

MEETING OF THE BOARD OF TRUSTEES—February 14, 2011

ANNOUNCEMENT OF COMPLIANCE WITH OPML

CALL TO ORDER: President Price called the meeting to order at 4:32 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; Mike Dattilo, City of Ocean City Business Administrator
Library Staff: Christopher Maloney; Leslie Clarke, Kathryn Brown

APPROVAL OF MINUTES: Lou Walters moved and Mayor Gillian seconded to approve the minutes from the January 10, 2011 meeting. The motion passed with a unanimously favorable vote.

TREASURER'S REPORT: Treasurer Larrabee reviewed current assets and liabilities of the library. She pointed out a payment of \$18,000 to the City of Ocean City from the Inter-local City line item. This payment was the library's contribution for the Police Department's safety pedestrian project. Fred Marcell moved and Mayor Gillian seconded to pay the bills. All approved with a unanimous roll call vote.

PRESIDENT'S REPORT: President Price commended the Children's Services Department (Leslie Clarke and Mary Lee Shanahan) for excellence in children's programming. He reported that he had received several compliments from parents on the programs. Mr. Price then reported on a transfer that he and Director Maloney had co-signed from the Library's TD Bank account to the New Jersey Cash Management account.

DIRECTOR'S REPORT: Director Maloney introduced Kathryn Brown, Head of the Acquisitions Department to the Board. Ms. Brown gave an overview of the activities of her department—ordering, cataloging, processing, and weeding of library materials. She reported that her department had cataloged over 10,000 items and weeded over 12,000 items in 2010. She also mentioned in her report that there are two full-time and two part-time employees in her department. In addition to acquiring and cataloging books, the acquisitions staff is involved in library programming. There was a total attendance of 480 people for the 33 programs Ms. Brown was responsible for. Shannon Belden, the other full-time employee in acquisitions, is responsible for a weekly movie program in addition to her cataloging duties. Ms. Brown completed her report by explaining how weeded books are discarded—after the books have been pulled from the shelves they are scanned and sent to Better World Books who sells the books for the library and the library receives a percentage of the sale. Books that are not accepted by Better World Books are dispersed to Cape May and Atlantic County jails, local churches, and the Shores at Wesley Manor. Ms. Brown stated that a goal of her department is to purchase the acquisitions module from the library's Integrated Library System vendor Innovative Interfaces in order to have a more efficient purchasing and cataloging flow of materials and so that patrons can track books that are on order and be able to place holds on them.

COMMUNICATIONS/ CORRESPONDENCE: NA

FRIENDS AND VOLUNTEERS: President Rose Marie Ricci reported on the May 5 author tea that the Friends and Volunteers will be holding at the Flanders Hotel with guest speaker author Earl Paul. It will be a formal tea with sandwiches and desert, which will be served rather than buffet style. She also reported that there are now 45 members of the Friends and Volunteers organization.

OLD BUSINESS: Dr. Taylor inquired as to when the library's media event would be held. President Price replied that he was waiting for plaques and a video on the library. Reports are due from the Audit and Planning committees for the next board meeting. Karen Heist has agreed to chair the Outreach Funding committee. Any funding request should be given to Director Maloney to fill out the paperwork. Then the completed paperwork should be given to the Outreach Funding Committee.

NEW BUSINESS:

- A. A Resolution Approving a Budget for Fiscal Year 2011—President Price reported that he, Fred Marcell, Nancy Larrabee, and Director Maloney met several times to finalize the 2011 budget and the shared services agreement with the City of Ocean City. He explained that the large line item for professional services involves marketing costs for the entire complex.

The program budget was increased to accommodate more adult programming. There will be more lecture series planned. Lou Walters moved and Nancy Larrabee seconded to adopt the 2011 Operating Budget. There was a unanimously favorable roll call vote.

- B. A Resolution Approving a Schedule of Payments between the Library and the City of Ocean City for Fiscal Year 2011—after a brief explanation, Nancy Larrabee moved and Lou Walters seconded approving the schedule of payments. A roll call vote was taken as follows: Price-yes; Marcell-yes; Larrabee-yes; Heist-yes; Walters-yes; Taylor-yes; Mayor Gillian-abstained. The motion passed.

PUBLIC COMMENT: NA

ADJOURNMENT: Mayor Gillian moved and Nancy Larrabee seconded to adjourn at 5:10 pm. All in agreement. The next meeting will be held Monday, March 14, at 4:30pm