

## **MEETING OF THE BOARD OF TRUSTEES-February 10, 2014**

### **ANNOUNCEMENT OF COMPLIANCE WITH OPML**

**CALL TO ORDER:** President Jennifer Shirk called the meeting to order at 4:33pm.

**RECORDING OF ATTENDANCE:** (Roll Call) Jennifer Shirk, President; Jon Batastini, Vice-President; Brian Broadley, Treasurer; Ron Denney, Secretary; Dr. Constance Pritchard; Dustin Peters; Dr. Kathleen Taylor, Superintendent of Schools; Jay Gillian, Mayor(early excusal); Leslie Clarke, Acting Director. Fred Marcell was absent. John Flood, former member; Elaine Wilson, Friends member.

**APPROVAL OF MINUTES:** Brian Broadley moved and Ron Denney seconded to approve the minutes from the January 13, 2014 meeting. There was unanimous approval.

**TREASURER'S REPORT:** Treasurer Broadley reviewed current assets and liabilities of the library. A motion to pay the bills on the list was made by Ron Denney and seconded by President Shirk. There was a unanimously favorable roll call vote.

**PRESIDENT'S REPORT:** President Shirk began her report by complimenting Library staff members on keeping things running as smoothly as possible during a difficult time. Staff members have been incredible supportive of Leslie and President Shirk was pleased by the group effort that has been demonstrated by all.

President Shirk distributed lists of committees and their members including two new committees. The first new committee is to handle a memorial for Chris Maloney. This committee will involve the work of the Friends and Volunteers and the Community Center. These entities will form a plan which is to be presented to the Board at a later date. The second new committee is a hiring/search committee for a new Library Director. This committee will determine the direction for a search for a new director, either Board- directed or Consultant- directed.

**ACTING DIRECTOR'S REPORT:** Acting Director Leslie Clarke reported that the memberships for all Trustee members have been renewed in the New Jersey Library Trustee Association. The two (2) new Trustee members have also been added to the NJLTA membership roster.

Clarke also reported that she met with Karen Pratz and Lisa Rumer from the Aquatic & Fitness Center to compare operating hours of the two facilities.

Assistant Director Clarke spoke with Michael Swendrowski, the consultant for the bookmobile. There was a brief discussion regarding a payment schedule for the vehicle. Brian Broadley then moved to pay a one-third deposit and two-thirds (remaining balance) upon delivery of the bookmobile. Ron Denney seconded and all were in favor by roll call.

On a final note, Clarke reported that Karen Mahar attended a Community Appreciation Event hosted by the Mental Health Association of Atlantic County on behalf of the library to accept an award for community service in the aftermath of Hurricane Sandy.

Dr. Taylor thanked Leslie Clarke for attending an event held at the Primary School for Hispanic parents. The library was well-represented by an informative display and by Clarke who speaks Spanish fluently. Each child in attendance received a free book and the roster for the free ESL classes held at the library was increased.

**COMMUNICATIONS/CORRESPONDENCE:** Leslie Clarke made available some condolence cards which were received for Christopher Maloney. Jennifer Shirk mentioned a complimentary article that appeared in The Sentinel newspaper addressing Mrs. Clarke's role as Interim Director.

**FRIENDS AND VOLUNTEERS REPORT:** Elaine Wilson reported that the next event on the group's agenda was to recognize "Read Across America" on March 3, which highlights the birthday of Dr. Seuss. The group enlists volunteers who go into all the elementary classrooms to read and present each child with a complementary book. Mrs. Wilson then asked the Board for volunteer readers.

**BUILDING ISSUES:** Mike Dattilo reported that the specifications are being finalized for the roof and new skylight replacement project. Members confirmed with Mr. Dattilo that the money already paid has gone toward the finalization

of the specs. The issue is to be discussed at an upcoming City Council meeting and once a contract is awarded, Mr. Dattilo will have an engineer attend a Library Board meeting to discuss the project with members.

