

MEETING OF THE BOARD OF TRUSTEES—January 10, 2011

ANNOUNCEMENT OF COMPLIANCE WITH OPML

CALL TO ORDER: President Price called the meeting to order at 4:30 pm.

RECORDING OF ATTENDANCE: (*Roll Call*) Ed Price, President; Fred Marcell, Vice-President; Nancy Larrabee, Treasurer; Karen Heist, Secretary; Lou Walters; Dr. Kathleen Taylor, Superintendent of Schools, Mayor Jay Gillian
Library Staff: Christopher Maloney

APPROVAL OF MINUTES: Karen Heist moved and Fred Marcell seconded to approve the minutes from the December 13, 2010 meeting as corrected. The motion passed with a unanimously favorable vote.

TREASURER'S REPORT: Treasurer Larrabee reviewed current assets and liabilities of the library. The Board authorized a check to be paid between meetings for the Ocean City Pops Orchestra. Fred Marcell questioned a check made out to GOVCONNECTION for \$9,889.00. Director Maloney explained that the money was for laptops for summer computer classes. Lou Walters moved and Mayor Gillian seconded to pay the bills. There was unanimous approval from a roll call vote.

PRESIDENT'S REPORT: President Price stated that Karen Heist was reappointed for another five year term on the Board. He also thanked Mayor Gillian for the volunteer dinner given on Friday night. Mr. Price reported that the proposed budget was given out to all members for them to peruse. Board members with questions are encouraged to call any budget committee member for clarification.

DIRECTOR'S REPORT: Director Maloney reported that Kathryn Brown, Acquisitions Department Head, was unable to attend the January Board Meeting due to illness, but should be present at the February meeting. Mr. Maloney requested Board approval so that he could transfer money from the library's TD Bank Checking account to the library's New Jersey Cash Management account. A suggestion was made that Director Maloney notify two board members via e-mail of the transaction before processing the transfer. Mayor Gillian suggested that the library use one bank, but Treasurer Larrabee explained that most of the library's money is in the New Jersey Cash Management Account and that the TD Bank account is used for regular operating expenses. Mayor Gillian moved and Nancy Larrabee seconded that Director Maloney be able to transfer money from the TD Bank checking account to the New Jersey Cash Management account. He will email two board members each time he plans to send a transfer. A unanimously favorable roll call vote was taken.

COMMUNICATIONS/ CORRESPONDENCE: NA

FRIENDS AND VOLUNTEERS: NA

OLD BUSINESS:

- A. A Resolution Accepting the Report on Audit of Financial Statements Years Ended December 31, 2009 and 2008—Nancy Larrabee moved and Fred Marcell seconded accepting the audit.
- B. A Resolution Approving a Collective Bargaining Agreement with the Full Time CWA Employees—President Price gave out a copy of the contract at the meeting and asked for Board approval. Lou Walters moved and Mayor Gillian seconded approving the contract, which was approved by a unanimously favorable roll call vote.

NEW BUSINESS:

- A. A Resolution Approving an Election of Officers for Calendar Year 2011—Mayor Gillian moved and Lou Walters seconded the motion to approve the slate of officers as proposed: President-Ed Price; Vice President-Fred Marcell; Treasurer-Nancy Larrabee; Secretary-Karen Heist. There was unanimous approval.

- B. A Resolution Approving a Temporary Budget for Calendar Year 2011—Mayor Gillian moved and Nancy Larrabee seconded approving the temporary budget. A roll call vote was taken with unanimous approval.
- C. A Resolution approving a Petty Cash Fund for Calendar Year 2011—Mayor Gillian moved and Nancy Larrabee seconded approving the petty cash fund. A unanimously favorable roll call vote was taken.
- D. Miscellaneous New Business-- There was a discussion on the different Board Committees. Karen Heist suggested that the Outreach Funding Committee meet and bring any funding requests to the Board. Director Maloney suggested that application forms be completed for all funding requests. Treasurer Larrabee requested the Board form an Audit Committee to meet with the auditor. Fred Marcell, Nancy Larrabee, and Lou Walters were put on this committee. Treasurer Larrabee suggested that the Community Outreach line item on the budget be eliminated. A group with a funding request would reserve one of the library's meeting rooms and the library would fund the event through the special activities line item. Monies that were in the Community Outreach line item would be transferred to Special Activities. President Price reiterated that board members should call him if they have any questions related to the proposed budget. Mayor Gillian suggested longer hours for the library now that the facility has been renovated and use is heavier. There was discussion of this idea by the rest of the Board. Gillian also proposed more services for Youth in the city.

ADJOURNMENT: Fred Marcell moved and Lou Walters seconded to adjourn at 5:30 pm. All were in agreement. The next meeting will be held Monday, February 14, at 4:30pm.