

MEETING OF THE BOARD OF TRUSTEES—October 4, 2010

ANNOUNCEMENT OF COMPLIANCE WITH OPML

CALL TO ORDER: President Price called the meeting to order at 4:32 pm.

RECORDING OF ATTENDANCE: (*Roll Call*) Ed Price, President; Fred Marcell, Vice-President; Nancy Larrabee, Treasurer; Karen Heist, Secretary; Louis Walters; Dr. Kathleen Taylor, Superintendent of Schools

Library Staff: Christopher Maloney; Leslie Clarke

APPROVAL OF MINUTES: Louis Walters moved and Nancy Larrabee seconded to approve the minutes from the September 13, 2010 meeting. The motion passed with a unanimously favorable vote.

TREASURER'S REPORT: Treasurer Larrabee reviewed current assets and liabilities of the library. Larrabee reported that she, Director Maloney and library bookkeeper Beverley Hill discussed controls to keep library spending in line with the budget. Director Maloney reported that the library received \$7,297 in State Aid this year. Karen Heist moved and Fred Marcell seconded to pay the bills on the list. A unanimously favorable roll call vote was taken.

PRESIDENT'S REPORT: President Price reported on the Trustee Institute that he and Director Maloney attended at the Princeton Marriott. He encouraged more Board members to attend these meetings, since there was a lot of useful information presented on advocacy, library law, and giving back to the community. He also suggested that the Board thank the City Council members at the next City Council meeting for their support of the library. He proposed giving each council member a library bag with a book in it from the Friends and Volunteers Author Lunch. Price then led a discussion of how a community survey could be done in preparation for the library's new five year plan. Some suggestions were to hand out surveys at school events or to put the survey in the local newspaper.

DIRECTOR'S REPORT: Director Maloney distributed graphs of user statistics from the summer 2010 for the Board to examine. Circulation, Internet computer usage, walk-in count, reference questions, and database usage are all up from 2009. Maloney mentioned that the library could offer classes on ancestry.com and reference databases at some time in the future. He also spoke about having an e book reader available at events such as "Back to School Night" where a librarian could give demonstrations on how to download audio books. Director Maloney then gave an update on the library's "Grand Opening", to be held Friday October 29 from 1 – 3 pm. The Friends and Volunteers of the Ocean City Library will provide light refreshments of juice and cookies. There will be a ribbon cutting and speeches. Invitations will be sent out via email to the same people who were invited to the ground breaking and topping off ceremonies. There will be tours of each of the facilities in the Community Center. There will be one plaque to dedicate the building which will include the names of each of the entities, the architect's name and the general contractor's name. The library plaque will have three columns and will include the current mayor, current city council, current business administrator, former mayor, former business administrator, current and former Board members, architect, builder, and Library Director.

COMMUNICATIONS/ CORRESPONDENCE: NA

BUILDING EXPANSION REPORT: There have been a few leaks and a few electrical problems. Roger Rinck will continue troubleshooting issues with the building. Director Maloney thanked President Price for his vigilance in making sure leaks are taken care of. Director Maloney has a punch list of things in the building that need to be taken care of. Fred Marcell requested a copy of the list.

FRIENDS AND VOLUNTEERS REPORT: NA

OLD BUSINESS:

- A. Building Signage Update—there will be a meeting with Mayor Gillian concerning signage on Thursday, October 7. A report of the findings of the meeting will be given at the next board meeting.
- B. Board Goals and Committees Report Update—Dr. Taylor reported on the recent meeting of her committee. Some of the items discussed included Board recruitment, orientation, responsibilities, and the formation of a Bylaws Committee. The board bylaws need to be updated. This is something that could be done by the board as a whole. Members could review each section privately, then discuss and make recommendations at a regular board meeting.

NEW BUSINESS:

- A. Outreach Funding Request: O.C. Emergency Management—this funding request involved a payment of \$7,890 for an emergency preparedness video. The library was to have been recognized in the video, but the recognition was at the end of the film. Director Maloney recommended that the library pay \$6,000 and that the video be edited to include that it was funded in part by a grant from the Ocean City Free Public Library. Lou Walters moved and Fred Marcell seconded that the library pay \$6,000 to Seriously Total Video Productions. There was a unanimously favorable roll call vote taken.
- B. Outreach Funding Request: O.C. Repertory Theatre—After discussion, it was decided that President Price would contact the representative of the O.C. Repertory Theatre and explain the Outreach Funding Policy to her.
- C. Outreach Funding Request: First Night—President Price moved and Lou Walters seconded to fund the entertainer “Trout Fishing in America” in the amount of \$6,000 for First Night. There was a unanimously favorable roll call vote taken.
- D. Director’s Stipend--President Price thanked Director Maloney for his many extra hours of work during the construction project. He moved that the Board give Maloney a one- time non-pensionable stipend of \$7,500 in recognition of his hard work. The motion was seconded by Karen Heist and was unanimously approved by roll call vote.
- E. Community Calendar-- Fred Marcell asked if any progress had been made concerning a Community Calendar. Director Maloney answered that he had been approached about getting this accomplished. There is web-based software where up to 50 organizations can post events to a calendar. The cost would be \$1500 per year for 50 organizations. The library could help sponsor the calendar if another organization such as the Chamber of Commerce would be the coordinator.
- F. Audit Report—the library received the audit report and management letter from the auditor. President Price and Treasurer Larrabee will examine the letter. Price asked each Board member to review the audit report for the November Board Meeting. There were no recommendations listed in the audit.
- G. O.C. Pops Funding Request—Director Maloney has spoken to City Financial Director Frank Donato about whether the library would help to fund the Pops orchestra. The library had budgeted \$150,000 for this purpose. It was decided after discussion to review the report of the consultant who was hired to look into the future funding of the Ocean City Pops orchestra.

ADJOURNMENT: Karen Heist moved and Lou Walters seconded to adjourn the meeting at 6:00pm. The next meeting will be held Monday, November 8, at 4:30 pm.