

MEETING OF THE BOARD OF TRUSTEES—November 11, 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 4:34 pm.

RECORDING OF ATTENDANCE: Nancy Larrabee, President; Jon Batastini, Treasurer; Jennifer Shirk, Secretary, Brian Broadley; Dr. Kathy Taylor, Mike Dattilo, City Business Administrator
Library Staff: Christopher Maloney;
Elaine Wilson from the Friends and Volunteers

APPROVAL OF MINUTES: Jon Batastini moved and Brian Broadley seconded to approve the minutes from the October 14, 2013 meeting. There was unanimous approval.

TREASURER'S REPORT: Treasurer Batastini reviewed current assets and liabilities of the library. He reported no bills out of the ordinary. However, President Larabee wanted to mention that \$7,000 of the \$23,500 bill for the engineering study of the Library's roof is being paid to the city and the remaining amount will be paid when the work is completed. Brian Broadley moved and Kathy Taylor seconded to pay the bills. All approved.

PRESIDENT'S REPORT: President Larrabee reported that there will now be a Personnel Committee (as stated in the updated and approved Board By-Laws) and that Brian Broadley will head it and Jennifer Shirk and Fred Marcell will be part of the committee. She also announced that the Historical Museum Board of Trustees has decided to remain independent and are not seeking the Library Board's takeover.

DIRECTOR'S REPORT: Director Maloney was pleased to announce the library's recognition of 4 out of 5 stars by the Library Journal based on annual usage statistics which are submitted every year to the State Library. A party for the staff in congratulations for their hard work is scheduled. He also mentioned that the Holiday Festival is scheduled for Dec 1st with music, Santa, food and entertainment from noon to 2:00pm. Maloney reported on the roof issue and said that city engineer stated that the area where most of the leaks are occurring are included in the specifications for the city RFP to replace the Library roof and that the Atrium roof should be included as well. Director Maloney also mentioned that he reached out to Police Chief Chad Callahan about increasing security of the entire building and proposed officers doing a walk-through thirty minutes prior to closing, but is still waiting to hear back.

COMMUNICATIONS/CORRESPONDENCE: NA

FRIENDS AND VOLUNTEERS REPORT—Elaine Wilson spoke about the author luncheon and that it went well despite tickets not selling out. There will be a Christmas Luncheon on Dec 9th and Volunteer Frances Keenan who will be celebrating her 100th birthday in January will be honored for her service then. President Larabee then proposed a resolution to commend her for her years of service be issued. Brian Broadley moved and Jon Batastini seconded. All approved. The resolution will be framed and presented at the luncheon.

BUILDING ISSUES: Waiting to hear from the city in regards to acquiring adjacent land for parking and how to reserve a fund to help the city in purchasing it.

OLD BUSINESS:

Branding/Signage: Director Maloney handed out price quotes from 3 branding/marketing consultant companies. Based on price quote and references checked, Maloney recommended approving a contract with Wiser Link at the total cost of \$3,800. Jon Batastini moved and Jennifer Shirk seconded. A roll call vote was taken as follows: Larrabee-yes; Datillo-yes; Batastini-yes; Shirk-yes; Broadley-yes; Taylor-yes. The branding consultant was approved

NEW BUSINESS:

2014 Budget Proposal: Director Maloney went over the Explanation of 2014 Proposed Budget line by line, although still waiting on 1) numbers for health benefits from the city and also 2) salaries for the personnel committee to review. Advertising dollars seemed to be the only area of contention and it was suggested to Director Maloney that more money be set aside for advertising in anticipation of the new branding initiative.

PUBLIC COMMENT: NA

ADJOURNMENT:

Brian Broadley moved and Mike Dattilo seconded to adjourn the meeting at 5:46 pm. All approved. The next meeting will be held December 16, 2013 at 4:30 pm.

Respectfully submitted,

Jennifer Shirk, Recording Secretary