

## **MEETING OF THE BOARD OF TRUSTEES—June 10, 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 4:30 pm.

**RECORDING OF ATTENDANCE:** Nancy Larrabee, President; Fred Marcell, Vice-President; Jon Batastini, Treasurer; Jennifer Shirk, Secretary; Karen Heist, Mike Dattilo for Mayor Gillian  
Library Staff: Christopher Maloney; Leslie Clarke

**APPROVAL OF MINUTES:** Fred Marcell moved and Karen Heist seconded to approve the minutes from the May 13, 2013 meeting. There was unanimous approval.

**TREASURER'S REPORT:** Treasurer Batastini reviewed current assets and liabilities of the library. He abstained from signing the check to the Friends of Ocean City Pops. Jennifer Shirk signed in his place. Karen Heist moved and Fred Marcell seconded to pay the bills. All approved with a roll call vote.

**PRESIDENT'S REPORT:** President Larrabee requested a quick committee update. Karen Heist, who chairs the Outreach Committee, reported that she spoke to Historical Museum Board President Ken Cooper about the library's possible funding of the Museum. She received copies of the museum's mission statement and other pertinent documents. This committee will give a report at the July Library Board meeting where Mr. Cooper will attend. The Museum Board voted in favor of having funding assistance from the library. Library Director Chris Maloney mentioned that he has contacted Maureen Frank of the Atlantic City Library and Norman Gluckman of the Avalon Library concerning their roles in the running of local historical museums. He recommended that Karen Heist contact them for their advice.

**DIRECTOR'S REPORT:** Director Maloney reported on the recent New Jersey Library Association Convention located at the Revel Casino in Atlantic City. Many staff members were able to attend. There were many informative sessions and a lot of good feedback concerning our library from colleagues. The staff is currently preparing for summer programming. Maloney also informed the Board that architect Sherri Cross Murphy is still working on the specs for outdoor signage.

**COMMUNICATIONS/CORRESPONDENCE:** NA

**FRIENDS AND VOLUNTEERS REPORT:** NA

**BUILDING ISSUES:** Director Maloney informed the Board that the City has contracted with Capri Construction to solve the problem of the library's roof leaks. He has met with Art Capriotti of this firm to show him problem areas. Work should begin shortly. Concerning the Building Maintenance Update, Maloney is checking into either a separate contract with Capri for this or adding the library work to an existing contract with the City. Mike Dattilo affirmed that the library has been added to the contract, to the best of his knowledge. President Larrabee expressed concern over the delay in getting the specs for the library signage from Garrison Architects. Mike Dattilo will contact Garrison to facilitate getting this accomplished.

### **OLD BUSINESS:**

1. Revised and Updated Board of Trustees By-laws Policy—Library Attorney Steve Barse went over all the revisions with the rest of the Board. One important change was the addition of two more Board members. Term limits for officers was an issue that needs further research. Mr. Barse will look into

this. One section that was discussed was Article V concerning the Election of Officers. Elections take place at the January meeting and the officers begin their duties subsequently. Another clarification under the section concerning the Library Director states: “The Director should hire, fire, and manage the employees within the parameters of the organizational chart and budget approved by the Board of Trustees.” Two more issues to be resolved are the use of conference calls for members who are unable to attend a meeting in person and when to use roll call votes. President Larrabee will contact the City Clerk about this and Director Maloney will speak to Victoria Rosch of the State Library. Another change to the Bylaws was to add a nominating committee to the existing standing committees. The Secretary, Treasurer, and one member not serving an office would make up this committee. Steve Barse, the library’s attorney, will make the changes and send them to the Board members for review. Members should email their comments to President Larrabee. The final revision will be voted upon at the July Board meeting.

2. Bookmobile Planning Update—a bookmobile planning committee met for a teleconference with the consultant to discuss the specifications for the bookmobile. The consultant emailed pictures and floor plan for a Sprinter van that would serve as our bookmobile. The committee met again to go over these pictures and floor plan and came up with more ideas for the specifications. Director Maloney forwarded the ideas to the consultant and should hear from him by the end of this week. (Jennifer Shirk left the meeting at 5:45 pm.) The first draft of the specifications will be sent out to Board members.

#### **NEW BUSINESS:**

1. A Resolution Adopting a Revised and Updated Public Internet Use Policy—the 2006 policy was revised by Director Maloney to include a paragraph on filtering software. A recent incident prompted this revision. Filtering software would discourage patrons from attempting to view inappropriate content on the internet. . A further revision to the policy will be made to enable patrons who are blocked from a site to gain access to the site after staff review and approval. The library’s attorney will review the language of the policy and any revisions made at this Board meeting. Jon Batastini moved and Fred Marcell seconded to approve the policy subject to review and correction by the attorney. All approved.
2. A Resolution Approving the 2012 Audit—President Larrabee, Vice-President Marcell, and Director Maloney met with auditor Leon Costello to discuss the 2012 audit. Three issues to be resolved were: bank reconciliations, untagged fixed assets, and the timely signing of resolutions passed by the Board. Mr. Costello will meet with our current accountant in the coming week. Jon Batastini moved and Karen Heist seconded to approve the audit. A roll call vote was taken as follows: Larrabee-yes; Marcell-yes; Batastini-yes; Heist-yes; Dattilo-yes. The motion was approved.
3. A Resolution Adopting a Policy on the Use of Surveillance Cameras in the Library—this policy was reviewed by the library’s attorney and does not violate the law. Signs will be located next to any surveillance cameras alerting patrons. Cameras would be placed near entrances, the young adult area, computer center, and in the non-fiction area. Vice-President Marcell inquired if police officers enter the library on a regular basis to walk through these areas. He felt this would be helpful. Director Maloney stated that the only staff to review tapes would be himself and the IT Department Head. He will confer with Joann Cioeta of the City’s Human Resources Dept. about this policy. It was concluded that this policy needs further review and revision before approval.

**AUTHORIZATION TO ENTER CLOSED EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS FROM MAY 14, 2012.** AT 6:25 pm Jon Batastini moved and Fred Marcell seconded to enter into closed session. All approved. At 6:30 pm Jon Batastini moved and Fred Marcell seconded to end the closed session and enter open session. All approved both motions. A motion was made by Jon

Batastini to correct the minutes of the May 24, 2012 Board Meeting to reflect the approval of a \$2,000 salary increase for Mr. Maloney effective as of that date. Karen Heist seconded the motion. A roll call vote was taken with the following Trustees voting aye: Karen Heist, Jon Batastini, Michael Dattilo, Fred Marcell, and Nancy Larrabee. There being no further business a motion was made by Jon Batastini to adjourn. Karen Heist seconded the motion. The motion carried by a voice vote.  
Meeting adjourned at 6:32 pm.

Respectfully submitted,

Jennifer Shirk, Recording Secretary