

Library Board of Trustee Minutes from the Meeting on October 22, 2018

Call to Order: 4:04pm

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. This meeting was advertised in the October 10, 2018 Ocean City Sentinel and the October 5, 2018 AC Press, posted on the Library's and City's website, on bulletin boards inside the library and in the City Clerk's office.

Attendance: Jennifer Shirk, Fred Marcell (via telephone), Dr. Pritchard, Brian Broadley, Dustin Peters, Dr. Taylor, Mike Allegretto, Karen Mahar, Leslie Clarke.

Approval of the Minutes: A motion was made by Brian Broadley to approve the September 2018 minutes with a second from Dr. Pritchard. All present were in favor.

Treasurer's Report: Dr. Pritchard reviewed the report including the assets and liabilities. She noted that any transfers would be made in November and state aid comes in November. Some Hardware/Software expenditures will be paid at the end of the year. Some of the money earmarked for "Building Improvements" will be spent this year with the balance carrying over to next year for the renovation project. The budget appears to be on track. (See below for approval motion)

Action on Bills: The last payment to the City for the "Return To Taxpayers" was made. A reimbursement to the City for health benefits was also paid. It was noted that payments to "WiserLink" for design and advertising is made from "Professional Services". Brian Broadley moved to accept the Treasurer's Report and pay the bills with a second from Dr. Pritchard. All present were in favor to accept the Treasurer's Report and all present were in favor by roll call to pay the bills.

Break in the agenda-move to "Old Business"

Old Business:

B. Second Floor Reno. Update:

Architect, Bill McLees was present to review changes and expectations since August 2018. The operational flow of the administrative offices was addressed. The schedule of the procedure to create and advertise a bid package was outlined with a projected start date of January 2019 for an approximate 16-week project. The work should be done relatively quickly as there is no structural work involved and minimal electrical work. A phasing plan will be emailed as a possible solution to avoid a total shutdown of operations. There was some discussion as to how this would affect the contractor's ability to complete work in a timely manner, ultimately costing more money than a shutdown. The budget has been re-worked with a total of approximately \$1.3 million, however this figure can be adjusted by changing the projected scope of the project. Mike Allegretto and Karen Mahar will meet with the City's Purchasing Agent to discuss budget issues. McLees will provide a plan in color for public display.

A. Res. To Approve 3D Printer Policy:

The following changes/corrections were highlighted:

- 1) Define that patron is responsible for patent/TM infringement issues
- 2) Define "academic project" as that of any student and project will remain "paid upon completion"
- 3) Note that projects will be deleted upon completion
- 4) Note that completed projects will be picked up at the Reference Desk only

Brian Broadley moved to accept the resolution approving the 3D Printer Policy and Procedure as presented with a second from Dr. Pritchard. All present were in favor.

Return to regular agenda-move to “President’s Report”

President’s Report: Jennifer Shirk reported that the annual author luncheon was a success and was pleased to see library promotional materials on tables and more men in attendance. The budget process will begin in November and she will send an email regarding a meeting of the committee. The Library Trustee Conference will be October 27 to which she will be unable to attend.

Director’s Report: Director Mahar reported that an Active Shooter Workshop was held recently in cooperation with C.O.I.L. members and entities of the Community Center. This is the start of bringing awareness to the issue with employees. Director Mahar will seek City permission for a threat analysis to be completed for the library. The consensus of the Board was positive.

As an extension of the security measures, a new PA system is needed. This system would be within the library, however should the city to decide that the rest of the building be a part of it, the ability to add entities later is an option.

The OCReads’ events revolving around the book, *Thunderdog*, were well attended.

Tuesday night features local author and friend of councilperson Karen Bergman, Marie Unanue and her book about friendship.

Communications/Correspondence: A patron compliment was received for Computer Center employee, Olivia Greene. Various donations and thank you notes for sponsorships were also presented.

Friends and Volunteers: President Debra Moreland thanked the Board for their cooperative efforts with the successful Fall Luncheon. Participation in the Block Party is a successful outreach effort. The group made a donation of audio equipment and materials to The Shores to aid those who are visually impaired or prefer audio listening to reading. The Friends sponsored the return of an author to OCIS who presented a writing workshop to students. Members hosted a table of information in the atrium during National Friends of the Library Week and a table at Welcome Night at the Civic Center. Many officers’ terms are coming to an end and new appointees will be introduced in December. The final Book Sale of the year will be held December 7 and 8, 2018.

Building Issues: Some leaks have been reported to PW.

New Business: N/A

Public Comment: N/A

Adjournment: Dr. Pritchard moved to adjourn at 4:54pm with a second from Jennifer Shirk. All present were in favor.