

## **MEETING OF THE BOARD OF TRUSTEES—September 9, 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 4:32 pm.

**RECORDING OF ATTENDANCE:** Nancy Larrabee, President; Fred Marcell, Vice-President; Jon Batastini, Treasurer; Jennifer Shirk, Secretary; Brian Broadley; Mayor Jay Gillian; Dr. Kathy Taylor  
Mike Dattilo, City Business Administrator  
Library Staff: Christopher Maloney; Leslie Clarke  
Sandy Crescenzo from the Friends and Volunteers

New Board member Brian Broadly was sworn in as a library trustee by President Larrabee.

**APPROVAL OF MINUTES:** Mayor Gillian moved and Jon Bastastini seconded to approve the minutes from the August 12, 2013 meeting. There was unanimous approval.

**TREASURER'S REPORT:** Treasurer Batastini reviewed current assets and liabilities of the library. He reported that there were questions about a payment to the Wetlands Institute and that Director Maloney will investigate this further to make sure there was not duplicate billing. In the future, the library will pay the Wetlands Institute directly for any programs given in the schools that the library sponsors. Mayor Gillian moved and Fred Marcell seconded to pay the bills. All approved.

**PRESIDENT'S REPORT:** President Larrabee reported that the RFPs for Library Attorney and Auditor will be going out in a few weeks.

**DIRECTOR'S REPORT:** Director Maloney has copies of the Library Policy Manual that he will email to all Board members. Policies will be updated and new policies added. Dr. Taylor and Jon Batastini will be the members of the policy committee. Director Maloney will set up meetings with this committee. The New Jersey Library Trustee organization will be meeting at the end of the month. All Board members are encouraged to attend. There is also online training for trustees. Director Maloney will email the dates of the workshops and the continuing education guide. Maloney also mentioned the popularity of the library's electronic services such as downloadable books and music and the e-mail newsletter.

**COMMUNICATIONS/CORRESPONDENCE:** NA

**FRIENDS AND VOLUNTEERS REPORT**—Sandy Crescenzo spoke about the fall author luncheon on October 17. Tickets will be sold in the atrium on September 28. Linda Fairstein is the featured author. Board members should notify Director Maloney or Leslie Clarke if they would like tickets. The Friends and Volunteers made \$3,000 at the last book sale. Their website received 150 hits.

**BUILDING ISSUES:** City Business Administrator Mike Dattilo said that there is now a design for the new roof provided by the engineer hired to do the work. A new shared services agreement will be drawn up.

**OLD BUSINESS:**

1. By-laws Adoption Resolution---Jon Batastini moved and Brian Broadley seconded to approve the resolution to adopt the updated and revised Library Board By-Laws. A roll call vote was taken as follows: Larrabee-yes; Marcell-yes; Batastini-yes; Shirk-yes; Broadley-yes; Taylor-yes; Dattilo (in the absence of Mayor Gillian)-yes. The resolution passed.
2. Security Camera Policy—Fred Marcell recommended that the policy be sent to the Ocean City police department for them to review. Steve Barse, the library’s attorney, has already reviewed the policy. Archived footage from the security cameras would only be viewed if an incident had occurred. Only the Director, Assistant Director, or IT Department Head would be authorized to view the tapes, which will be archived for 30 days. The policy will be discussed at the October Board meeting. Fred Marcell recommended that a police officer periodically walk through the building as a deterrent to misbehavior.
3. Signage—there was a discussion of having a design and build RFP for the building signage. The Board would like to see this move forward. Director Maloney recapped what had been accomplished thus far—including previous research into branding the building, meeting with other entities from the facility, and getting designs and specs from architect Sherri Cross-Murphy. Mayor Gillian suggested going out to get quotes again for branding the building. Director Maloney will research this and email board members with quotes and specs from the branding companies. We hope to combine branding, marketing, and signage.

**NEW BUSINESS:** It was disclosed that a city ordinance needs to be approved by City Council before two more Board members can be appointed.

**PUBLIC COMMENT:**

Sandy Crescenzo remarked on the need of signs for the building.

**ADJOURNMENT:**

Mayor Gillian moved and Brian Broadley seconded to adjourn the meeting at 5:40 pm. All approved.

The next meeting will be held October 14, 2013 at 4:30 pm.

Respectfully submitted,

Jennifer Shirk, Recording Secretary