

## **MEETING OF THE BOARD OF TRUSTEES-July 14, 2014**

**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 16, 2013. The Annual Schedule of Meetings was advertised in the January 9, 2014 Ocean City Sentinel, posted on the Library's website, and posted on bulletin boards inside the library.

**CALL TO ORDER:** President Jennifer Shirk called the meeting to order at 3:49pm.

**RECORDING OF ATTENDANCE:** (Roll Call) Jennifer Shirk, Brian Broadley, Ron Denney, Dr. Connie Pritchard, Mike Dattilo, Fred Marcell, Leslie Clarke, Steve Barse, Sandy Crescenzo, Nancy Larrabee, Karen Heist.

**APPROVAL OF MINUTES:** Ron Denney moved and Brian Broadley seconded to approve the minutes from the June, 2014 meeting. All present were in favor by roll call.

**NEW BUSINESS:** A. A proclamation was presented to former Board President, Nancy Larrabee, thanking her for her service to the Library. In her acceptance, she urged the library to increase programs for adult education.

B. A proclamation was presented to former Board member, Karen Heist, for her many years of service.

C. Library employee, John Ruban, Department Head of the IT Department for approximately 6 years, made a presentation of projects in his department. A new library web site went live in April 2014 after much hard work and research. It includes improvements such as improved functionality in the usage of the catalog and a more user-friendly home page. Recently added Zinio, is an e-magazine service which provides users unlimited copies of many magazine titles and no lending periods. Workshops will be provided to patrons. John has instituted Facebook advertising which provides targeted promotions at reasonable rates. Soon to be added is a streaming movie service called Hoopla which will be similar to Netflix. He is also currently working on a mobile app for the library along with maintaining the server and IT infrastructure of the library.

**TREASURER'S REPORT:** Treasurer Broadley reviewed current assets and liabilities of the library. President Shirk offered an explanation of a fee submitted by Sample Media for the preparation of the Hurricane Preparedness Guide. There was also a question regarding the location of special activities and how it affects payment. Mr. Barse clarified that as long as the content of an activity meets the criteria for Board approval, the location of the activity is irrelevant.

**ACTION ON THE BILLS:** Mike Dattilo moved to approve and pay the bills with a second from Ron Denney. All present were in favor by a roll call vote.

**PRESIDENT'S REPORT:** President Shirk reported that the annual audit is expected to be completed by the end of the week. She suggested that the policy for book clubs be reviewed and that the web site provide contact information for each club. The announcement for the Director promotion closes on July 21. It will take a few weeks for the state to review the applicants and comprise a list. The Board has established a selection committee which will conduct interviews and hopefully, the appointment can be made by the end of September.

**ACTING DIRECTOR'S REPORT:** Acting Director Leslie Clarke reported that there was a staff meeting held on June 27 where department heads reported their undertakings to staff and questions were answered.

**COMMUNICATIONS/CORRESPONDENCE:** There was no correspondence presented.

**FRIENDS AND VOLUNTEERS REPORT:** Sandy Crescenzo updated members on the progress of the memorial for Chris Maloney. It was determined that Braille should be included on the plaque. The date for the ceremony will be determined upon completion of the portrait, hopefully in September. She also expressed concern regarding the maintenance of the information on the kiosk in the atrium. Some Friends' group members found it to be messy. Mrs. Clarke will speak to someone to ensure it is checked and maintained regularly. Mrs. Crescenzo ended her report by offering the aid of the group in any library efforts regarding adult education.

**BUILDING ISSUES:** Mr. Dattilo informed members that the roofing project is currently out to bid. Interior painting of the library is to begin upon completion of the tiling project scheduled for August.

**OLD BUSINESS:** A. The details of the signage project were sent to Joe Clark for bid preparations. Jennifer Shirk will contact him for an update.

B. The bookmobile committee is comprised of Fred Marcell (chair), Brain Broadley, and Dustin Peters. Mr. Marcell reported that operational plans should be started including intended use and locations, storage, insurance, etc. The truck is expected to be delivered by the end of September 2014 with a tentative kickoff date of April 2015. The committee plans to visit the county library branch in Mays Landing to see it's truck and discuss its operations. A logo is being prepared for the sides of the truck which correspond with the building branding. It was suggested that the initial training offered by the company be videotaped for review and future training purposes.

C. The state librarian would like to view an updated strategic plan. Three companies were suggested with two quotes being received. The companies' previous works and references will be checked and a Resolution will be signed upon determination of the contractor and cost next month.

**PUBLIC COMMENT:** N/A.

**AUTHORIZATION TO ENTER CLOSED SESSION TO DISCUSS CONTRACT NEGOTIATIONS OF THE FULL-TIME CWA UNION EMPLOYEES AND PERSONNEL ISSUES.** Brian Broadley moved to enter the session with a second from Mr. Denney where action may or may not be taken. All present were in favor. Mr. Broadley moved to exit executive session and re-enter regular session for action to be taken. The motion was seconded by Mr. Marcell and all present were in favor.

**ACTION ON CLOSED SESSION.** A. A motion to approve a Resolution Approving the CBA with the Full-Time CWA employees with changes as discussed was made by Brain Broadley, seconded by Jennifer Shirk and found all in favor by roll call vote.

B. A motion to continue a pay stipend for Leslie Clarke for performing the duties of Director during an absence in that position was made by Brain Broadley, seconded by Ron Denney and found all in favor by roll call.

**ADJOURNMENT:** Brian Broadley moved to end the meeting with a second from Jennifer Shirk at 6:04PM. All present were in favor.