

## **MEETING OF THE BOARD OF TRUSTEES—December 12, 2011**

### **ANNOUNCEMENT OF COMPLIANCE WITH OPML**

**CALL TO ORDER:** The Meeting was called to order at 4:30 pm by President Ed Price

**RECORDING OF ATTENDANCE:** (*Roll Call*) Ed Price, President; Fred Marcell, Vice President; Nancy Larrabee, Treasurer; Louis Walters; Dr. Kathy Taylor, Superintendent of Schools; Jim Mallon for Mayor Gillian

Library Staff: Christopher Maloney; Leslie Clarke

**APPROVAL OF MINUTES:** Lou Walters moved and Fred Marcell seconded to approve the minutes from the November 14, 2011 meeting. There was unanimous approval.

**TREASURER'S REPORT:** Treasurer Larrabee reviewed current assets and liabilities of the library, and reported that money needs to be transferred from the line item Professional Services to Advertising (\$10,000), Audio (\$7,000), and Reference (\$5,000). Nancy Larrabee moved and Fred Marcell seconded to approve the transfer. All approved with a roll call vote.

**WILLIAM SCHEIBLE PRESENTATION:** William Scheible, the conductor of the Ocean City Pops Orchestra, gave a presentation concerning the library's funding of the Pops in the past and possibly the future. He had examples of brochures where the library was mentioned and highlighted the youth outreach program of the orchestra. President Price stressed that all outreach funding requests must follow the proper procedure.

**PRESIDENT'S REPORT:** President Price expressed his regret of leaving the Library Board after 10 years of service and his confidence in the remaining members to achieve the library's goals for the future. His hope is that technology in the library will continue to move forward. One of his recommendations would be to use Skype technology for meetings so that absent members could be seen by the other Board members. He would like all the meeting rooms to be wired for internet access. Mr. Price praised the relationship the Library Board has had with the city administration and thanked all the Board members for their service. Dr. Kathy Taylor expressed her thanks to Mr. Price for his leadership, and all the members applauded. Mr. Price will continue his service to the library by serving as chairman of the Strategic Planning Committee.

**DIRECTOR'S REPORT:** Director Maloney thanked Ed Price for his service to the Library Board and to the community.

**COMMUNICATIONS/CORRESPONDENCE:** Director Maloney shared a letter from Dr. Taylor thanking the library for providing meeting space for the school district's anti-bullying training for staff.

**FRIENDS AND VOLUNTEERS:** President Rose Marie Ricci and Treasurer Anita De Santis thanked the Board for their support of the Friends and Volunteers organization. President Price thanked the Friends for all that they do to support the library.

### **BUILDING ISSUES:**

- A. Water Intrusion Indoor Air Quality Investigation Report—Coastal Environmental Compliance Company tested the affected areas and submitted a report, which was made available to the Board. Results and recommendations are shown in that report. Before any remediation can be done, the source of the water intrusion needs to be found and repair work done. After the repair, a licensed contractor needs to remove the mold in the affected areas. President Price stressed that Roger Rinck needs to see the report, since he is overseeing work being done on the joint between the Fitness Center and Library sections of the roof. He suggested forming a board committee to go over the findings with Mary Lee Morinelli from Coastal Environmental Compliance. Director Maloney, Lou Walters, and Fred Marcell will be on the committee and Maloney will contact Ms. Morinelli about scheduling a meeting. The remediation could be done in February or March.

**OLD BUSINESS:**

- A. Payment to City for Road Paving and Traffic Calming Intersections—a check needs to be cut for \$50,000 to the City of Ocean City between Board meetings for this. (This was moved to Old Business from President’s Report.)
- B. Library Dedication Plaques Price Quotes—Director Maloney received three quotes from sign companies—MC Signs, Eastern Signs, and Schoppy’s. The quote from MC Signs was the highest (\$4,300), but it included design, manufacturing, and installation of the plaques. The other companies did not include design as part of the quote. President Price recommended selecting MC Signs to do the work, since they had already done quite a bit of design work with no recompense. Price moved to accept the quote For MC Signs and it was agreed a 50% deposit, the amount of \$2,150 was adequate and the payment list was amended. Fred Marcell seconded. A roll call vote was taken with most in agreement.
- C. Outreach Funding Requests
  - 1. Ocean City Pops—after meeting with Mike Dattilo, City Administrator, the Outreach Funding Committee recommended funding the Pops for \$50,000 instead of the \$100,000 amount which was discussed previously, Dr. Taylor moved and Lou Walters seconded approving the request. All approved by roll call vote
  - 2. City of Ocean City website—The City is requesting that the library pay \$33,000 to help fund the costs for their new website. Backup documentation is needed and actual costs for the implementation of the website. Director Maloney recommended the Library have a more could have a more prominent presence on the site which could include the Library Events Calendar and links to online resources. A Library IT staff member could also be shown how to post to the website in order to keep library information up to date. Treasurer Larrabee would have to see the documentation in order for the library to Approve the request. Price moved and Walters seconded to approve this funding request. All approved by roll call vote.
  - 3. Bike rack and concrete work---It was decided that the library would pay this from the Repair and Maintenance line item, not to exceed \$19,200.
- E. Approval of Checks between Meetings- a list of payments required to be made prior to year end and between meetings was presented. A motion was made by Lou Walters to approve to make all payments subject to receipt and approval of documentation by Treasurer Larrabee. Fred Marcell seconded. A roll call vote was taken.

**NEW BUSINESS:**

- A. Resolution L2011-7—authorizing the Award of a Contract for Legal Services for Calendar Year 2012—Lou Walters moved and Ed Price seconded to approve the resolution. All approved by roll call vote.
- B. Resolution L2011-8 Approving a Schedule of Board of Trustees Meetings for Calendar Year 2012—Nancy Larrabee moved and Lou Walters seconded to approve the resolution. All approved.
- C. Resolution L2011-9 Approving a Schedule of Holidays and Early Closings for Calendar Year 2012—Fred Marcell moved and Jim Mallon seconded to approve the resolution. All approved.
- D. Introduction of 2012 Budget—President Price requested that board members review the proposed 2012 budget and be ready to adopt it at the January meeting. If anyone has questions on the budget, he or she should meet with Director Maloney and Treasurer Larrabee. Fred Marcell requested that Ed Price attend the January meeting. Copies of the budget will be sent to Karen Heist and Dr. Taylor.

**PUBLIC COMMENT: NA**

**ADJOURNMENT:** Louis Walters moved and Nancy Larrabee seconded to adjourn the meeting at 6:00 pm. All agreed.

Respectfully submitted