

MEETING OF THE BOARD OF TRUSTEES—October 14, 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 4:35 pm.

RECORDING OF ATTENDANCE: Nancy Larrabee, President; Fred Marcell, Vice-President; Jon Batastini, Treasurer; Jennifer Shirk, Secretary
Library Staff: Christopher Maloney; Leslie Clarke
Sandy Crescenzo from the Friends and Volunteers

APPROVAL OF MINUTES: Jon Batastini moved and Fred Marcell seconded to approve the minutes from the September 9, 2013 meeting. There was unanimous approval.

TREASURER'S REPORT: Treasurer Batastini reviewed current assets and liabilities of the library. He reported that a check to Newsbank was voided because it was for the 2014 budget. He also reported that the issue with the Wetlands Institute bill was resolved after Director Maloney met with the Assistant Business Administrator of the school district. Fred Marcell moved and Jennifer Shirk seconded to pay the bills. All approved.

PRESIDENT'S REPORT: President Larrabee reported that she has been investigating acquiring more land for the library to add more parking spaces. Since the library can't purchase land, the City would have to make the purchase with the library reimbursing the amount. Director Maloney was contacted by Ocean City's Emergency Management department about the use of our building as a place of refuge during emergencies. A backup generator would have to be purchased if this were to occur. President Larrabee inquired if there were going to be a budget meeting in the near future.

DIRECTOR'S REPORT: Director Maloney passed out a chart of statistics showing patron usage of the library on Sundays between 11 am and 1 pm. Statistics show up and down usage during these hours. A recommendation was made that we continue the 11-5 hours on Sunday through December and review the patron usage again. The specifications for the bookmobile have been finalized with the consultant and the legal documents have been prepared for the RFP. This RFP will be available in the Sentinel newspaper and on our website for vendors to view. Any technical questions concerning the RFP will be forwarded to the consultant. Any questions to do with the State Public Contract Law paperwork will be handled by Director Maloney. Maloney will have an update on the bookmobile RFP at the December meeting. Maloney has been working on the 2014 budget. Other items that Director Maloney has been working on include: drive-thru book return for the library, HVAC issues in the old part of the building, the RFP for janitorial services.

COMMUNICATIONS/CORRESPONDENCE: NA

FRIENDS AND VOLUNTEERS REPORT—Sandy Crescenzo spoke about the upcoming author luncheon, the National Friends and Volunteers Week hospitality table, F & V participation in Ocean City's Welcome Night, their sponsoring of author Lisa Willever at the Intermediate School for a writing workshop, and the honoring of volunteer Frances Keenan who will be celebrating her 100th birthday in January. She will be honored at the December Christmas Luncheon. Sandy asked the Board if they would give Frances a certificate to honor her service.

BUILDING ISSUES: An RFP will be advertised for the roof replacement of the library. A new Shared Services Agreement will be framed between the library and the City of Ocean City.

OLD BUSINESS:

1. Resolution Approving Policy on Use of Security Cameras in public areas of Library Building—Police Chief Chad Callahan approved the policy. Jon Batastini moved and Jennifer Shirk seconded to approve the policy. A roll call vote was taken as follows: Larrabee-yes; Marcell-yes; Batastini-yes; Shirk-yes. The policy was approved.
2. Community Center Branding/Signage Update—discussion on this topic was deferred to the November meeting.

NEW BUSINESS:

1. A Resolution Awarding Legal Services Contract for Calendar years 2014, 2015 and 2016 to Gruccio, Pepper, DeSanto and Ruth, PA—John Batastini moved and Fred Marcell seconded to approve the resolution. A roll call vote was taken as follows: Larrabee-yes; Marcell-yes; Batastini-yes; Shirk-yes. The resolution was approved.
2. A Resolution Awarding Auditing Services Contract for years 2013, 2014 and 2015 to Ford-Scott and Associates, L.L.C.—John Batastini moved and Fred Marcell seconded to approve the resolution. A roll call vote was taken as follows: Larrabee-yes; Marcell-yes; Batastini-yes; Shirk-yes. The resolution was approved.
3. Director Maloney recommended approving a Contract with Judge Audio Visual Systems for Design and Installation of Technical Equipment in Meeting Room N111 for the total cost of \$16,977.81—Jon Batastini Moved and Fred Marcell seconded to approve the awarding of a contract with Judge Audio Visual Systems. A roll call vote was taken as follows: Larrabee-yes; Marcell-yes; Batastini-yes; Shirk-yes. The resolution was approved
4. A Resolution Authorizing the Execution of a Shared Services Agreement with the city of Ocean City for the Replacement of the Roof on the Ocean City Community Cultural Center-Ocean City Free Public Library Section—Jon Batastini moved and Fred Marcell seconded to approve the resolution. A roll call vote was taken as follows: Larrabee-yes; Marcell-yes; Batastini-yes; Shirk-yes. The resolution was approved.

PUBLIC COMMENT: NA

ADJOURNMENT:

Jon Batastini moved and Fred Marcell seconded to adjourn the meeting at 5:20 pm. All approved. The next meeting will be held November 11, 2013 at 4:30 pm.

Respectfully submitted,

Jennifer Shirk, Recording Secretary