

## **SPECIAL MEETING OF THE BOARD OF TRUSTEES—April 4, 2012**

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

**CALL TO ORDER:** President Fred Marcell called the meeting to order at 4:05 pm.

**RECORDING OF ATTENDANCE:** (*Roll Call*) Fred Marcell, President (via conference call); Karen Heist, Vice-President; Nancy Larrabee, Treasurer; Jon Batastini, Secretary; Jennifer Shirk; Dr. Kathleen Taylor; Frank Donato, City Financial Manager, for Mayor Gillian; Jim Mallon.  
Library Staff: Christopher Maloney; Leslie Clarke

**PRESIDENT'S REPORT:** President Marcell stated that all Board members have had the opportunity to review the Strategic Plan. Director Maloney will file the plan and necessary paperwork with the State Library for their review and approval of Returning Excess Funds to the city for taxpayer relief. Director Maloney will set up a meeting with the planning committee and our consultant in order to receive feedback from committee members on the plan.

**DIRECTOR'S REPORT:** Director Maloney mentioned that the format of the Strategic Plan is similar to the previous plan with material on the planning process, trends, and input from focus groups, town meeting, and staff. General use statistics from 2007-2011 are included. The library's goals are outlined with strategies for success. We are three months into the planning process, or about 70% complete. The plan needs to be approved in order for the State Librarian to agree to returning money to the taxpayers. The plan, when approved, will be sent with forms and paperwork to the State Librarian.

### **COMMENTS ON THE PLAN BY BOARD MEMBERS:**

**Karen Heist--** recommended that the wording be changed on page 3 to say that there has been no significant change in the number of students attending local schools.

**Jennifer Shirk--** inquired as to how the statistics on use were obtained. She also asked about the "Books by Mail" service that we are hoping to offer. Director Maloney explained how the patron counters and books by mail service work. She also inquired about ESL courses in the library.

**Frank Donato--** praised the plan and said it hit on all the important points from a financial perspective. The budget is satisfactory for funding the necessary programs. He explained that April 26 is the date of the Council meeting when the city budget should be passed.

**Jon Batastini--** asked about job descriptions and when they are to be reviewed. He also suggested having a map of the facility to help visitors find what they are looking for.

**Kathy Taylor--**asked whether it was necessary to add two additional positions to the staff and whether it was economically feasible. She also questioned whether we would have adequate funding to assist the schools the way we used to with Outreach Funding. Director Maloney said additional money was put in special activities to assist the schools with programs.

**Nancy Larrabee--** recommended removing the two additional positions listed in the plan and stressed adding adult education programs. Maloney said he had reached out to ACCC to have adult education courses taught at the library, but has not heard back from them. Ms. Larrabee also felt that the Young Adult Librarian should be the liaison between teens and the Board rather than have two teens sit on the Board. Ms. Larrabee questioned how technology is to be increased in the plan. Director Maloney explained the many services that can be accessed through our website. Ms. Larrabee suggested that the library have a special night where people could learn technology tips from library staff.

**Fred Marcell—**was very happy with the meeting and was pleased that there was a lot of Board participation. There will be a meeting with consultant Alan Burger to make adjustments to the Plan. Fred wants the plan to move forward.

**OLD BUSINESS:** Karen Heist brought magnets for Board members to take with them that have the symbols for “Stop for pedestrians at crosswalks.” These magnets will be distributed at the Community Center, High School and Intermediate School. The magnets were partially sponsored by our library. Police Officer Brian Hopely will be speaking to the public about the logo.

**NEW BUSINESS:**

- A. A Resolution L2012-6 Approving a strategic Long Range Plan—Nancy Larrabee moved and Jon Batastini seconded to approve the plan with the revisions discussed at the meeting. All agreed.
- B. A Resolution L 2012-7 establishing the Intent to Transfer Excess Funds to the city of Ocean City Pending the Approval of the State Librarian.—Nancy Larrabee moved and Jon Batastini seconded approving the resolution. A roll call vote was taken as follows: Marcell-yes; Heist-yes; Larrabee-yes; Batastini-yes; Shirk-yes; Donato-abstained; Taylor-yes. The motion carried.
- C. Approval of checks for Humor Project and Comcast—Karen Heist moved and Nancy Larrabee seconded to approve the payment. All approved.

**PUBLIC COMMENT: NA**

**ADJOURNMENT:** Nancy Larrabee moved and Karen Heist seconded to adjourn the meeting at 5:25 pm. There was unanimous approval. The next meeting will be on April 16 at 4:30 pm. This meeting was advertised since the date was moved a week ahead.