

MEETING OF THE BOARD OF TRUSTEES—October 5, 2009

ANNOUNCEMENT OF COMPLIANCE WITH OPML

CALL TO ORDER: President Price called the meeting to order at 5:00 pm.

RECORDING OF ATTENDANCE: (*Roll Call*) Ed Price, President; John Flood, Vice President; Fred Marcell, Treasurer; Karen Heist, Secretary; Nancy Wattson; Mayor Salvatore Perillo; Jim Rutala, City Administrator

Library Staff: Christopher Maloney, Library Director; Leslie Clarke, Assistant Director

APPROVAL OF MINUTES: Karen Heist moved and Fred Marcell seconded the approval of the minutes from the September 14, 2009 meeting. The motion passed with a unanimously favorable vote.

TREASURER'S REPORT: Treasurer Marcell reviewed current assets and liabilities of the library. Nancy Wattson moved and John Flood seconded paying the bills on the list. A unanimously favorable roll call vote was taken. Mr. Marcell brought up two additional items of business in his report. He referred to last month's discussion of an investment policy for the library. Director Maloney and Mr. Marcell decided to put this on hold for another month while they discuss it with Frank Donato, the city's Director of Financial Management. Mr. Marcell also mentioned that he has met with Director Christopher Maloney concerning the 2010 library budget.

PRESIDENT'S REPORT: President Price waived his report.

DIRECTOR'S REPORT: Director Maloney reported that employees have received notification concerning the times and locations where flu shots will be given. Maloney then reviewed user statistics at the Main Library and the Annex. He also mentioned that the library is a drop-off location for the Court Appointed Special Advocate (C.A.S.A.) program and the Community Food Cupboard. In future, when presenting user statistics, Director Maloney will have them in graph form.

COMMUNICATIONS: NA

BUILDING EXPANSION—

- A. **City Council Presentation: Cost of Additional Brick Work--**John Flood reported that Ocean City's City Council will vote at their next meeting on a resolution to approve change orders to the existing contract. Mr. Flood passed out a list of essential change orders to the contract with Ogren, the contractor. He explained that the Penthouse will not be wrapped with metal but will be resurfaced with the same brick as the addition and the remaining exterior of the existing buildings will also be resurfaced with the same brick as the addition. Using this type of brick should eliminate most of the leak problems the existing building has been experiencing. The amount that the Council will vote on for this project is \$434,000. Mr. Flood's intention was to ask the Board to approve up to \$350,000 for the change orders, which total \$760,000. Some of the change orders don't involve the library. After discussion, Karen Heist moved and Nancy Wattson seconded a motion for the library to pay the entire cost of repairing the penthouse and half the cost of the remaining brick at a total cost of \$260,000. A unanimously favorable roll call vote was taken.
- B. **Relocation Services during Phase II Renovation—**Director Maloney got four quotes from companies that provide relocation services. He recommended awarding the contract under the Non-fair and Open regulations to American Interfile and Library Services, Inc. because they agreed to do the moving as requested for a cost of \$38,830. The work would start in December. Mr. Flood moved and Karen Heist seconded awarding the contract for relocation services to the American Interfile and Library Services Company. The motion passed with a unanimous roll call vote.

FRIENDS AND VOLUNTEERS: Rosemarie Ricci of the Friends and Volunteers reminded the Board that the fall author luncheon is this Thursday, October 8. Ms. Ricci also reported that the Friends and Volunteers are making a contribution toward paying for relocation services.

OLD BUSINESS:

- A. Meeting Room Policy**—the meeting room policy has been amended with the changes from the previous draft in red. Mr. Maloney added the quiet study and children’s areas to the policy. Other changes include organizations giving 2 week’s notice to reserve a room, Director approval if an organization wants to charge any fees or have a meeting after library hours, and a limit of 20 attendees for groups that do not have insurance. After discussion concerning whether for profit groups should be allowed to use the meeting rooms, whether only library staff should operate library equipment for groups meeting in the rooms, and whether refreshments should be served, it was decided that the policy would be reworded and brought back to the November meeting for approval.

NEW BUSINESS:

- A. Audit Report for Years Ended December 31, 2008 and 2007**—the audit reports were emailed to Board members. There was a request to have the auditor come to the November board meeting to do a presentation on the audit, which would be approved at that time. Board members should address any questions on the audit to Director Maloney or President Price.
- B. Outreach Funding Request: Ocean City First Night**—there was a request for \$6,000 from Ocean City First Night for half the cost of the group “Trout Fishing in America.” The Outreach Funding Committee voted to limit the library’s contribution to \$5,000. President Price **stressed** that the library should receive appropriate recognition by the organizations when it donates funds to their events. Mayor Perillo moved and John Flood seconded giving Ocean City First Night \$5,000 toward the cost of “Trout Fishing in America.” There was a unanimously favorable roll call vote taken. Mayor Perillo suggested the library host a lecture series when the new meeting room space is available.

PUBLIC COMMENT:

Roberta Woessner spoke about who would control the activities taking place in the Atrium of the Community Cultural Center and in the Senior Center after 2pm.

Rosemarie Ricci stated that the Friends and Volunteers would like to co-sponsor a lecture series.

ADJOURNMENT: Karen Heist moved and Nancy Wattson seconded to adjourn the meeting at 6:40 pm. All agreed. The next meeting will be held on Monday, November 9, 2009 at 5:00 pm.