

MEETING OF THE BOARD OF TRUSTEES—November 14, 2011

ANNOUNCEMENT OF COMPLIANCE WITH OPML

CALL TO ORDER: Vice-president Fred Marcell called the meeting to order at 4:30 pm in the absence of President Price.

RECORDING OF ATTENDANCE: (*Roll Call*) Fred Marcell, Vice President; Nancy Larrabee, Treasurer; Karen Heist, Secretary; Louis Walters; Mike Dattilo, City Business Administrator, for Mayor Gillian
Library Staff: Christopher Maloney; Leslie Clarke

APPROVAL OF MINUTES: Nancy Larrabee moved and Karen Heist seconded to approve the minutes from the October 3, 2011 meeting. There was unanimous approval.

TREASURER'S REPORT: Treasurer Larrabee reviewed current assets and liabilities of the library. A resolution was needed for the transfer of funds between line items. The first transfer would be \$5,000 from building improvements to furniture. The second would be to transfer \$3,000 from building improvements to conferences. Karen Heist moved and Louis Walters seconded to pass the transfer resolution. There was a unanimously favorable roll call vote.

There was a check cut for \$1,530.65 to the Demco Company for children's signage, which was not on the bill list. Director Maloney requested that the check be signed along with the rest of the bills. Karen Heist moved and Louis Walters seconded to pay the bills, including the Demco bill. There was a unanimously favorable roll call vote.

PRESIDENT'S/DIRECTOR'S REPORT: Director Maloney spoke to President Price regarding a sign company to produce plaques for the library's dedication. The MC Sign Company submitted a quote for two plaques, one for the 17th St entrance and one by the circulation desk. The plaques will include past and present board members and the name of the architect and contractor. Director Maloney recommended at least two more quotes be submitted by the December 12th Board meeting. Maloney reported that he has spoken to consultant Alan Burger concerning the list of committee members for the Strategic Plan Committee. The initial meeting should be Monday or Tuesday of next week. It would be a late afternoon meeting. Maloney has also been working on the 2012 budget proposal. The budget committee should meet before the December meeting. Maloney has already met with staff concerning their budgetary needs for the coming year. There was a discussion concerning funding for a staff holiday party. Maloney will research this further with the library's attorney. Director Maloney ended his report by recommending a full-time employee to be promoted to the next title.

COMMUNICATIONS/CORRESPONDENCE: Director Maloney showed articles in local newspapers concerning Young Adult Librarian Sara Bruesehoff and the classes for patrons on using Kindles. There was also an article in the Art Center's newsletter thanking the library's IT staff for their help.

FRIENDS AND VOLUNTEERS: President Rose Marie Ricci reported that the author luncheon was a great success. She thanked the Board members who attended.

BUILDING ISSUES: Director Maloney, President Price and Vice President Marcell met recently with Mike Dattilo and Roger Rinck regarding building issues. Stop signs were installed at 17th and Haven Aves. Concrete was poured for the Bike Rack area at the 17th Street Entrance. The Cape May County Board of Health was called about possible mold in the Director and Bookkeeper's offices because of consistent water intrusion. The County Board of Health recommended calling The Coastal Environmental Compliance Company, which handles air quality testing. Maloney asked for board approval to have the testing done in all problem areas of the old building. Lou Walters moved and Nancy Larrabee seconded to have this done. All approved. Leaks in the building are still being investigated. There is no further leaking in the fiction area. Leaks are still occurring in the Children's Activity Room, Server Room and New Office area on 2nd floor. Work being done in the Aquatic and Fitness Center has affected the leaking.

OLD BUSINESS: NA

NEW BUSINESS:

- A.** Meeting Room Technical Equipment Price Quotes— equipment is needed for the Conference Room and the Computer Center. The Conference Room was left out of the original technical plan and Director Maloney would like a projector and screen for the Computer Center to replace the smart board that is currently in place. Maloney recommends going out to public bid again.
- B.** Non Fair and Open Contract with Millennium Radio—Maloney recommends doing a non fair and open contract with Millennium Radio because we will spend more than \$17,500 with them per year. The contract would be to not exceed \$30,000 for the year. Lou Walters moved and Nancy Larrabee seconded to approve the contract. All approved with a roll call vote.
- C.** Mural project—Director Maloney has proposed a new mural project to be painted by artist Nancy Palermo on the wall of the hallway of the 17th St. entrance to the library. He showed the Board a sketch provided by the artist of the mural, which will feature famous authors in a beach scene. The cost of the project would be \$2,100. Karen Heist moved and Lou Walters seconded to approve the mural. All approved with a roll call vote.
- D.** Senior Librarian, Programs and Outreach—Maloney is modifying the job description for this Position. He hopes to have someone on staff by the beginning of 2012. He also reported that Head of Reference Allison Moonitz has resigned and taken a position in North Jersey.

PUBLIC COMMENT: NA

ADJOURNMENT: Louis Walters moved and Karen Heist seconded to adjourn the meeting at 5:30 pm. All agreed.