

MEETING OF THE BOARD OF TRUSTEES—March 18, 2013

ANNOUNCEMENT OF COMPLIANCE WITH OPML: Notice of this meeting was included in the Annual Schedule of Meetings that was approved by the Board of Trustees at their monthly meeting Monday December 10, 2012. The Annual Schedule of Meetings was advertised in the January 9, 2013 Ocean City Sentinel, posted on the Library's website and posted on bulletin boards inside the Library.

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

RECORDING OF ATTENDANCE: (*Roll Call*) Nancy Larrabee, President; Fred Marcell, Vice-President; Jon Batastini, Treasurer; Mike Dattilo for Mayor Gillian; Dr. Kathy Taylor, Superintendent of Schools

Library Staff: Christopher Maloney; Leslie Clarke

APPROVAL OF MINUTES: Fred Marcell moved and Jon Batastini seconded to approve the minutes from the February 11, 2013 meeting. There was unanimous approval.

TREASURER'S REPORT: President Larrabee reviewed current assets and liabilities of the library. President Larrabee reported that there were two items on the bill list to amend—one was a credit from Midwest Tape for \$38.95 and the other was the bill for Overdrive, which was \$14,000, not \$6,000. Nancy Larrabee moved and Fred Marcell seconded to pay the bills with these corrections. All approved with a roll call vote.

PRESIDENT'S REPORT: President Larrabee reported that the library has made the final payment for the renovation to the building, but that we need proper documentation from the city that our obligation has been met. She thanked Jim Mallon for his quick action in initiating maintenance review for the entire building. He began having monthly meetings to address building issues.

DIRECTOR'S REPORT: Director Chris Maloney reported that we have received the first quarterly payment from the City.

- A. Strategic Plan
 1. Action Plan Update for Installing Exterior Signage—we have contacted the building's architect (Sherri Cross) for specs on signage to help in preparation of the RFP for bids on signage.
- B. Return to Taxpayers
 1. Timeline Update—Director Maloney has sent the completed documents for Return to Taxpayer to the State Library for review. He received a call from the State Librarian that everything is in order. She hopes to give approval in April for \$1,120,000 to be returned to the taxpayers. The City will receive the money in June.

COMMUNICATIONS/CORRESPONDENCE---Director Maloney showed members an article in the Press concerning "Open Mike Night", which has been held in the library recently. Attendance has been good.

FRIENDS AND VOLUNTEERS REPORT: There was no representative from the Friends and Volunteers, but President Larrabee asked whether their organization could take over the book delivery to shut-ins service which is being planned. Director Chris Maloney will consult Joan Cioeta, the city's Head of Human Resources about a possible insurance issue with using volunteers for the service.

BUILDING ISSUES: Director Maloney reported that he spoke to Steve Longo of the City's Public Works Department about having a contractor come to test the roof for damage.

OLD BUSINESS:

- A. A Resolution Adopting a Schedule of Holidays and Early Closing Dates for Calendar year 2013—Director Maloney reported on the research he did with the Fitness and Aquatic Center on their attendance on Labor and Memorial Days. Although a significant number of people

attended the Fitness center on those holidays, most people used that facility early in the morning, rather than the hours the library would be open. Labor Day is a big day for return of library materials, but we do have two book drops for this purpose. Maloney recommended that the library be closed on both Memorial and Labor Days. Maloney also recommended that the library be open from 9 to 5 on Good Friday. Jon Batastini moved and Fred Marcell seconded to approve the Resolution. All approved.

NEW BUSINESS:

1. Resolution Approving a Contract with Specialty Vehicle Services, LLC for Consulting Services to assist with purchase of a Bookmobile—Director Maloney has contacted two library associations to get recommendations for contractors to help us prepare an RFP for bookmobile service. This service was part of our Strategic Plan. Most contractors give free consulting services, but they expect the library to purchase a bookmobile from them. The American Library Association recommended a consultant and the cost is below the bid threshold. There is only one independent consultant, but he was highly recommended and the consulting fee would be \$9,900. There would be an additional cost of \$2,900 for onsite visits. The consultant would design the interior with computer software. Maloney asked other libraries how they began researching bookmobile service and they all used consultants. Fred Marcell moved and Mike Dattilo seconded to approve the contract with Specialty Vehicle Services for a cost of \$12,800. All approved with a roll call vote.
2. Library Outreach—there was a discussion of the library’s role in outreach to the community. Karen Heist has been working on this topic, but is out of town at this time. The old Lifesaving Station was mentioned as a place where the library could cooperate with the City for programming. This building would first have to be renovated by the City of Ocean City. Director Maloney will email the library’s outreach funding policy to Jon Batastini. Dr. Taylor entered the meeting at 5:35 pm and stressed continuing the library’s important role in assisting the school district with programming.

PUBLIC COMMENT—NA

ADJOURNMENT—Fred Marcell moved and Jon Batastini seconded to adjourn the meeting at 5:45 pm. All approved. The next meeting will be April 8, 2013 at 4:30 p.m.

Respectfully submitted,