

Library Board of Trustee Minutes from the Meeting on February 10, 2020

Call to Order: 4:12pm

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.

Attendance: Jennifer Shirk, Fred Marcell (via Phone), Dr. Pritchard, Brian Broadley, Dustin Peters, Dr. Taylor(4:57pm), Lauren Cowden, Mike Allegretto. Karen Mahar, Leslie Clarke.

Approval of the Minutes: A motion was made by Brian Broadley to approve the January 2020 minutes with a second from Dr. Connie Pritchard. All present were in favor.

Treasurer's Report: Dr. Connie Pritchard, Treasurer, reviewed the report including the assets and liabilities. She noted that the information contained within was correct but the dates needed to be corrected. (see below for approval motion)

Action on Bills: A bill to "Captivate Entertainment" needed correction. (Amount correct, payee was not). A bill to "BiblioCommons" was for the upgrade of the catalog.

A motion to accept the Treasurer's Report with date corrections and pay the bills was made by Brian Broadley and seconded by Dustin Peters. 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: Committees and members are to remain the same.

The Policy Manual and Board Manual will be scheduled for updates.

The police presence has been successful for all entities of the Community Center and there have been numerous interventions to date.

The grant application for state construction funds has begun.

Shirk thanked Karen Mahar for her library representation as judge in the OCIS Spelling Bee where, ironically, the winning word was "library"!

Director's Report: Mahar reiterated the success of the recent staff meetings and reported that Active Shooter Training is scheduled for March with drills being held before Summer.

Mahar informed members of a recurring patron issue with the result being the person is banned from the entire center for one year due, in part, to safety concerns.

Two new HVAC units are set to be installed to address the problematic temperature control issues.

Communications/Correspondence: "Thanks" were received for the Library's "We Rock" contribution. Mahar received thanks for her participation in the OCIS Spelling Bee.

Friends and Volunteers Report: The recent one-day sale yielded \$630.00 and was featured in the OCNJ Daily along with pictures of the sale. March 2, 2020 celebrates "Read Across America" where participants read to primary school students. One additional reader is needed. Free books have been received for distribution through the Head Start program. There will be a two-day book sale on March 27th and 28th, 2020. The Dessert Tea is scheduled for May 7, 2020 at 2pm at the Flanders Hotel. The attendance cost is \$30 per person and features the author of the book, "I Will Always Write Back" whose story of pen pals has a movie is in the works. The Autumn Author Luncheon is scheduled for October 8, 2020 and features author Pam Jenoff. Members will provide assistance for library programs including the OCCON and the Edible Book Festival.

Building Issues: N/A

Old Business: 1) Resolution Approving Operating Budget 2020: Mahar reviewed changes since the last viewing/revision. Due to the yet unsettled CWA contract, salary figures remain variable. All numbers received from Frank Donato (City of OC) have been added. The "Return to Taxpayers" figure was estimated. There was a brief discussion based upon a suggestion from the auditor on ways to make this figure more consistent throughout the years helping to simplify the City's budgeting processes. The consensus was to have the auditor attend a future meeting with explanations. Upon no questions or further discussion, Brian Broadley moved to approve the Operating Budget for 2020 for the Ocean City Free Public Library as presented with a second from Fred Marcell. A roll call found all present in favor.

(Fred Marcell was excused, 4:53pm)

2) Resolution Adopting Code of Conduct Policy for Computer Center: President Shirk reviewed policy revisions. Brian Broadley moved to adopt the Code of Conduct Policy for the Computer Center as presented with a second from Dr. Connie Pritchard. All present were in favor.

(Dr. Taylor entered, 4:57pm)

3) Strategic Plan Update: Focus groups have been completed and the results and framework is being compiled by the planners.

New Business: N/A

Public Comment: N/A

Enter Executive Session to Discuss CWA Negotiations: Brian Broadley moved to exit Regular Session and enter Executive Session at approx. 5:02pm to discuss CWA negotiations with a second from Dr. Pritchard. All present were in favor.

Re-Enter Regular Session Where Action Will Not Taken: Brian Broadley moved to exit executive session and re-enter regular session where no action will be taken with a second from Mike Allegretto at 5:18pm. All present were in favor.

Adjournment: Brian Broadley moved to adjourn at 5:18pm with a second from Jennifer Shirk. All present were in favor.