

MEETING OF THE BOARD OF TRUSTEES—March 8, 2010

ANNOUNCEMENT OF COMPLIANCE WITH OPML

CALL TO ORDER: President Price called the meeting to order at 4:35 pm.

RECORDING OF ATTENDANCE: (*Roll Call*) Ed Price, President; Fred Marcell, Vice President (by conference call); Nancy Wattson, Treasurer; Karen Heist, Secretary; Louis Walters; Dr. Joanne Walls for Dr. Taylor, Superintendant of Schools; Mayor Salvatore Perillo; Jim Rutala, Business Administrator, City of Ocean City

Library Staff: Christopher Maloney, Leslie Clarke

APPROVAL OF MINUTES: Louis Walters moved and Mayor Perillo seconded to approve the minutes from the February 8, 2010 meeting. There was unanimous approval.

TREASURER'S REPORT: Treasurer Wattson reviewed current assets and liabilities of the library. She reported that some bills were being held aside for further documentation before being paid. She also recommended that the check for petty cash replenishment be made out to a library employee, such as the Library Director, instead of the Board Treasurer. The Board agreed to revise the procedure accordingly. There was a discussion regarding the payment for The Humor Project, a program the library has sponsored in the past as part of the city event—"The Doodah Parade." After discussion, President Price recommended that the library pay the first of the two payments to the performer, which would be \$2,250. The bill list will be amended to reflect that the funding of The Humor Project would not come out of the Inter-local Community line item and would come of Inter-local City. Mayor Perillo moved to pay the bills as amended, including the first payment of The Humor Project, and to review the second payment before the April Board meeting. Lou Walters seconded and a unanimously favorable roll call vote was taken. President Price will speak to both Mark Soifer of the city of Ocean City and to the Board's Outreach Committee.

PRESIDENT'S REPORT: President Price waived his report.

DIRECTOR'S REPORT: Director Maloney reported that the new meeting rooms have begun to be used by the community. A city-wide training session and a meeting of the Planning and Zoning board have been held in the new lecture hall. Maloney received a thank you note from the Primary School for the Library Friends and Volunteers regarding their visits to the school during "Read across America" day. Director Maloney mentioned that the New Jersey Library Association convention will be held April 26-28 in Long Branch, New Jersey. The reference department of the Ocean City Free Public Library will be doing a presentation on electronic reference sources.

New Hires--Maloney then moved on to discuss New Hires for the library and a possible promotion for one employee. It was explained that in accordance with the Rice Decision, the Director must inform the employee in writing that his/her employment status would be discussed at a board meeting. The employee must then inform the Director in writing whether he/she would prefer to have the matter discussed in open or closed session. This matter was deferred to a later board meeting. Maloney then moved on to a discussion of the hiring of a new References Services librarian at a salary of \$39,000 to assist the Head of Reference. He stressed that filling this position is crucial. Maloney explained that the library lost a part time employee to retirement in December 2009 and that the present reference staff consists of one full time employee and 2 part time employees. The part time employees work a total of 20 hours a week. Reference services are available 72 hours. Use of the library's Reference Department keeps increasing and more outreach services are planned. (Karen Heist entered the meeting at 5:00 pm). Director Maloney would like to advertise the position for 10 days and have someone start as early as the first week in April. The position would be advertised in the Press of Atlantic City, on various library job hotlines, and on the SJRLC list serv. President Price strongly urged hiring a full time reference librarian and board review of other staffing needs. Mr. Maloney then moved on to the next proposed new hire—a part time Youth Services librarian at a salary of \$17,200 for 800 hours of employment. The employee would assist our Youth Services librarian in planning and implementing programs and services and would help in

succession planning for youth services and would enable the Assistant Library Director to attend to more designated assistant director duties as delineated in the library's Strategic Plan. The final new position Maloney discussed was a Technology Trainer. Currently the library has outsourced the teaching of computer classes. He recommended hiring the current trainer with a salary of \$30/hour for a total of 240 hours. The position would be advertised as part-time with a salary of \$7,200/year. All of the positions to be filled would be non-union, Director Maloney stated. There was extensive discussion of all the proposed new hires. Ed Price moved that the reference position be advertised as part-time first, that we advertise for the part time youth services librarian, and the part time technology trainer. He also recommended having a revised organizational chart for board members to examine at the next meeting. Mayor Perillo seconded the motion, and there was unanimous approval.

COMMUNICATIONS/ CORRESPONDENCE: Karen Heist added that she has a stack of thank you letters from primary school students.

BUILDING EXPANSION: President Price reported that wrinkled fabric on the lecture hall seats will be replaced by the furniture company. He also reported that all of the pilings put in were properly certified. The carpeting of the second floor is almost complete and soon the upstairs should be ready to be open to the public. Masons will be doing coping work upstairs to help eliminate leaks in the building.

FRIENDS AND VOLUNTEERS REPORT: Anita DeSantis shared photos from the "Read across America" event at the Primary School. She thanked Karen Heist of the board for her gracious greeting of all the volunteer readers that day. Ms. Heist complimented the Friends on their choice of books for the children. President Price recommended that all board members participate in future. Rose Marie Ricci, President of the Friends and Volunteers reported that the organization is joining the New Jersey Friends of the Library group. She also informed them of two upcoming events-- the "Children's Book Bonanza" in March and the April 23 and 24th book sale.

OLD BUSINESS: The Committee that was set up to examine the structure of the library board has met and has selected April 26, 2010 as the date for a special workshop meeting of the entire board. President Price has examined the projected agenda for the meeting, which will take place at 5 pm. Mayor Perillo brought up the issue of non-resident library cards that was discussed at the February board meeting. He feels that there should be an increase in what non-residents pay for these cards. He recommended forming a committee with Lou Walters, Nancy Wattson, and Fred Marcell to study the matter. Mr. Walters would chair the committee. Director Maloney reminded the board that visitors who want to use our internet service are currently paying \$15 for a library card, while other libraries don't require a library card for patrons to use that service. He said that the library could possibly offer a card just for internet use at a lower cost.

NEW BUSINESS:

A. City Payment Schedule—The proper procedure is for the board to approve the payment schedule at the present board meeting, and then pay the first payment to the city between board meetings. Director Maloney explained that the library pays \$1,725,163 to the city of Ocean City. One million of this is for the shared services agreement and the remainder is for services and benefits the library receives from the city. Maloney pointed out that the library's appropriation is \$55,000 less than the previous year. Maloney worked on the payment schedule with Frank Donato, the city's Financial Director. In order to pay the first installment of \$500,000 to the city, the board needs to approve the payment schedule. Nancy Wattson and Fred Marcell of the board have also examined the schedule and all have found that the library will have sufficient funds for operating expenses after making the first payment. Lou Walters moved and Karen Heist seconded to approve the payment schedule. A unanimously favorable roll call vote was taken. A separate motion to pay the first installment of \$500,000 for the shared services agreement was made by Nancy Wattson, seconded by Karen Heist and unanimously approved by roll call vote.

PUBLIC COMMENT:

Jim Hess voiced his concern about building leaks and would like to see a big advertisement in the local newspaper with the library's mission statement.

**AUTHORIZATION TO ENTER CLOSED EXECUTIVE SESSION TO DISCUSS FULL TIME
CWA EMPLOYEES CONTRACT NEGOTIATIONS**—a motion was made at 6:05pm. to go into closed session by Mayor Perillo, seconded by Louis Walters, and unanimously approved.

ADJOURNMENT: