

## **MEETING OF THE BOARD OF TRUSTEES—January 14, 2013**

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

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

**RECORDING OF ATTENDANCE:** (*Roll Call*) Fred Marcell, President; Karen Heist, Vice President; Nancy Larrabee, Treasurer; Jon Batastini, Secretary; Jennifer Shirk; Kathleen Taylor, Superintendent of Schools( entered the meeting at 4:45); Jim Mallon for Mayor Gillian.  
Library Staff: Christopher Maloney; Leslie Clarke  
Sandy Crescenzo from the Friends and Volunteers

- A. A Resolution Approving an Election of Officers for Calendar Year 2013 (this was deferred until the end of New Business)

**APPROVAL OF MINUTES:** Jon Batastini moved and Nancy Larrabee seconded to approve the minutes from the December 10, 2012 meeting. There was unanimous approval.

**TREASURER’S REPORT:** Treasurer Larrabee reviewed current assets and liabilities of the library. She stated that money should be transferred from the TD Bank account to New Jersey Cash Management. Director Maloney will make arrangements so that the City appropriation will go directly to NJCM. There was a \$10,000 payment to Verizon for an upgrade of our internet line to 10 MB line. The State Library helped to negotiate the price. This is for a three year contract. Karen Heist moved and Jim Mallon seconded to pay the bills. All approved with a roll call vote.

**PRESIDENT’S REPORT:** President Marcell reported that the library was recognized by The First Night Committee and by the Ocean City Board of Education for its sponsorship of the Ocean City High School Observatory.

**DIRECTOR’S REPORT:** Director Chris Maloney reported that during the holiday season, NBC40 aired a commercial about the library and the Community Cultural Center. There also was excellent publicity for the library through an article in the Hometown Section of the Atlantic City Press concerning the “Snowflakes for Sandy Hook” Young Adult program at the library. The program “Calm before the Storm” also had excellent publicity.

### **COMMUNICATIONS/CORRESPONDENCE NA**

**FRIENDS AND VOLUNTEERS REPORT:** New Friends and Volunteers President Sandy Crescenzo gave the date as April 8 for the New Members Luncheon and May 9 for the author tea. The author luncheon will take place on October 10. Sandy asked for the Board’s assistance in paying the honorarium for the author who will speak at the fall author luncheon. She ended up by reminding the Board about “Read across America”, which takes place in early March.

**BUILDING ISSUES:** Director Maloney reported that he and Roger Rinck, are still investigating the old roof leaks. The next step is to get a roofing company to come in. Maloney also wants the building expansion contractor to come back to do some touch up work. He is also investigating signage for the building.

### **OLD BUSINESS:**

- A. A Resolution Adopting a Schedule of Holidays and Early Closing Dates for Calendar year 2013—after discussion, Jon Bastastini moved and Nancy Larrabee seconded approving the list with the exception of Memorial Day until we get some information on how busy the Fitness and Aquatic Center is on that day. All approved.

**NEW BUSINESS:**

- A.** A Resolution Approving a Budget for Calendar Year 2013—President Marcell thanked everyone on the budget committee for their hard work on the budget. Director Maloney reported that the advertising line item will remain the same, but there will be some cooperation with the Chamber of Commerce. The final payment to the City for the building, possible roof repair, and building signage will be under capital improvements. Money for a bookmobile and consultant to aid in initiating this service is in the budget. There is a line item for “Return to Taxpayers.” Director Maloney informed the Board that the amount to be returned is \$1,120,375. He will be following the proper procedure as set forth by the State Library. The money should be returned to the city in June to facilitate the City’s budget process. Dr. Taylor recommended having a policy on when the return to taxpayer monies would be given. Director Maloney will write an outline on how the return to taxpayer’s process is done. He will provide copies to Board members.

President Marcell brought up the subject of library security in light of some incidents of active shooters in public buildings. He spoke to Director Maloney about possibly having a guard at the library. Karen Heist suggested having someone from the Ocean City police department come to give recommendations on how to improve safety. We should have lockdown drills periodically. Maloney will contact the police about initiating this and getting their advice on improving safety. Dr. Taylor mentioned getting security cameras with signs alerting the public that they cameras are in operation.

Jon Batastini recommended having a mechanism for giving money to organizations for special activities. Director Maloney explained that he reviews all funding requests by organizations and that the activity planned by the organization must meet a library purpose. Money is included in the special activities line item for city and school programs. Kathy Taylor suggested that the committee looking into signage for the building expand its purpose to include security cameras. Jon Batastini moved and Nancy Larrabee seconded to accept the budget with the professional services line item increased to \$60,000. All approved with a roll call vote.

- B.** A Resolution Approving a Petty Cash Fund for Calendar Year 2013—Jon Batastini moved and Nancy Larrabee seconded approving the resolution. All approved with roll call vote.
- C.** A Resolution Establishing the Intent to Transfer Excess Funds to the City of Ocean City Pending the Approval of the State Librarian—Nancy Larrabee moved and Karen Heist seconded approving the resolution. All approved with a roll call vote.
- D.** Funding Request from the Ocean City School District for Wetlands Institute programming for all three schools. Chris Maloney recommended giving the school district \$17,500 for programs inside and outside the school involving the Wetlands Institute. Jon Batastini moved and Karen Heist seconded approving the funding request. All approved with a roll call vote.

ITEM A—Election of officers—Board addressed this agenda item, which had been deferred. A slate of officers was presented as follows:

President—Fred Marcell Vice President—Karen Heist Treasurer—Jon Batastini Secretary—Jennifer Shirk. An alternative slate of officers was proposed by Karen Heist as follows: President—Nancy Larrabee Vice President—Fred Marcell Treasurer—Jon Batastini Secretary—Jennifer Shirk. Each candidate for President spoke of his or her experience and skill sets. A secret ballot was taken and the votes were tallied outside of the meeting room by Assistant Library Director Leslie Clarke. The vote was as follows: Nancy Larrabee—four votes Fred Marcell—two votes 1 abstention. Jon Batastini moved and Jim Mallon seconded to approve the election of Nancy Larrabee, President; Fred Marcell, Vice President; Jon Batastini, Treasurer; and Jennifer Shirk, Secretary.

**PUBLIC COMMENT—NA**

**ADJOURNMENT**—Jon Batastini moved and Jim Mallon seconded to adjourn the meeting at 6:45 pm. All approved. The next meeting will be February 11, 2013 at 4:30 p.m.

Respectfully submitted,

Jennifer Shirk, Recording Secretary