

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

Call to Order: 4:15pm

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 on July 8, 2020 and the AC Press on July 9, 2020 and on the Library's web site, social media, 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, Mike Allegretto. Karen Mahar, Leslie Clarke, Dr. Taylor, Attorney Steve Barse.

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

Treasurer's Report: Dr. Connie Pritchard, Treasurer, reviewed the report including the assets and liabilities. Mahar has a summary from Glen Master per the board's prior request. She made note that there were a lot of checks paid to the City of Ocean City, including payroll, reimbursement for city services, and one half of the Return to Municipality for \$533,000.

(see below for approval motion)

Action on Bills:

A motion to accept the Treasurer's Report and pay the bills was made by Brian Broadley and seconded by Ron Denney. 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: President Shirk Assured the board that the audit had begun but due to COVID has been slow-going. She also recapped a ZOOM presentation she had attended on Policies Your Library May Want to Consider When Re-Opening. As a result, she suggested that the board may want to amend the library's Re-Opening Procedure Guidelines to include a procedure if the library wanted to close due to COVID in case there was not a mandate from the governor but a high level of case activity in our area. She suggested even having a procedure that if the schools close, the library closes too. She mentioned having a cancelation policy due to COVID for programming if/when in-person programming is allowed to come back. Shirk also has discussed with Director Mahar concerning staff minimum requirements of staff due to COVID sickness and when a reduction of services or even library hours should occur. Also, a good idea to create a policy on Virtual Programming.

Director's Report: Mahar reported that the library started curbside pickup services on Monday, June 22nd and all is running smoothly. Patrons are very appreciative of the service. She reported that the library opened to the public on Monday July 6th with a limit of 50 people in the library at a time for a time limit of an hour. The reopening went smoothly and has not reached maximum capacity any day. The most in the library at one time has been 35 people. The computer center is open with 6-people maximum for social distancing. Patrons are allowed 15-minute time period with an additional 15 minutes if no one is waiting per day. This is allowing for social distancing and allowing patrons to get what they need printed, scanned, typed and then leave the library. These limits are put into place so that we do not have people hanging around for any great length of time in one area of the library. The City replaced air conditioning units for library and different areas of the library. This installation forced the library to close to the public starting July 14 through July 18. During this time curbside pickup was still offered but pickup location was moved to Haven Avenue. Mahar also reported that staff uniforms are in the works. This was a recommendation of city administration.

Communications/Correspondence: N/A

Friends and Volunteers Report: President Wilson was sad to announce that the October luncheon is now cancelled due to COVID. Many of their normal activities have been currently shut down as well such as the baby bags. There will be no donations until further notice.

Old Business: NONE

New Business: .

A. Res. Approving Revised Board of Trustees Handbook for 2020 Motion to approve by Brian Broadley, seconded by Connie Pritchard, all present in favor.

B. Res. Approving revised Patron Policy Handbook for 2020- Motion to approve by Brian Broadley, seconded by Fred Marcell, all present in favor.

Public Comment: N/A

Adjournment: Ron Denney moved to adjourn at with a second from Fred Marcell at 5:15PM. All present were in favor.