

## **MEETING OF THE BOARD OF TRUSTEES—October 3, 2011**

### **ANNOUNCEMENT OF COMPLIANCE WITH OPML**

**CALL TO ORDER:** President Price called the meeting to order at 4:35 pm.

**RECORDING OF ATTENDANCE:** (*Roll Call*) Ed Price, President; Fred Marcell, Vice President; Nancy Larrabee, Treasurer; Karen Heist, Secretary; Dr. Kathy Taylor; Mike Dattilo, City Business Administrator, for Mayor Gillian  
Library Staff: Christopher Maloney

**APPROVAL OF MINUTES:** Nancy Larrabee moved and Dr. Taylor seconded to approve the minutes from the September 12, 2011 meeting. There was unanimous approval.

**TREASURER'S REPORT:** Treasurer Larrabee reviewed current assets and liabilities of the library. She also provided explanations for some of the bills. Fred Marcell moved and Mike Dattilo seconded to pay the bills. All approved with a roll call vote.

**PRESIDENT'S REPORT:** Dave Allegretto made a presentation on the Ocean City Observatory Project. Green Acres approval was received and plans were displayed for Board members. The total cost will be \$65,000 and all funding is in place. It will take 5 months to fabricate the dome of the observatory. President Price requested that the Library be featured as a major sponsor. The vision is to connect the Library to the Observatory so that programs can be presented at the library. President Price explained that a recent leak in the first floor of the library addition resulted from “sweating” HVAC pipes, rather than from inclement weather.

**DIRECTOR'S REPORT:** Director Maloney reported on a workshop on library law that he recently attended along with Treasurer Larrabee. A handout from the workshop is available if any Board member is interested. The Young Adult Laptop Loan Policy was discussed. Laptops will be loaned to students by Sara Bruesehoff, the Young Adult Librarian, and they will be used in a safe and secure setting under her supervision. Twelve MAC laptops will be used by the students. The policy and procedure for lending the laptops was discussed. The Board agreed to adopt the policy with the following changes:

1. Students have to be in at least the 4<sup>th</sup> grade
  2. Students can borrow a laptop for no more than 2 hours
  3. Students will be charged a fine of \$10/hour if the laptops are not returned on time
- Dr. Taylor moved and Nancy Larrabee seconded to approve the policy. All agreed with a roll call vote.

**COMMUNICATIONS/CORRESPONDENCE:** NA.

**FRIENDS AND VOLUNTEERS:** NA.

### **OLD BUSINESS:**

- A. Strategic Planning Committee—Since President Price has only received two suggestion for possible committee members, there has been no action concerning this.
- B. Facilities Manager Update—President Price met with Public Works Department Head Mike Rossbach, who reassured him that a facilities manager will be dedicated for this building.

### **NEW BUSINESS:**

- A. Roof and Exterior Brick Inspection
- B. HVAC Improvements on First Floor of Old Building—Director Maloney recommended that inspections of the aforementioned be done. Ed Price and Fred Marcell will meet with Roger Rinck and Mike Dattilo as a committee to discuss how these can be accomplished. Director Maloney will compile a list of building issues which will then be discussed at a future committee meeting.

- C. New Hire: Principal Librarian, Programs and Outreach—Director Maloney expressed a need for a full time librarian assigned to plan adult programs and outreach to the community. There followed a discussion of a job description and salary range for the position, along with job duties and place in the organizational chart. Director Maloney will email the pertinent information on the position to board members with copies of the organizational chart. President Price gave Maloney approval to advertise the position, since no one on the Board expressed disapproval. Dr. Taylor requested a vote on the new organizational chart at the next meeting.
- D. Outreach Funding Requests—President Price presented several funding requests, which were discussed in turn.
  - 1. First Night—requested the library fund the cost of \$6,000 for performers at First Night. Dr. Taylor moved and Nancy Larrabee seconded to approve the request. A roll call vote was taken as follows: Price-yes; Marcell-yes; Larrabee-yes; Heist-yes; Taylor-yes; Dattilo-abstained. The motion was carried.
  - 2. School District requests the library purchase 220 Kindle e-readers for Intermediate School students and teachers and the cost of bringing in a author to discuss the issue of anti-bullying in schools for the students and staff. The total costs of the requests are \$39,320. Fred Marcell moved and Nancy Larrabee seconded to approve the requests. A roll call vote was taken as follows: Price-yes; Marcell-yes; Larrabee-yes; Heist-abstained; Taylor-abstained; Dattilo-yes. The motion was carried.
  - 3. Police Department Pedestrian Safety program- The police department requests \$18,000 for materials to promote the safe and secure pedestrian program of the police department. The Board's outreach committee recommended the approval of this request. Dr. Taylor moved and Fred Marcell seconded to approve the outreach request of \$18,000. A roll call vote was taken as follows: Price-yes; Marcell-yes; Larrabee-yes; Heist-yes; Taylor-yes; Dattilo-abstained. The motion was carried.
  - 4. Ocean City Tabernacle After School Program- The Ocean City Tabernacle requests \$5,000 to supplement the costs of weekly pizzas and tutors that are hired. The Board's Outreach Committee did not recommend approval of this request. No vote was taken.
  - 5. Doo Dah Parade-The city of Ocean City requests \$4,500 for the cost of the two speakers to perform during the Doo Dah program of the city. The Board's Outreach Committee approved paying half the total cost for the performers at \$2,225. Fred Marcell moved and Ed Price seconded approving a total of \$2,225 for this request. A roll call vote was taken as follows: Price-yes; Marcell-yes; Larrabee-yes; Heist-yes; Taylor-yes; Dattilo-abstained. The motion was carried.
  - 6. Ocean City POPS- The city of Ocean City requests the total of \$100,000 for the support of the annual summer concert series performed by the POPS. A discussion ensued on whether this request is a library purpose. A recommendation was made to have a representative of the POPS attend a Board meeting to update the Board on their long term plan. No vote was taken.

**E. PUBLIC COMMENT: NA**

**ADJOURNMENT:** Karen Heist moved and Mike Dattilo seconded to adjourn the meeting at 5:30 pm. All agreed.

Respectfully submitted,

Karen Heist  
Recording Secretary