

## **MEETING OF THE BOARD OF TRUSTEES—June 13, 2011**

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

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

**RECORDING OF ATTENDANCE:** (*Roll Call*) Ed Price, President; Fred Marcell, Vice-President; Nancy Larrabee, Treasurer; Karen Heist, Secretary; Lou Walters (by conference call); Dr. Joanne Walls for Dr. Taylor; Mike Dattilo, City Business Administrator, for Mayor Gillian  
Library Staff: Christopher Maloney; Leslie Clarke

**APPROVAL OF MINUTES:** Karen Heist moved and Nancy Larrabee seconded to approve the minutes from the May 9, 2011 meeting. There was unanimous approval from a roll call vote.

**TREASURER'S REPORT:** Treasurer Larrabee reviewed current assets and liabilities of the library. She reported that the Cash Management balance is at \$2 million.  
Fred Marcell moved and Karen Heist seconded to pay the bills on the list. A unanimously favorable roll call vote was taken.

**PRESIDENT'S REPORT:** President Price thanked Mr. Marcell for chairing the May meeting. He also thanked the board members who attended the Board of Education meeting when the e-readers were presented to O.C. High School students. Mr. Price will continue to explain the new tax bill to taxpayers so that they understand that it is only the format of the bill that has been changed and not that a new library tax is being levied. There will be a carefully worded insert to explain this in the same mailing as the August tax bill. Price then reported that the issue of leaks in the building has been addressed. Only two leaks remain—one in the server room and one in the 2<sup>nd</sup> floor Office area. Work is being done to replace the roof of the Aquatic and Fitness Center Building as well as to fix the leak in the server room and upgrade the HVAC unit in the server room and on the first floor of the old library. The City has contracted out to replace the roof and install the upgrades. There are no leaks in the new part of the building.

**DIRECTOR'S REPORT:** Director Maloney mentioned that there was also a leak in the Aquatic and Fitness center resulting from the condition of the roof, which was located in the weight room. He reported that there were problems with the library's HVAC on Thursday June 9 in the second floor of the new addition. The units that malfunctioned are new and are located on the roof of the new addition. Maloney called the contractor, who logged into the system on Saturday, June 11, and was able to locate the problem. A part will be replaced this week. Mike Dattilo suggested that he would set up a meeting with Public works Director Mike Rossbach, City engineer Roger Rinck, and Director Maloney to review the procedures when there are problems with HVAC or other systems in the building. Maloney informed the Board that patrons can now text the library from their smart phones to make reference inquiries and patrons can get immediate answers to questions by texting certain questions. These answers are also listed on the homepage of the library's website. Patrons can also use their smart phones to access research data bases on the web site. It was suggested that a Reference Staff member attend a future meeting to do a presentation on reference services. Director Maloney also reported that the New Jersey Library Association's Public Policy Committee has looked into other legislative options for funding municipal and other libraries besides the current 1/3 mil law that funds municipal libraries. The Committee has put forward the idea of forming district libraries. Maloney attended one of the public forums exploring this idea in Cherry Hill. The task force goal is to take the idea to the legislature in 2012 if there is enough positive feedback on it from the forums held throughout the state. President Price asked for the district library idea to be on the agenda for the next board meeting. He asked members to read the information that Director Maloney passed out at the June meeting. There will then be a discussion at the July meeting so that the Board could come to a consensus on how they feel on the issue.

**COMMUNICATIONS/ CORRESPONDENCE:** Director Maloney shared two letters with the Board—one from the Board of Education thanking the library for funding the Wetlands program and one from the Police Department thanking the library for a donation toward safety coloring books for children.

**FRIENDS AND VOLUNTEERS:** Rose Marie Ricci, President of the Friends and Volunteers proposed that the volunteers donate an AED (Defibrillator) Response Kit and storage cabinet to the library. The library would install and maintain the device. The Fire Department could give training on using the device to designated staff members. President Price and Mike Dattilo will explore the liability issue with our insurance provider and the library's attorney. There will be a decision on procuring the AED at a future board meeting.

**OLD BUSINESS:**

- A. RFP 11-002 Strategic Planning Consulting Services—there have been no responses to the original RFP sent out. Director Maloney modified it and sent it out again. The State Library requires municipal libraries to have a strategic plan before any money is given back to the taxpayers. Work on our plan should begin in July or August. President Price encouraged Board members to evaluate our library and think about the future. Director Maloney pointed out that increased advertising of our services and programs, especially radio advertising has increased awareness. The manager of the Harlem Globetrotters heard one our ads and wants to partner with us. The famous basketball team will appear at the library and will talk about reading and their favorite books. Also author Richard Paul Evans will be speaking about the power of books in a program to be held in our library.

**NEW BUSINESS:**

- A. Internet Only Membership—Director Maloney proposed a new membership card for internet use only with a \$10 fee. These memberships would be blocked from checking out materials. There was a discussion of whether membership cards would be required of people wanting to take computer classes or not. Nancy Larrabee moved and Fred Marcell seconded to initiate the internet only cards for a 90 day period for a fee of \$10 regardless of the time of year. All members approved with a roll call vote.
- B. Employee Promotion Recommendation—Director Maloney recommended a promotion for Librarian Allison Moonitz to Senior Librarian Reference. She has served as Head of Reference for four years. Karen Heist moved and Nancy Larrabee seconded to promote Allison Moonitz with no automatic salary change. A unanimously favorable roll call vote was taken.
- C. Non-Union Employee Raises—Maloney recommended giving a 1% raise to all non-union employees, which mirrors what was given to union full time personnel. The raise would be retroactive to January 2011. Maloney pointed out that there are 8 full time and 5 part time non-union employees; that no raises were given to these employees in 2010; and that full time employees contribute 1.5% of their salaries for health benefits. Lou Walters moved and Fred Marcell seconded to give the 1% raise to non union employees.
- D. Miscellaneous New Business—a contract was awarded for Aquatic and Fitness Center renovations to the pool and HVAC. A valve was installed to improved water drainage of 17<sup>th</sup> Street. More bike racks have been ordered for the building.

**PUBLIC COMMENT:**

**ADJOURNMENT:** Lou Walters moved and Karen Heist seconded to adjourn at 5:40 p.m. All agreed. The next meeting will be Monday, July 11, at 4:30 pm.

Respectfully submitted,

Karen Heist  
Recording Secretary