

## **MEETING OF THE BOARD OF TRUSTEES—July 8, 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, Mayor Jay Gillian, Dr. Kathy Taylor  
Library Staff: Christopher Maloney; Leslie Clarke  
Ken Cooper from the Ocean City Historical Museum  
Rose Marie Ricci from the Friends and Volunteers

**APPROVAL OF MINUTES:** Karen Heist moved and Jon Batastini seconded to approve the minutes from the June 10, 2013 meeting. There was unanimous approval.

**TREASURER'S REPORT:** Treasurer Batastini reviewed current assets and liabilities of the library. He reported that there were two inaccuracies in the bill list. The correct amount for the CDW bill was \$6,972 and \$90 was the correct amount for the Ocean City Art Center bill. There was also an additional bill for \$200 for a children's program. Karen Heist moved and Fred Marcell seconded to pay all the bills, including the additional bill. All approved with a roll call vote.

**PRESIDENT'S REPORT:** President Larrabee reported that she had heard excellent feedback on the summer library programs. Summer visitors receive information about the library from the rental offices when they pick up a special summer renter's bag.

**DIRECTOR'S REPORT:** Director Maloney distributed copies of the Table of Contents for the Library Policy Handbook that he is currently working on. He met with Mike Dattilo about a partnership between the library and the City's Personnel Department. Maloney will bring the full manual to the August Board meeting. He would like to have a board committee to meet with him before this meeting. He also reported that we are preparing RFPs for auditing and legal services. City Purchasing Agent Joe Clark recently met with Glenn Master, our new accounting manager to go over the state public contract law for purchasing items. Maloney also mentioned that the first mediation session for the Full Time CWA Contract will be held on July 31. (Dr. Taylor arrived at 4:42 pm.).

### **COMMUNICATIONS/CORRESPONDENCE:**

**FRIENDS AND VOLUNTEERS REPORT:** Rose Marie Ricci of The Friends and Volunteers of the Ocean City Library reported that the group had a June book sale, which was very successful. They are looking ahead to the Oct. 17 Author Luncheon which will feature author Linda Fairstein. The Friends has requested \$5,000 from the library, which is half of Fairstein's fee. The check, which needs to be sent in August, will go directly to her agent.

### **NEW BUSINESS:**

1. Historical Museum Presentation-- Ken Cooper of the Ocean City Historical Museum presented some ideas concerning a possible partnership between the Museum and the Library. After discussion, President Larrabee suggested working on a plan during the next few months to fully explore this idea.

**BUILDING ISSUES:** Director Maloney informed the Board that the Mayor and Steve Longo of the City of Ocean City have been addressing the issue of replacing the roof. An attorney will be consulted about the legal ramifications of removing the solar panels that are presently on the roof. Building maintenance items will be included in the RFP for the roof. A third meeting was held with Architect Sherri Cross Murphy regarding signage for the building. The locations of the signs will be: on the building above the handicap ramp facing Simpson Ave., the back of the building facing 18<sup>th</sup> Street and Haven Ave., on the corner of 18<sup>th</sup> and Simpson, and on the corner of 17<sup>th</sup> and Haven. The RFP for signage could include a consultant to design the signs, or we could use the signs that Architect Sherri Cross Murphy designed. There was a discussion of what to name the building. Director Maloney will email the list serve that librarians use throughout the state to get ideas.

**OLD BUSINESS:**

1. New By-Laws Adoption—Dr. Kathy Taylor and Jon Batastini met and went over the by-laws last week. There are still a few things that need to be corrected. Dr. Taylor suggested that the library have a standard operating procedure manual. She also requested minutes of all proceedings from committee meetings. It was agreed that minutes will be taken at committee meetings, but that it will not be mentioned as a requirement in the By-laws.
2. Bookmobile Planning Update—The consultant sent Director Maloney the notes from the conference call meeting that was held along with designs of the bookmobile. The bookmobile committee met to discuss these designs. The consultant is putting together the specifications of the bookmobile for an RFP. Maloney will forward the completed specs to Board members when he receives them.

**PUBLIC COMMENT:**

Rose Marie Ricci felt the sign for the building should read: Ocean City Public Library and Community Center.

**ADJOURNMENT:**

Fred Marcell moved and Jon Bastastini seconded to adjourn the meeting at 6:45 pm. All approved.

Respectfully submitted,

Jennifer Shirk, Recording Secretary