

## **Library Board of Trustee Minutes from the Meeting on June 8, 2020**

**Call to Order:** 4:00pm

**Notice of OPMA:** Notice of this meeting was given in the list of annual meetings posted December 9, 2019, in the OC Sentinel on December 25, 2019, in the AC Press on December 21, 2019. It was posted in the OC Sentinel and the AC Press on June 3, 2020 and on the Library's web site, social media and bulletin boards, at the City Clerk's office and on the City's web site. The posting included the ZOOM link for attendance.

**Attendance:** Jennifer Shirk, Fred Marcell, Dr. Pritchard, Ron Denney, Brian Broadley, Lauren Cowden, Mike Allegretto. Karen Mahar, Leslie Clarke.

**Approval of the Minutes:** A motion was made by Brian Broadley to approve the May 2020 minutes with a second from Lauren Cowden. All present were in favor.

**Treasurer's Report:** Dr. Connie Pritchard, Treasurer, reviewed the report including the assets and liabilities. Mahar has a summary from Glen Master per the board's prior request. A correction noting the number of payments from the City is to be made to the report. Things look a bit different due to the circumstances of the pandemic. Some money has been transferred to Cash Management. (see below for approval motion)

**Action on Bills:** All received bills are being paid, however some payments have been postponed for services not rendered during the closure. Mr. Marcell was reassured by Mahar that we are covered by two insurances, FDIC and GUDPA. Dr. Pritchard noted payments made for virtual events and Shirk noted one bill not found on the list that Mahar confirmed was a normal payroll expense. Denney questioned what things will look like at the end of the year due to unusual circumstances. Mahar explained that income will be mostly unaffected, payroll will not change (she also noted at this point that all FT staff has been working remotely during the closing) but that there may be more of a balance remaining than during a "normal" year.

A motion to accept the Treasurer's Report and pay the bills was made by Ron Denney and seconded by Lauren Cowden. 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:** The Policy Committee has prepared some new policies in response to the pandemic that will be presented in "New Business". Opening is dependent on guidelines being awaited from the Governor. The construction grant opportunity deadline has been extended, however Mahar has already completed and submitted the application. Mahar offered thanks to City officials who aided in the preparation of the report. In response to a question from Marcell, Mahar noted that \$660K was sought in the matching opportunity. Shirk will be attending a workshop regarding re-opening procedures.

**Director's Report:** The construction grant application has been submitted and the City has bonded the amount. It is hopeful that the process will commence in the Fall. The kick-off for the online reading club, "Beanstack", is June 15 and Mahar encouraged members to sign-up for it. The community goal is for one-million minutes to be read. The program is part of a partnership with schools for summer education and thanks were offered from Lauren Cowden on the cooperative effort. Re-opening efforts will require flexibility. Frequent staff meetings via ZOOM were held during the closing. The State Library will hold a ZOOM meeting on June 12 regarding input from the local levels on re-opening guidelines.

**Communications/Correspondence:** N/A

**Friends and Volunteers Report:** Members had met in the parking lot via social distancing. The group will be curtailing events for the summer. There will be no donations until further notice. The October luncheon is tentatively still on schedule with a possibility of it becoming virtual if needed.

**Old Business: A. Res. Approving 2020-2025 Strategic Plan-** The previously reviewed plan has had COVID-19 procedures added which Mahar reviewed for members. A motion to approve the resolution approving the Strategic Plan for the Ocean City Library for 2020-2025 with the COVID-19 procedures added was made by Fred Marcell. It passed with a second from Dr. Pritchard and all present in favor.

**New Business:** The State Library's guidelines in connection with the Governor's office were used in the creation of the following Library policies to be adopted. Re-opening policies and procedures were structured using phases. Flexibility may be required when moving between the phases. The phases were reviewed by members. Board consensus was that it was "well-done" and Mahar thanked staff. There was much discussion including Marcell's question to legal counsel regarding any possible liabilities as well curbside pick-up, quarantine and sanitation of items, percentage of building occupancy, computer center procedures, bookmobile procedures, and hours (of which Marcell expressed concern that they be "stair-stepped" as it is easier to add hours than take them away). Other parts of the Community Center will not be operational upon re-opening of the Library facility. Marcell suggested a COVID-19 related gift, such as a pen, for patrons re-entering the library.

**A. Res. Approving Best Practices for Re-Opening the OCFPL during COVID-19 in 5 Phases-** Motion to approve by Dr. Pritchard, seconded by Brian Broadley, all present in favor.

**B. Res. Approving OCFPL Re-Opening Plans-** Motion to approve by Dr. Pritchard, seconded by Lauren Cowden, all present in favor.

**C. Res. Approving OCFPL "Curbside Pickup Service"-** Motion to approve by Fred Marcell, seconded by Dr. Pritchard, all present in favor.

**D. Proposed Amendments to OCFPL Patron Conduct Policy during COVID-19-** Motion to approve by Dr. Pritchard, seconded by Lauren Cowden, all present in favor.

**E. Proposed Amendments to OCFPL Computer Center Conduct Policy during COVID-19-** Motion to approve by Dr. Pritchard, seconded by Fred Marcell, all present in favor.

**F. Bookmobile Update-** Clarke presented the plan for the Bookmobile services which includes delivery of reserved materials. The stops have been confirmed, however the schedule is TBD. No one is permitted to enter the vehicle other than staff.

**Public Comment:** N/A

**Adjournment:** Ron Denney moved to adjourn at 5:44pm with a second from Jennifer Shirk. All present were in favor.