#### **OLD BUSINESS:**

- A. Resolution Adopting a Schedule of Holidays and early Closing Dates for Calendar Year 2014  
Interim Director Clarke reported that she met with Aquatic Center representatives and presented a comparison of operating hours for the two facilities to the Board. Mr. Dattilo agreed to adjust some of the Aquatic & Fitness Center hours to coincide with the Library hours. A final motion was made by Mr. Denney to pass the 2014 Holiday & Early Closing Schedule with the following changes: Good Friday, open 9-5; Memorial Day, open 9-2; Independence Day, closed; Labor Day, open 9-2. Usage statistics are to be kept for Memorial Day and Labor Day so that the operating hours may be revisited in 2015. The motion was seconded by Mr. Broadley and followed by a unanimously favorable roll call vote.
- B. Community Center Signage/Update  
In December 2012, the Signage Committee was to meet with the Atrium Committee to discuss six (6) possible designs and a name choice which was agreed to include "Complex". Leslie Clarke reported that all entities had input into the signage and were pleased with the progress finally being made. Two (2) choices will be presented to the Board by the Signage Committee at the next Board meeting where President Shirk hoped a final decision could be made.

#### **NEW BUSINESS:**

- A. Resolution Awarding a Contract with Judge Audio Visual Systems for Design and Installation of Technical Equipment:

Funding for this project was included in the 2014 budget by Chris Maloney and John Ruban. The equipment would be the same as what currently exists in all other meeting rooms giving all meeting rooms the same technical capabilities upon completion. Three quotes were obtained and this was the lowest bidder. Mr. Broadley moved to pass the resolution awarding the AV design and installation for room 106 to Judge Audio Visual Systems. Mr. Batastini seconded and all were in favor by roll call.

- B. Resolution Approving a Policy on Patron Behavior in the Library:

Acting Director Clarke reviewed some recent incidents in the Library which prompted a desire for a written policy addressing patron behavior. She distributed a draft policy modeled upon that of Atlantic City Library. Attorney Barse and the Policy Committee had been given a copy prior to the meeting for review. Dr. Taylor offered an observation from a School Board perspective which noted that any policy should be framed in a positive and general manner so that it can be carried out through regulations by the Library Director. Mr. Barse requested a meeting with the policy committee to define the goals of the policy and the role of the Library Director as well as determine how extensive the policy should be. It was decided that this policy would be tabled until that meeting has taken place.

- C. Funding request from the O.C. School District for Wetlands Institute Programming for all three (3) O.C. Schools:

A program breakdown was distributed. The programming was endorsed highly by Dr. Taylor as well as Leslie Clarke and has been previously funded by the Library. Mr. Barse requested time to review the request to determine whether it meets criteria set forth in regulations regarding Library funding which he briefly summarized for the members. The Board is favorable but would like Mr. Barse's recommendation on how to proceed properly. Mr. Denney moved to approve funding for the wetlands programming as has been done in the past with the payments being made directly to the Wetlands per Mr. Barse's recommendation. Mr. Broadley seconded and a roll call found all in favor with Batastini and Taylor abstaining.

D. Procedure for Hiring a New Library Director:

President Shirk explained the two (2) options available through Civil Service for proceeding to hire a Library Director, a promotion or an open competitive announcement. A promotional procedure involves "in-line" titles which Mr. Barse explained to the members. There was some discussion brought about by Mr. Dattilo as to the classification of the title. The Board then recognized former Board member, John Flood, who relayed his past experience with hiring a Director. He urged the Board to follow the advice of Mr. Barse and to consider succession planning in its decision. There was a lengthy discussion including the advantages and disadvantages of both lines of proceedings. Mr. Dattlio suggested that the cost of a consultant be investigated. Members decided to call for a special meeting to explore its course of action after further information is obtained. Mr. Denney moved to appoint the Sentinel newspaper as a primary source for legal postings and the Press of A.C. as secondary. Mr. Batastini seconded with all others in favor.

**PUBLIC COMMENT:** Mr. Flood thanked the Board for the opportunity to speak and Friends and Volunteer member, Elaine Wilson wished them luck in the search.

**AUTHORIZATION TO ENTER CLOSED SESSION:** Mr. Denney moved to enter closed session to discuss the Acting Library Director's salary with a second from Mr. Broadley. All were in favor. Mr. Barse ascertained that the Acting Library Director, Mrs. Clarke, was agreeable to the discussion being closed to the public.

Mr. Broadley moved to exit the closed session and re-enter open session with a second from Mr. Denney. All were in favor.

Mr. Broadley then moved to end the meeting at 6:34pm with a second from Mr. Denney. All were in favor.