

## **MEETING OF THE BOARD OF TRUSTEES-Board Meeting October 11, 2016**

**CALL TO ORDER:** Jennifer Shirk called the meeting to order at 4:03pm.

**ANNOUNCEMENT OF COMPLIANCE WITH OPML:** Notice of this meeting was posted in the City Clerk's office and was advertised in the January 13, 2016 Ocean City Sentinel and in the January 13, 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, Fred Marcell (4:24pm), Ron Denney, Brian Broadley, Dustin Peters, Dr. Taylor, Mike Allegretto (4:04pm). Karen Mahar, Leslie Clarke, Steve Barse.

**APPROVAL OF MINUTES:** Brian Broadley moved to approve the September 2016 minutes with a second from Mr. Peters. All present were in favor.

**TREASURER'S REPORT:** Jennifer Shirk reviewed the report. She noted that the report has been made more legible. There was nothing out of the ordinary and all was in order. Upon no questions, Brian Broadley moved to accept the report with a second from Dr. Taylor. All present were in favor.

**ACTION ON THE BILLS:** A bill made payable to "Greater Talent network" needs to be voided as a duplicate. The bill list included the final payment of the "Return to Taxpayer" figure to the City of Ocean City in the amount of \$173,000.00. There was a bill from the painting contractor which included interior and exterior painting. Brian Broadley moved to pay the bills with a second from Ron Denney. All present were in favor by roll call.

**PRESIDENT'S REPORT:** President Shirk reported that she recently attended a Disaster Planning Seminar with Library Director, Karen Mahar. With guidance from a workbook received and suggestions from the presentation, a disaster plan is being prepared for the beginning of the year.

Mrs. Shirk met with the Mayor and city officials regarding the status of the roof, landscaping, security, and signage. It will be followed-up by a walk-around with Director Mahar. Shirk is encouraged that these issues will be resolved in a timely manner.

The Budget Committee met on October 25 and will present a tentative 2017 budget at the November Board meeting.

### **DIRECTOR'S REPORT:**

#### **A. Strategic Plan Update**

In adherence to the Strategic Plan, community partnerships continue. Recent plans include continued cooperation with the Wetlands Institute (see New Business), Suicide Prevention workshops with the schools, and recently with the City of Ocean City at the airshow and weather event on the Music Pier. There is continued City cooperation through work on First Night and the OC Con Festival.

**COMMUNICATIONS/CORRESPONDENCE:** Director Mahar presented miscellaneous correspondence including a letter received complimenting programming and library staff.

Dr. Taylor discussed the practice of Digital Archiving and the possibility of a workshop at the library. Director Mahar was very receptive to the concept.

**FRIENDS AND VOLUNTEERS REPORT:** Sandy Crescenzo reported that the author luncheon was a huge success. The group hosted a table in the atrium in recognition of "Friends and Volunteers at the Library Week". The group's election of officers will take place in November and the new president will be at the next Board of Trustee meeting. Mrs. Crescenzo invited the board members to the upcoming holiday luncheon to be held in December. Director Mahar thanked Mrs. Crescenzo for her work throughout the years.

**BUILDING ISSUES:**

- A. Roof Leaks- One (1) persistent leak remains.
- B. Landscaping/Building Maintenance- Director Mahar met with the Mayor regarding the exterior of the building. It is scheduled to be power washed and painted. A quote for interior work is needed. Cleaning services have greatly improved. An emergency generator for the facility is being investigated. Library IT Director, John Ruban, is preparing a proposal for exterior cameras to improve safety. Holiday decorations will be installed in the next few weeks.

**OLD BUSINESS:**

- A. Bookmobile- Winter scheduling includes five pre-schools and an after-school program. The vehicle recently participated in the City's airshow, Block Party, and Back-to-School nights. It will be present in the Halloween Parade and Welcome Night at the civic center. Lettering in Spanish has been added to the vehicle.
- B. Security Concerns- Preparations of a safety plan and anticipated installation of exterior cameras continue.

**NEW BUSINESS:**

- A. Resolution Approving Architectural Contract- Three (3) proposals were received from architects regarding the reconfiguration of the second floor. Included and on trend, was the addition of space for patrons to do personal work, tutoring, and to provide charging stations. The quotes received were under the bid threshold of \$6000.00. Director Mahar recommended acceptance of the lowest bid in the amount of \$5000.00 from architect, William McLees, of Somers Point. His schematic included the desired changes along with recommendations for existing space. He has done work with the City of Ocean City and has experience in educational facilities. In review of all quotes received, Jennifer Shirk noted that all designs matched needs, but that Mr. McLees' included some additional requests at no additional costs. The Board reviewed the quotes and a motion was made by Brain Broadley to accept the quote from William McLees. With a second from Fred Marcell, the motion passed finding all present in favor by roll call.

(The Board moved out of order on the agenda at this point, moving to NB (C.))

- B. Resolution Approving Wetland's proposal- After a brief explanation of activities for the 2016-2017 school year, a motion to approve the resolution was made by Ron Denney and seconded by Fred Marcell. All present were in favor by roll call.

**PUBLIC COMMENT:** Director Mahar presented a breakdown of library expenses paid to the City which was received from City Financial Officer, Frank Donato.

(The Board returned to the agenda, NB (B.))

C. Trustee Short-Take- members watched a training video on Board Ethics. A brief discussion followed.

**ADJOURNMENT:** A motion to adjourn was made by Ron Denney and seconded by Brian Broadley at 4:54pm. All present were in favor.

Respectfully Submitted:

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Ron Denney, Secretary

RD:bag