

Minutes from the meeting of the Board of Trustees of the Ocean City Free Public Library- April 2020

Call To Order: 4:01pm

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 April 15, 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, Dr. Taylor, and Mike Allegretto. Karen Mahar, Leslie Clarke.

Dr. Pritchard offered a short tutorial on participation in a ZOOM meeting. Roll call votes will consist of a verbal and written vote via "chat".

Approval of the Minutes: Dr. Taylor moved to approve the minutes and executive session minutes from the meeting held March 9, 2020. The motion passed with a second from Fred Marcell and all present in favor.

Treasurer's Report: Dr. Pritchard reviewed the report and noted that dates needed correction. Activity is low as expected due to the quarantine/closing. Income is expectedly low due to the current waiver from fines and extension of expired cards. Pritchard noted the "front-loading" of line items "Automation" and "Hardware" due to annual contract renewals. (Approval motion below)

Bills: A few bills for programming are being tabled due to lack of knowledge concerning cancellation. Attorney Barse will investigate payment responsibility and wording of contracts regarding program/service cancellations. (Director Mahar noted that a payment has been made for the sanitation of hard surfaces and virus cleaning performed during the library closure.)

Ron Denney moved to approve the Treasurer's Report with corrections noted and to pay the bills. Fred Marcell seconded and all present were in favor to approve the report and all present were in favor to pay the bills via roll call.

President's Report: President Shirk complimented staff for engaging the community by presenting services and programming in line with the ALA theme "Find Your Place at the Library" for this week, National Library Week. Virtual programming is underway including puppet show sing-a-longs, "What's On My Shelf..." highlights, and live-streamed concerts and shows. Students are successfully accessing the library's resources for their on-line learning. The current situation has had the positive effect of bringing awareness to the library's on-line presence and services. Mail and deliveries are currently on hold. Mahar retrieves any mail that does get delivered three times per week for distribution and action.

Shirk informed staff that Mahar has been holding regular ZOOM meetings with staff and maintaining good contact and communication with all. She was so pleased with the innovation of the staff that she contacted OCNJ Daily who will be doing a feature article of the library and its services. Virtual programming will continue for some time after opening.

Director's Report: Mahar thanked members for their support. She noted the remarkable staff who has demonstrated creativity through on-line services and ideas for re-opening. E-Book and digital audio downloads have greatly increased. Many daily emails are received and answered by staff regarding usage of online offerings. An "Instant Digital Card" use is being investigated. It allows resident, non-card owners to access the library's digital collection for free through June 30, 2020. Residency is verified through a link between the patron's zip code and their cell phone billing address. Staff is maintaining search guides and no fines are currently being collected. Also currently, there are no expiration dates for lending of materials or on membership cards. Current memberships have been automatically renewed through Summer. An on-line summer reading program entitled, "Beanstack" is set to begin. The YA librarian has been holding chats and ZOOM meetings with her patrons. Mahar has received many thanks from the community for the continuation of and access to all the different library services available. Staff motivation programs include posting reviews to BiblioCommons for a prize drawing entry and participation in group messaging posts on social media.

Moving Forward, some or all of the following may be considered:

- 1) A fore-warning from the City regarding re-opening
- 2) A "soft opening" including curbside pick-up is being floated
- 3) Ideas on processing returns involve quarantining and sanitizing materials
- 4) Plastic shields will be installed
- 5) Masks and gloves will be provided for staff and patrons
- 6) A limit to the number of patrons inside the facility may be implemented
- 7) Virtual programming is to continue through the summer
- 8) A limit on cash handling will be addressed possibly through a temporary waiver of fees/fines and /or accepting card payment
- 9) Cloud-based, self-checkout kiosks will be investigated (Initially only one unit is sought presenting no threat to staff)
- 10) Upon reopening, the Computer Center may remain briefly closed or have limited access
- 11) Initial removal of furniture for loitering/lounging upon re-opening

Fred Marcell and Ron Denney remarked on the self-serve kiosks in their Florida libraries that pose no threat to employees and are greatly useful.

Friends and Volunteers: Members held a recent ZOOM meeting to communicate activities. Unfortunately, the March book sale, April book sale, Dessert Tea, new member luncheon, and probably the June book sale have been cancelled. Donations have been stopped for the time being. The group hopes to hold the August book sale and Autumn Author Luncheon.

Correspondence: Many positive emails have been received and patrons are anxious for the library to open again.

Public Comment: Dr. Taylor thanked Karen Mahar for the library's support with on-line learning initiatives and she remarked that they are trying to formulate plans to resume school.

Adjournment: Fred Marcell moved to adjourn at 4:58pm with a second from Brian Broadley. All present were in favor.