

## Library Board of Trustee Minutes from the Meeting on January 8, 2024

**Call to Order:** Shirk called the meeting to order at 4:07pm.

**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 12, 2023. The annual schedule of meetings was advertised in the January 03, 2024 Ocean City Sentinel and the January 06, 2024 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, Anne Guy, Ron Denney, Terence Crowley, Mike Allegretto, Karen Mahar, Kathryn Brown, Steve Barse.

A. Res. Election of Officers: Guy presented the slate as determined by the Nomination Committee as follows:

Jennifer Shirk: President  
Fred Marcell: Vice President  
Dr. Pritchard: Treasurer  
Lauren Cowden: Secretary

The floor was opened for additional nominations of which there were none. Shirk closed the nominations and called for a motion to accept the resolution approving the recommended slate of officers as presented. The motion passed with a motion by Pritchard, second from Allegretto, and all present in favor.

**Approval of the Minutes:** A motion was made by Guy to approve the regular and closed session minutes from the December 2023 meeting with a second from Allegretto. All present were in favor.

**Treasurer's Report:** Pritchard reviewed the report including assets and liabilities with nothing of note. (motion below)

**Action on Bills:** Pritchard reviewed the bills. Shirk removed two checks that would not be voted upon at this time. Mahar responded to general questions from Marcell, who noted that the overall budget tracked well for the year and complimented Mahar and staff. Mahar continues to investigate the use of a P-card for some future purchases.

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

**President's Report:** Shirk thanked members willing to serve as officers and noted that committee members will remain the same. Shirk also called for a meeting of the Personnel Committee to discuss CWA negotiations and updates to the Board Manual. It was recommended that the Audit Management Letter be included in the Board Manual.

**Director's Report:** Mahar announced that CWA negotiations will begin soon. Mahar updated members on current renovation meetings to date including the approval from the Mayor to seek pricing for a second floor in the atrium. Members were encouraged to audit their personal information and return it to Mahar so that library sites may be up to date. It was concurred that the regular meeting on November 11<sup>th</sup>, Veterans Day, will not be changed. OCCON meetings have begun with the event taking place April 6 and 7<sup>th</sup>. Mahar will again be a judge at the Colony Club sponsored Spelling Bee. The Bookmobile is back in action.

A. Personnel: N/A

**Communications/Correspondence:** Mahar referred to multiple thanks received for services rendered and library staff assistance. There was a brief discussion regarding the digitization of materials and the desirability of the service. The OC POPS have expressed interest in having music digitized.

**Friends and Volunteers Report:** President Wilson announced the passing of member, Carol Kierney and service information for deceased member, Linda Robie. Wilson offered thanks for the embroidered jackets. The dollar cart realized over \$300 in profits for the month of December 2023 and over \$700 was received from

books returned to Better World Books. Baby bags continue to be delivered to SMC and forty sorters are now scheduled in the sorting room. March 2024 brings Read Across America events and a Book Sale on the 15<sup>th</sup> and 16<sup>th</sup>. Jane Rubino will be the featured author for Dessert Tea and Lisa Scottoline for the Autumn Author Luncheon. Members continue the clean-up two times per month at the Story Walk.

**Building Issues:** None.

**Old Business:** Bids for HVAC go out in December.

**New Business:** A. Temp. Budget Res.: 25% of the prior fiscal year. Crowley moved to approve the resolution adopting the temporary budget for 2024. The motion passed with a second from Pritchard and all present in favor by roll call.

B. Presentation of Operating Budget: There was much discussion during Mahar's presentation of the budget to date.

C. Res. Audit Services: Denney moved to accept the resolution to award auditing services for 2024 as presented. The motion passed with a second from Marcell and all present in favor.

D. Res. Designating Official Papers: There was some discussion regarding compliance in publication after which Crowley moved to approve the resolution appointing the OC Sentinel and the Press of AC as the official papers for the library for 2024. The motion passed with a second from Cowden and all present in favor.

E. Res. Cash Mgt.: Marcell moved to approve the resolution authorizing a cash management plan for 2024. The motion passed with a second from Cowden and all present in favor by roll.

F. Res. Advertising Contract: Pritchard moved to approve the resolution authorizing an annual advertising contract with Wiser Link for 2024. The motion passed with a second from Cowden and all present in favor by roll.

G. Res. Legal Services: Marcell moved to approve the resolution authorizing Stephen Barse, LLC the legal services contract for 2024. The motion passed with a second from Pritchard and all present in favor by roll.

H. Res. Custodial: Pritchard moved to approve the resolution authorizing the continuation of custodial services awarded by the city to PCS for 2024. The motion passed with a second from Cowden and all present in favor by roll.

**Public Comment:** None.

**Adjournment:** Crowley moved to adjourn at 5:26pm with a second from Cowden. All present were in favor.