

MEETING OF THE BOARD OF TRUSTEES—November 20, 2012

ANNOUNCEMENT OF COMPLIANCE WITH OPML

CALL TO ORDER: President Fred Marcell called the meeting to order at 4:30 pm via conference call.

RECORDING OF ATTENDANCE: (*Roll Call*) Fred Marcell, President (via conference call); Karen Heist, Vice President; Nancy Larrabee, Treasurer; Jon Batastini, Secretary; Jennifer Shirk; Mayor Jay Gillian; Jim Mallon

Library Staff: Christopher Maloney; Leslie Clarke

Rose Marie Ricci from the Friends and Volunteers

APPROVAL OF MINUTES: Karen Heist moved and Jon Batastini seconded to approve the minutes from the October 1, 2012 meeting. There was unanimous approval.

TREASURER'S REPORT: Treasurer Larrabee reviewed current assets and liabilities of the library. There were three additional bills not on the bill list. One was a bill of \$1,558.92 to West Group to come out of the Reference line item, one for \$5,093 to Millennium Radio, and the last for \$19,408.50 to Sample Media for advertising. A Resolution Authorizing the Transfer of Funds in the 2012 Budget was brought before the Board. This Resolution would authorize the transfer of \$60,000 from the Satellite Location line item to the Advertising line item and \$10,000 from Satellite Location line item to the Reference line item. Mayor Gillian moved and Karen Heist seconded to transfer the funds. A roll call vote was taken as follows: Marcell-yes; Heist-yes; Larrabee-yes; Batastini-yes; Shirk-yes; Gillian-yes. The motion passed unanimously. A motion to pay the bills on the list plus the three additional bills was made by Jon Batastini and seconded by Mayor Gillian. There was a unanimously favorable roll call vote.

PRESIDENT'S REPORT: President Marcell reported that he and Director Maloney spoke at the Friends and Volunteers Author Luncheon. Nancy Larrabee and Jennifer Shirk also attended the luncheon, which President Marcell praised highly. Marcell complimented Mayor Gillian for keeping citizens informed during the recent storm (Sandy). He recommended using the gift of \$10,000 received from the Friends and Volunteers of the Ocean City Library to assist OCNJ Care. This organization is giving help to people who have lost property or personal belongings in the storm. Director Maloney will have to consult the library's accounting firm about how this money can be spent.

DIRECTOR'S REPORT: Director Chris Maloney reported that the library is now hosting FEMA and the Small Business Association. They have representatives meeting with people in Room 111. They will be assisting people from 8 am to 8 pm seven days a week. The Cape May County Board of Social Services will also be helping people with food stamp applications in the Atrium. They will be in the Atrium beginning November 26 for about a week. Maloney explained that a visit to our library by the State Librarian will be rescheduled. The library is providing space for City Council meetings, he added. He praised the cooperation being shown by all the entities in the Community Cultural Center.

COMMUNICATIONS/CORRESPONDENCE: President Marcell received a letter from the Friends and Volunteers informing him of the new officers of that organization. Director Maloney mentioned that the Trustee Association newsletter came out and that he will make sure all Board members receive a copy.

FRIENDS AND VOLUNTEERS REPORT: Rose Marie Ricci, President of the Friends and Volunteers, reported that the October author luncheon was a great success and that 320 tickets were sold. She also stated that she had enjoyed working with the Library Board of Trustees during her tenure as President of the Friends and Volunteers. President Marcell thanked her for her hard work as President.

BUILDING ISSUES: Director Maloney reported that the two front entrances to the building had water intrusion after the storm, but that the City was replacing the tiles. There was a leak on the second floor of the building, but no materials were damaged. Ceiling tiles will be replaced and roof leaks will be investigated. The library was able to open the Friday after the storm. Maloney recommended that mold and air quality testing be done on a yearly basis.

OLD BUSINESS:

- A. A Resolution Approving a Strategic Plan—Director Chris Maloney has worked with Nancy Larrabee and Alan Burger to edit the plan. They concentrated on four basic goals:
1. To make the library a great destination
 2. To create an excellent collection of materials and achieve great customer service
 3. To collaborate with community partners
 4. To develop technology and programs both in and out of the library

President Marcell thanked every Board member for his or her contribution to the Plan. Nancy Larrabee expressed that the Board now has the expertise to formulate a Strategic Plan without the help of a consultant. There followed a discussion of the library's role in the community and the possibility of outreach to areas of the community which are not currently being served. Mayor Gillian stressed getting people to come to this facility. Other suggestions were made such as using the Information Center on the Boardwalk to disseminate information about the library and the possibility of acquiring a bookmobile. Jon Batastini moved and Karen Heist seconded to approve the Strategic Plan. There was unanimous approval.

NEW BUSINESS:

- A. 2013 Proposed Budget Introduction—Director Maloney informed the Board that he, President Marcell, and Treasurer Larrabee have gone over every line item in the proposed budget to ensure it is complete and accurate. The Board discussed the proposed budget and some suggestions were made. Mayor Gillian suggested that the library purchase a generator for the building. He will give Director Maloney some cost information.

ADJOURNMENT: Mayor Gillian moved and Nancy Larrabee seconded to enter closed session at 6:05 pm to discuss contract negotiations with full time CWA employees. All approved. Nancy Larrabee moved and Karen Heist seconded to come out of closed session at 6:10pm. All Approved Karen Heist moved and Mayor Gillian seconded to adjourn meeting at 6:11pm. All Approved

Respectfully submitted,

Jon Batastini, Recording Secretary