

MEETING OF THE BOARD OF TRUSTEES—December 14, 2009

ANNOUNCEMENT OF COMPLIANCE WITH OPML

CALL TO ORDER: President Price called the meeting to order at 5:04 pm.

RECORDING OF ATTENDANCE: (*Roll Call*) Ed Price, President; John Flood, Vice President; Fred Marcell, Treasurer; Nancy Wattson; Dr. Kathleen Taylor, Superintendent of Schools; Mayor Salvatore Perillo; Jim Rutala, City Administrator
Library Auditor: Leon Costello
Library Staff: Christopher Maloney, Leslie Clarke

APPROVAL OF MINUTES: John Flood moved and Nancy Wattson seconded the approval of the minutes from the November 9, 2009 meeting. The motion passed with a unanimously favorable vote.

TREASURER'S REPORT: Treasurer Marcell reviewed current assets and liabilities of the library. He reported that the library's new investment policy will be e-mailed to board members after the present meeting, and that they will have until the January meeting to review it. It is similar to the City of Ocean City's investment policy. Nancy Wattson moved and Mayor Perillo seconded paying the bills on the list. A unanimously favorable roll call vote was taken.

PRESIDENT'S REPORT: President Price commended Board member John Flood for the thirteen years of dedicated service he has given the Library Board of Trustees, as this is Mr. Flood's final meeting as a member. All present applauded Mr. Flood's service, thanked him, and wished him well.

DIRECTOR'S REPORT: Director Maloney also commended Mr. Flood's contribution of time and effort over the past thirteen years. He then reported that Tuesday, December 15, is the city's safety celebration lunch. City employees, including library staff, are invited to attend. He also mentioned that today was the Friends and Volunteers Christmas luncheon, and that Saturday December 19 is the staff Christmas party. Mr. Maloney remarked on a photograph that was published in a local newspaper of Volunteer President Rose Marie Ricci presenting a check to the library for \$10,000. This check is to assist the library in paying for relocation services.

COMMUNICATIONS: NA

BUILDING EXPANSION—John Flood reported that the North Tower will be turned over to the library by the end of this week and that the South Tower is complete. When the contractor begins working on the front of the building, library patrons and people wishing to go to the Arts Center and Historical Museum will enter the building through the new 17th St. entrance. Patrons of the Aquatic and Fitness Center will enter the building through the new Senior Center entrance. There will be a tour of the addition for Ocean City High School students in the near future. (Dr. Taylor entered the meeting at 5:15 pm.) The building is scheduled to be complete on May 15. A Grand Opening ceremony will take place at a later date.

FRIENDS AND VOLUNTEERS: Friends and Volunteers President Rose Marie Ricci thanked the Board for their gift to the volunteers of a Christmas Luncheon. She also reported that author Jonathon Rand will be speaking at the Ocean City Intermediate School in April and that the Friends and Volunteers will be sponsoring the program.

OLD BUSINESS:

A. A Resolution Accepting the Audit Report for Years Ended December 31, 2008 and 2007-- Auditor Leon Costello was present and gave a brief overview and explanation of the audit reports. There were no findings or recommendations in the reports. He complemented the work of library book keeper Beverly Hill. He explained that in the coming year, the library's appropriation from the city will be less because of a slowing down of the economy. Miscellaneous revenues will most likely be shrinking as well. Mr. Costello commended the library for being financially sound with a good plan for the future. He ended

his overview presentation of the audits by requesting that library financial records be given to his company earlier so that the audit could be completed sooner. He also commented that Director Maloney and his staff have successfully implemented measures to guard against fraud with the cash register. Nancy Wattson moved and Fred Marcell seconded to accept the 2008 and 2007 audit reports. A unanimously favorable roll call vote was taken.

B. Meeting Room Policy Revisions—Mayor Perillo moved and John Flood seconded approving the Meeting Room Policy revisions. There was unanimous approval.

C. Outreach Funding Policy Revisions—Fred Marcell moved and John Flood seconded approving the Outreach Funding revisions. Approval was unanimous.

D. Authorizing the Award of Library Contract Number 09-02 to Tesco Library Furniture for The purchase of Shelving and Furniture—Director Maloney explained that the bids were advertised through our web site, two bids were received, and Tesco was the lowest bidder. Mayor Perillo moved and Nancy Wattson seconded awarding the contract to Tesco. There was a unanimously favorable roll call vote taken.

NEW BUSINESS:

A. A Resolution Adopting a Schedule of Board Meeting Dates for Calendar Year 2010--John Flood moved and Fred Marcell seconded approving the schedule with a change in the meeting time to 4:30 pm. All approved.

B. A Resolution Adopting a Schedule of Holidays and Early Closings for Calendar Year 2010—There was one change to the schedule. The Library will be open 9am – 5pm on Columbus Day. Dr. Taylor moved and John Flood seconded approving the holiday schedule. All approved.

C. A Resolution Authorizing an Establishment of a Petty Cash Fund for Fiscal Year 2010—approval of this resolution was postponed until the January meeting.

D. A Resolution Authorizing a Transfer of Funds between Line Items in the 2009 Budget Mayor Perillo moved and Fred Marcell seconded the transfer of \$30,000 of funds from Automation Software to Automation Hardware in the 2009 budget. A unanimously favorable roll call vote was taken.

E. A Resolution Authorizing the Advertisement of Bids for Library Contract 0903, Sound and Video Systems for New Meeting Rooms and Computer Center—Director Maloney has met with Art Barlow from the City's IT Department to finalize the specifications for the bids. An audio visual consultant assisted Maloney in the preparations of the specs. Mayor Perillo moved and Nancy Wattson seconded approving the resolution. All approved. Mayor Perillo moved and John Flood seconded to move \$300,000 from the library's unrestricted fund balance to Technical Equipment for the purpose of going out to bid for Sound and Video equipment. A unanimously favorable roll call vote was taken.

F. The library received two funding requests from the Ocean City School District. One was a request for \$20,600 to provide Ocean City Primary and Intermediate schools with books from the Lexile Company with distinctive reading level notations. Children could come to our library and find reading level appropriate materials with the Lexile numbers noted in our catalog. The other request was for \$495.00 for bus trips to transport students from the O.C. High School to the library and Historical Museum to work on local history assignments. The money for the funding requests would be taken from the 2009 budget. Mayor Perillo moved and Fred Marcell seconded granting the funding requests. All approved.

G. 2010 Budget Proposal—It was suggested that Ed Price, Fred Marcell, and Jim Rutala form a committee to look at the budget further. Action on the budget was postponed to a future board meeting.

PUBLIC COMMENT:

Elaine Wilson thanked Director Maloney for allowing the Volunteers to use the Annex past the closing time of 5 pm for the purpose of having a book sale. She also thanked the Board, and in particular, John Flood for their support.

ADJOURNMENT: Dr. Taylor moved and Mayor Perillo seconded to adjourn the meeting at 6:05 pm. All agreed. The next meeting will be held on Monday January 11, 2010 at 4:30 pm.