

## **Library Board of Trustee Minutes from the Meeting on August 10, 2020**

**Call to Order:** 4:03pm

**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 9, 2019. The Annual Schedule of Meetings was advertised in the December 25, 2019 Ocean City Sentinel and the December 21, 2019 AC Press, posted on the Library's website, on bulletin boards inside the library and in the City Clerk's office. The meeting with ZOOM information was posted in the Sentinel and AC Press on August 5, 2020.

**Attendance:** Jennifer Shirk, Fred Marcell (4:09pm), Dr. Pritchard, Ron Denney, Lauren Cowden, Dr. Taylor, Mike Allegretto. Karen Mahar, Leslie Clarke.

**Approval of the Minutes:** A motion was made by Ron Denney to approve the July 2020 minutes with a second from Dr. Pritchard. All present were in favor.

**Treasurer's Report:** Dr. Connie Pritchard, Treasurer, reviewed the report including the assets and liabilities. The budget shows no monthly income due to the waiver of fees according to COVID-19 policies. There was a brief discussion regarding the effect of the reduced income on budget management. (see below for approval motion)

**Action on Bills:** In response to a question from Marcell, Mahar explained that Innovative Interfaces provides our catalog software through a catalog service agreement.

A motion to accept the Treasurer's Report and pay the bills was made by Fred Marcell 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:** Shirk reported that the Personnel Committee had met to discuss a promotion spurred by the retirement of Leslie Clarke. The promotion will be discussed in New Business. The Policy Committee met to discuss an update to the meeting room policy as well as COVID policies in regard to employees. There was a brief discussion involving safety precautions in place and liability issues.

Shirk offered positive feedback that was received concerning curbside pick-up. Most find it very convenient and fast. The current operating hours will remain in place for now.

Shirk announced the exit of board member Dustin Peters and the search for a replacement.

**Director's Report:** Mahar announced that all in-house programming will be cancelled through December per the City's example.

She thanked the City for the signs provided for curbside pickup and emphasized the positive feedback regarding the service.

Mahar reviewed stats for the summer months noting the increase in online services including eBook usage. In response to some patron questions, she reviewed our services and compared them to other local libraries.

A new book drop will be placed in front of the community building.

A/C units have been successfully replaced.

The audit is currently taking place remotely and going well.

Mahar reviewed leaks in the building with PW's Vince Becker. Marcell questioned the remedial plan and thanked Mahar for her efforts in getting it fixed correctly.

**Communications/Correspondence:** N/A

**Friends and Volunteers Report:** N/A

**Old Business** N/A

**New Business: A. Res. Approving a Virtual Programming Agreement:** The Policy Committee reviewed the plan put together by Julie Howard. They felt it was well thought out and needed no changes. A motion to approve the resolution approving a virtual programming agreement was made by Dr. Pritchard with a second from Fred Marcell. The motion passed finding all present in favor.

**B. Res. Approving the Promotion/Salary of Taimi Kelley to FT:** The Personnel Committee met to discuss the promotion and succession planning. Closed session was unavailable, however both Kelley and Leslie Clarke were provided Rice notifications and agreed to discussion in open session. Mahar offered a recap of recent events. Clarke is retiring effective 12/31/2020. A replacement for the head of Children's Services is needed and Kelley, current employee, is recommended by both the committee and Mahar. After a brief discussion, it was suggested that Taimi Kelley be promoted to Head of the Children's Department full-time, effective 9/1/2020 at a salary of \$53K in accordance with Civil Service guidelines and succession plans. A motion to accept the resolution was made by Ron Denney and seconded by Dr. Pritchard. It passed with all present in favor by roll call vote. Members offered thanks to Clarke for her many years of service.

**C. Future Board Meetings/ Close Session Procedures:** Members suggested the possibility of hybrid meetings or in-person meetings in the Senior Center where social distancing is possible. Most members were accepting of either option as long as masks and safety precautions, including social distancing, are observed.

**Public Comment:** N/A

**Adjournment:** Ron Denney moved to adjourn at 5:09pm with a second from Lauren Cowden. All present were in favor.