

Library Board of Trustee Minutes from the Meeting on January 10, 2022

Call to Order: 4:09pm

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 13, 2021. The Annual Schedule of Meetings was advertised in the January 5, 2022 Ocean City Sentinel and the January 6, 2022 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, Dr. Pritchard, Lauren Cowden, Brian Broadley, Anne Guy, Ron Denney, Mike Allegretto (4:18pm). Karen Mahar, Kathryn Brown, Steve Barse.

A. Resolution for the Election of Officers for 2022: The slate of officers was presented as determined by the Nominating Committee. The slate remains unchanged from 2021. No nominations were offered when opened to the floor. Brian Broadley moved to approve the slate of officers as presented, unchanged from 2021. The motion passed with a second from Fred Marcell and all present in favor.

Approval of the Minutes: A motion was made by Broadley to approve the December 2021 minutes of the regular and executive sessions with a second from Pritchard. All present were in favor.

Treasurer's Report: Pritchard reviewed the report including the assets and liabilities. She noted that the budget preparation was thorough, especially in light of COVID. (See below for approval motion)

Action on Bills: Nothing seemed out of the ordinary regarding the bills presented. Mahar explained various vendors' services in response to Marcell's questions. Mahar also responded to Guy's question regarding the payment timing of annual subscription fees for databases and reference materials.

(Mike Allegretto entered, 4:18pm)

A motion to accept the Treasurer's Report and pay the bills was made by Marcell and seconded by Broadley. All present were in favor to accept the Treasurer's Report and all were in favor to pay the bills by roll call.

President's Report: Although the OCFPL will not be receiving money from the Library Construction Grant, the project will move forward as Mahar will contact the City for further instruction. The committee lists are being formed for 2022.

Director's Report: Mahar reiterated the news concerning the state grant. The City has plans to replace the roof which should be completed prior to the start of any renovations. Allegretto offered that it was hopeful the renovation project may commence in Fall 2022. The Friends' holiday dinner, the Holiday Festival, and First Night activities were successful. The budget preparations are underway.

Communications/Correspondence: None.

Friends and Volunteers Report: Thanks were offered for the holiday dinner. The Author Tea is scheduled for May 5 at the Flanders with author, Jim Plousis. There is a tentative date for a book sale in March. The group will provide books for Read Across America but there will be no in-person readings.

Building Issues: None.

Old Business: None.

New Business: A. Resolution Temp. Budget for 2022: Marcell moved to approve the resolution approving a temporary budget for 2022 in the amount of 25% of the 2021 budget with a second from Broadley. All present were in favor by roll call.

B. Presentation of Operating Budget for 2022: (Denney was excused at approx. 4:40pm). Mahar presented the highlights of the proposed budget. Marcell commented on a job well-done. Members will study and discuss/vote at the next meeting.

C. Resolution Approving Audit Services for 2022: The contract amount has increased from \$4100.00 to \$4500.00 but remains within normal charges. Marcell moved to accept the resolution awarding audit services for 2022 in the amount of \$4500.00 to Ford-Scott and Associates, LLC. The motion was seconded by Broadley and passed with all present in favor.

D. Resolution Approving Official Papers for 2022: Guy moved to approve the resolution appointing the OC Sentinel and the AC Press as the official papers for 2022. The motion was seconded by Cowden and passed with all present in favor.

E. Resolution Approving a Cash Management Plan for 2022: Shirk reviewed the process for Guy. Marcell moved to approve the resolution establishing the cash management plan for 2022. The motion passed with a second from Broadley and finding all present in favor.

F. Resolution for Advertising/Marketing for 2022: Marcell inquired as to new ideas from WiserLink for 2022. Mahar will be meeting with them soon. Guy moved to approve the resolution awarding the annual advertising marketing contract to WiserLink for 2022. The motion passed with a second from Pritchard and all present in favor.

G. Resolution Legal Services 2022: (Barse excused) Shirk reviewed the minor price increase noting it remained lower than typical charges. A brief consensus revealed all members are pleased with the representation. Broadley moved to approve the resolution awarding the annual legal services contract for 2022 to Gruccio, Pepper, DeSanto, and Ruth, P.A. The motion passed with a second from Marcell and all present in favor by roll call vote.

(Barse re-entered)

H. Resolution for Custodial Services for 2022: This is an extension of a bid with pricing unchanged. Guy moved to approve the resolution awarding the extension of custodial services for 2022 to ACB Services, Inc. The motion passed with a second from Pritchard and all present in favor.

Public Comment: None.

Authorization to Enter Closed Executive Session to Discuss Wage Increases for Part-Time and Full-Time, Non-Union Employees with Action to Be Taken: Broadley moved to enter executive session at 4:55pm with a second from Pritchard and all present in favor.

Marcell moved to re-enter regular session at approximately 5:15pm with a second from Broadley and all present in favor.

Action on Executive Session:

A. Resolution Approving Wage Increases for PT/FT, Non-Union Employees: Broadley moved to approve the increases as discussed. The motion passed with a second from Pritchard and finding all present in favor by roll call vote.

Adjournment: Allegretto moved to adjourn at 5:17pm with a second from Shirk. All present were in favor.