OF THE BOARD OF TRUSTEES- November 13, 2017

CALL TO ORDER: President Jennifer Shirk called the meeting to order at 4:09pm.

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, Brian Broadley, Dustin Peters, Dr. Taylor, Lauren Cowden, Mike Allegretto, Karen Mahar, Leslie Clarke, Steve Barse.

APPROVAL OF MINUTES: Brian Broadley moved to approve the minutes from the October 2017 meeting with a second from Lauren Cowden. All present were in favor.

TREASURER'S REPORT: Dr. Pritchard reviewed assets and liabilities. There is one payment remaining due from the City this week. There will be some line item budget transfers presented later in the meeting. (See motion approval below)

ACTION ON BILLS: One bill for landscaping has been earmarked for payment next month. There are two additional bills not found on the list as follows: 1) \$49K for payroll to City (normal), and 2) \$4526.75 for holiday decorating (discount received if paid in full now). Upon no questions, Brian Broadley moved to approve the Treasurer's Report and pay the bills on list and the two additional bills presented with a second from Dustin Peters. The Treasurer's Report passed with all present in favor and the bills were paid with all present in favor by roll call.

PRESIDENT'S REPORT: A preliminary budget will be presented today. Some resolutions on the agenda will be tabled until a Policy Committee meeting can be held. The Personnel Committee met and discussed possible wage increases for FT and PT Non-Union staff not covered by a CBA. The details will be discussed in closed session. The Director's evaluation is being prepared and will be discussed at the December meeting. President Shirk offered congratulations to Dr. Taylor for receiving the 2018 Superintendent of the Year award. Dr. Taylor thanked all and mentioned other OC School award recipients. Success of the OC Football team was applauded.

DIRECTOR'S REPORT: A. Personnel- The Security Guard position has been accepted by the chosen candidate for \$12/hr. with a maximum of 28 hours per week. This is a non-union, Civil Service position and will begin as soon as possible. Director Mahar outlined a recent incident with an unattended child which demonstrated the helpfulness of solid policies. Good policies in conjunction with Community Police presence have proved invaluable. Director Mahar outlined a few of the October events at the library and noted that some attracted attendees from adjoining states possibly providing further revenue for City establishments as these patrons shop and eat while in town. December 3 is the Holiday Festival and all are encouraged to attend. The Art Center and Museum will actively participate this year with coordinating activities. An anonymous donor has made a free trolley ride available during the festival that travels from the Community Center to the Life Saving Museum.

COMMUNICATIONS/CORRESPONDENCE: President Shirk read an email received from Jon Werley complimenting library staff. Various thank you notes and library ads were presented. The Ocean City Library is a 2017 recipient of the Chamber of Commerce Award for Best Landscaping and Signage.

FRIENDS AND VOLUNTEERS REPORT: Elaine Wilson offered congratulations to the Library on its Chamber of Commerce Award. She outlined various activities of the group including National Friends of the Library Week and Welcome Night where they hosted informational tables, a writing workshop at the school, and the City's Quiet Festival. The group has offered money to fund a library staff holiday party in December and is hosting a Book Sale on December 8th and 9th.

BUILDING ISSUES: Work continues on the second floor renovation plans by Bill McLees.

OLD BUSINESS: N/A.

NEW BUSINESS: A. First Proposal of Operating Budget for 2018: The preliminary budget along with budget line explanations, reviewed by the Budget Committee, was distributed. Director Mahar outlined the specifics noting any

increase or decrease recommended. Discussion included items with unknown numbers such as the "Return to Municipality" figure anticipated from the City and "Furniture" and Building Improvements" (numbers dependent on the architect's plans). "Salaries" is another variable figure and will be discussed in closed session. The consensus was to wait upon the final numbers noting that the preliminary looked good to date.

B. Res. To Amend Policy on Management & Retirement of Fixed Assets: tabled

C. Res. To Amend Policy on Library Patron Conduct: tabled

D. Res. To Amend Policy on Unattended and/or Disruptive Children: tabled

E. Res. Authorizing the Transfer of Funds Between line items in the 2017 Operating Budget: As per auditor guidelines, transfers of money may be done only in November. It was recommended by Attorney Barse that each transfer be done on a separate resolution. The transfers are as follows: 10K from Bookmobile to Advertising, 10K from Hardware to Audio, 12K from Furniture to Books, 5K from Technical to Reference. Adjustments will be made to these lines in the 2018 Budget. Brian Broadley moved to approve the transfer of funds between line items in the 2017 Operating Budget as per the resolutions. The motion was seconded by Dr. Pritchard and passed finding all present in favor by roll call.

F. Res. Accepting Wetland's proposal for the 2017-2018 School Year: Brian Broadley moved to approve the resolution accepting the Wetland's proposal for the 2017-2018 School Year partnership with the library. The motion was seconded by Dr. Pritchard and passed with all present in favor by roll call.

PUBLIC COMMENT: N/A.

AUTHORIZATION TO ENTER CLOSED EXECUTIVE SESSION TO DISCUSS WAGE INCREASES FOR PT AND FT, NON-UNION EMPLOYEES

POSSIBLE ACTION ON CLOSED SESSION

A. Res. Approving Wage Increases for PT and FT, Non-Union Employees: tabled

ADJOURNMENT: Brian Broadley moved to adjourn at 5:14pm with a second from Dr. Pritchard. All present were in favor.