

## MEETING OF THE BOARD OF TRUSTEES—January 9, 2012

### ANNOUNCEMENT OF COMPLIANCE WITH OPML

**CALL TO ORDER:** Fred Marcell called the meeting to order at 4:30 pm.

**RECORDING OF ATTENDANCE:** (*Roll Call*) Fred Marcell, Vice President; Nancy Larrabee, Treasurer; Karen Heist, Secretary; Jon Batistini; Dr. Kathy Taylor; Superintendent of Schools; Mike Dattilo, City Business Administrator, for Mayor Gillian  
Library Staff: Christopher Maloney; Leslie Clarke  
Public: Former Board President Ed Price; Rose Marie Ricci

- A. A Proclamation Honoring Former Board Member Edward Price's service--Mr. Marcell commended Mr. Price for his service and accomplishments as President of the Board and read the following Resolution L2012-02: **Whereas**, Edward Price has served as a member of the Ocean City Free Public Library Board of Trustees since 2002; and **whereas**, Edward has been an enthusiastic and committed leader of the Board of Trustees; and **whereas**, Edward's leadership and experience has provided great insight to the Board of Trustees; and **whereas**, through Edward's efforts, our library's success has been enhanced through various projects, including the implementation of the library's five year plan; and the expansion and renovation of the building and increases in library technology services to the community; and **whereas**, Edward has been successful in implementing organizational policies in his role as Treasurer, Vice President and President and on the Personnel, Budget and Outreach Funding Committees; and **whereas**, Edward is admired by the entire library Board of Trustees and they look forward to him continuing to be involved in supporting the library's interests as committee member for the library's new strategic plan; and **now, therefore, I**, Fred Marcell, President of the Board of Trustees of the Ocean City Free Public Library, New Jersey, do hereby recognize and thank Edward Price for his many contributions to the Board of Trustees and look forward to his continued support.
- B. A Resolution Approving an Election of Officers for Calendar Year 2012—the following slate of officers was submitted for approval: Fred Marcell, President; Karen Heist, Vice-President; Nancy Larrabee, Treasurer; Jon Batistini, Secretary. Fred Marcell moved and Dr. Taylor seconded approving the slate. There was unanimous approval.

**APPROVAL OF MINUTES:** Nancy Larrabee moved and Karen Heist seconded to approve the December 12, 2011 meeting minutes. There was unanimous approval.

**TREASURER'S REPORT:** Treasurer Larrabee reviewed current assets and liabilities of the library. She asked for approval to amend the bill list to cut a check to The Jazz Hut for \$2,500. This was for three performances between Board meetings. Karen Heist moved and Dr. Taylor seconded to pay this bill. All approved with a roll call vote.

**PRESIDENT'S REPORT:** President Marcell gave an overview of the year ahead and his hopes for a successful strategic planning process. He expressed a positive view of the library's future.

**DIRECTOR'S REPORT:** Director Maloney reported on the progress of the Strategic Plan. The committee has had its first meeting and recruiting is being done for the community Focus Groups. Those groups will meet next week. The consultant will meet with each group to get their ideas. Maloney said he is working on the year in review report for 2011. He stated that there has been an increase in both the number of programs and attendance at programs. Dr. Taylor inquired about qualitative information on the programs. (Mike Dattilo left the meeting at 5 pm.)

**COMMUNICATIONS/CORRESPONDENCE:** Nancy Larrabee suggested including publicity in local newspapers in this category and putting the articles on a bulletin board.

**FRIENDS AND VOLUNTEERS:** President Rose Marie Ricci described the purpose of the Friends and Volunteers organization. She gave a report on their activities, including “Read across America”, “First Day of Kindergarten”, “Baby bags” for new mothers, book sales, and participation in the city’s Welcome Night. These activities support the library and its role in the community.

**BUILDING ISSUES:**

- A. Water Intrusion Indoor Air Quality Investigation Report Update—Director Maloney reported that he and bookkeeper Beverly Hill had to vacate their offices because of the air quality. Lou Walters, Fred Marcell, and Director Maloney met with Marylee Morinelli and Rich Zapiak, two professionals in the field of air quality testing and mold remediation. Mike Dattilo assured the Board that he and Roger Rinck have made the water intrusion issue a high priority and have found a company to come and fix the problem. President Marcell asked about a start date for the work.

**OLD BUSINESS: NA**

**NEW BUSINESS:**

- A. A Resolution Approving a Temporary Budget for Calendar Year 2012—considerable work has been done on the budget by Director Maloney, Nancy Larrabee, and Fred Marcell. They also have met with Frank Donato from the City of Ocean City. The budget should be ready for approval at the February meeting. In the temporary budget each line item is 25% of its equivalent in the 2011 budget. Fred Marcell moved and Nancy Larrabee seconded approval of the temporary budget. All agreed by roll call vote.
- B. A Resolution Approving a Petty Cash Fund for Calendar Year 2012—this petty cash fund of \$200 was established to reimburse employees who have paid for items used in library programs. Employees need approval before being reimbursed. Nancy Larrabee moved and Dr. Taylor seconded approval of the Petty Cash Fund. All agreed with a roll call vote.
- C. Board Committees—President Marcell felt that the Board should have several committees and that it should be educated on the responsibilities of the library staff. Nancy Larrabee asked for more presentations by Library Department Heads.
- D. Outreach Funding Request—Director Maloney reported that there was an outreach funding request, but it will be discussed at the February meeting.

**PUBLIC COMMENT: NA**

**ADJOURNMENT:** Karen Heist moved and Dr. Taylor seconded to adjourn the meeting at 5:20 pm. All Approved