

Library Board of Trustee Minutes from the Meeting on January 13, 2020

Call to Order: 4:00pm

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, Ron Denney(4:39pm), Brian Broadley, Dr. Taylor, Mike Allegretto. Karen Mahar, Leslie Clarke.

A proposed slate of officers for 2020 was presented by committee chair Broadley as follows:

President: Jennifer Shirk

Vice President: Fred Marcell

Treasurer: Dr. Connie Pritchard

Secretary: Ron Denney

There were no nominees from the floor. Dr. Pritchard moved to accept the slate of officers for 2020 as presented by Broadley. The motion passed with a second from Dr. Taylor and finding all present in favor.

Approval of the Minutes: A motion was made by Dr. Pritchard to approve the December 2019 minutes with a second from Fred Marcell. All present were in favor.

Treasurer's Report: Dr. Connie Pritchard, Treasurer, reviewed the report including the assets and liabilities. (see below for approval motion)

Action on Bills: Shirk informed the board that one bill from Industrial Appraisal Company was pulled from the list as this is no longer the company that will be providing service. There were no questions on the bills. A motion to accept the Treasurer's Report and pay the bills was made by Brian Broadley and seconded by Mike Allegretto. 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 thanked all for the nomination for presidency and expressed her pleasure of serving. There is a Trustee Conference in October that members were encouraged to attend. Applications are now available for the Library Construction Funding Grant money. The city will help prepare the application and the deadline for submission is April 6, 2020. Focus groups continue as part of the Strategic Plan and have resulted in positive and interesting results. The responses and survey results will prompt questions especially in finding how we can best create diversity in groups we serve.

Director's Report: Mahar reiterated the success of the focus groups. She distributed an updated list of Board Meeting dates for 2020. On January 21st, the library's server will migrate to the cloud. The Library will remain open during this process with limited services. January 23rd finds Mahar judging the Colony Club's Annual Spelling Bee at OCIS. A need has risen to hire a part-time, temporary Bookmobile driver. Ads have been placed for a qualified applicant at \$15/hr.

Communications/Correspondence: "Thanks" were received for the Library's "We Rock" initiative.

Building Issues: Applications are available for the Library Construction Bond.

Friends and Volunteers Report: \$20,000 was raised in 2019 through book sales and the book cart sales.

A table offering free items will be placed in the atrium.

There will be a one-day sale in February and another in March. The group is ready for their "Raider Ready" program as well as "Read Across America" in March. The latter is no longer themed with Dr. Seuss but rather, emphasizes diversity.

The group's web site is up and running. Members enjoyed volunteering at the successful "First Night" activities.

Old Business: 1) Resolution Approving Holidays and Early Closings: After a brief conversation and a review of the changes to current scheduling, a motion was made by Brian Broadley to approve the list as presented. It passed with a second from Dr. Pritchard and finding all present in favor.

New Business: A. Res. Approving a Temporary Budget for 2020: Brian Broadley moved to approve a Temporary Budget for 2020 with 25% of 2019 figures until regular budget is passed. The motion was seconded by Dr. Pritchard and passed with all present in favor by roll call vote.

B. 2020 Operating Budget: Mahar distributed the proposed budget to date and reviewed line items individually for members. Upon receipt of certain numbers from the City, a completed budget proposal will be offered.

(Ron Denney entered approx. 4:39pm)

C. Res. Awarding Audit Services for 2020: Brian Broadley moved to approve the resolution awarding library auditing services for 2020 for the Library to Ford, Scott and Associates. With a second from Dr. Pritchard, all present were in favor.

D. Res. Est. Official Papers for 2020: Brian Broadley moved to approve the Ocean City Sentinel and the Press of AC as the official papers for the Library in 2020. With a second from Dr. Pritchard, all present were in favor.

E. Res. Est. a Cash Management Fund: Brian Broadley moved to approve the resolution establishing a Cash Management Fund in 2020 for the Library according to the amount set forth in the resolution. With a second from Dr. Pritchard, all present were in favor.

F. Res. Approving Advertising/Marketing Services: Dr. Pritchard moved to approve the resolution approving Wiselink as the Marketing and Advertising contractor for the Library for 2020. With a second from Ron Denney, all present were in favor.

G. Resolution Awarding Cleaning Contract: Brian Broadley moved to approve the resolution (part of the City contract) awarding the cleaning services to the lowest bidder for the library for 2020. Dr. Pritchard seconded and all present were in favor.

H. Res. Awarding Legal Services: Brian Broadley moved to approve the resolution awarding the contract for legal services for the library in 2020 to Gruccio, Pepper, DeSanto, and Ruth, PA. With a second from Dr. Pritchard, all present were in favor.

Public Comment: N/A

Enter Executive Session to Discuss CWA Negotiations: Brian Broadley moved to exit Regular Session and enter Executive Session at approx. 4:48pm to discuss CWA negotiations with a second from Dr. Pritchard. All present were in favor.

(Fred Marcell, via phone, was excused)

Re-Enter Regular Session Where Action Will Not Taken: Mike Allegretto moved to exit executive session and re-enter regular session where no action will be taken with a second from Jennifer Shirk at 5:28pm. All present were in favor.

Adjournment: Mike Allegretto moved to adjourn at 5:29pm with a second from Jennifer Shirk. All present were in favor.