

MEETING OF THE BOARD OF TRUSTEES—Special Workshop Meeting, April 26, 2010

ANNOUNCEMENT OF COMPLIANCE WITH OPML

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

RECORDING OF ATTENDANCE: (*Roll Call*) Ed Price, President; Fred Marcell; Nancy Larrabee; Louis Walters; Karen Heist; Dr. Kathleen Taylor, Superintendent of Schools; Jim Rutala, Business Administrator, City of Ocean City
Library Staff: Christopher Maloney, Leslie Clarke

BOARD PLANNING: A committee formed of Fred Marcell, Nancy Larrabee (formerly Wattson), and Dr. Taylor met to set the agenda for this special workshop meeting on board selection and organization.

A. Board of Trustees Selection Process—by city ordinance and state statute, the Mayor appoints members to the Library Board of Trustees.

1. Skill sets of Board Members—There was a discussion of whether the Board could form committees to search, select, and recommend prospective members to the Mayor according to skill sets needed for a well-rounded board.

2. New Board Orientation—There should be an orientation process for new board members. This would include receiving a copy of the Trustee Handbook, a Library Policy Manual, and a tour of the library. Toward this goal, Director Maloney will give the board an outline of existing policies and those that need to be addressed. Mr. Marcell also suggested that it would be helpful to see the resumes of board members. The new mayor of Ocean City could be a test case for the orientation process, since he or she would be new to the board. As an aside, President Price stressed that when board members need information from Director Maloney, they should channel their requests through Price. He also requested that members email him suggestions on orientation, and that Director Maloney provide an updated list of board members' names, phone numbers, and addresses for the next regular meeting. Fred Marcell suggested that the board committee on organization meet again. President Price concurred.

2. Number of Board members—An ordinance would have to be passed by City Council for the number of members on the board to change. Jim Rutala felt that a larger board would make for better representation of the community. President Price felt that it would be better to wait for the Mayor elect to join the board before continuing this discussion. In the meantime, Nancy Larrabee and Fred Marcell urged that the present board should get to know each other's backgrounds and abilities better and let each other know of special skills they may have.

3. Recruitment Process—There is a need to officially touch base with the mayor to find out the board's role in assisting in recruitment. The board asked whether the mayor could be open to the idea of the present board recommending prospective members. Director Maloney said it would be beneficial to have more diversity on the board. Youth could be involved in an advisory capacity.

B. Committees and Structure—at the present time, the board has the following committees:

Outreach funding—Ed Price, Fred Marcell, Karen Heist

Budget—Ed Price, Jim Rutala, Fred Marcell

Personnel—Fred Marcell, Ed Price

These committees are ad hoc and periodically report to the board as a whole. Nancy Larrabee suggested adding audit and policy committees. It was stressed that when committees are formed, the whole board has to recognize them and let them function effectively. The committees should be formalized and under the direction of the Board President. The committee on board goals and organization will meet again to study this issue and make

recommendations. President Price would like a discussion of board committees at the June regular board meeting. "Committee Reports" could be added to the regular monthly agenda.

- C. Board and Staff Roles**—President Price stressed the importance of clearly defined roles. An updated organizational chart is needed to acquaint the board with library staff structure. Another way Board members could get to know the staff would be through short presentations given at board meetings by different personnel. Board members should notify the Director if they plan to come into the library for a reason other than getting library materials and should be considerate of the staff when they do come in. Name tags will be purchased for board members to wear.
- D. Evaluation Process**—the library staff is evaluated by Director Maloney, the Library Director is evaluated by the Board of Trustees and the Board of Trustees will conduct a self-evaluation. The Library Director should be part of the Board evaluation process. Mr. Marcell will bring in materials to assist in self-examination.

PLANNING FOR STRATEGIC PLAN WORKSHOP: There is a need for a new Strategic Plan, since the library has accomplished everything set out in the previous plan. Each year the plan was reviewed to see what items had been done and what was left to do. Director Maloney will email each board member the original strategic plan and will also email the minutes from the 2009 planning workshop with consultant Alan Berger to Dr. Taylor.

DIRECTOR'S REPORT: Director Maloney gave a legislative update. The Assembly Bill that proposes a change in the way municipal libraries would be funded now has a co-sponsor, but has not been sent to committee. The State Library is taking budget cutting measures as a result of the Governor's proposed 74% cut to library funding. There will be only one library cooperative, funding for interlibrary loan will disappear, there will be no funding for certain databases, and money to fund summer reading for children will be gone. The Coalition of Independent Libraries (C.O.I.L.) is considering creating its own Union Catalog and courier service for Atlantic and Cape May counties. It will also cooperate to continue the services of downloadable audiobooks and databases that were funded by the South Jersey Regional Library Cooperative. The board will need to examine the 2010 budget with a view toward absorbing costs when the state budget goes into effect in July. Our internet service will also be affected, since we currently receive a discounted rate through Jersey Connect, a state program. We would also lose federal funds because of the loss of the matching state funds. We would be able to use our existing T3 line for internet. Norma Blake, the State Librarian, requests that our library board pass a resolution stating that it is against Assembly Bill A2555 and does not want the funding of municipal libraries changed. Fred Marcell asked Director Maloney how the passage of the bill and the Governor's cuts would affect the operations of the Ocean City Free Public Library. Maloney assured the board that he would prepare an explanation of this for the next meeting. The New Jersey Library Association is having a "Save My Library Rally" in Trenton on May 6 and is also lobbying to get a dedicated tax line for municipal libraries. Maloney closed by informing the board that the bid for the coffee café was awarded to Yanni's Restaurant. A total of four bids were submitted.

PUBLIC COMMENT: NA

ADJOURNMENT: Karen Heist moved and Lou Walters seconded to adjourn the meeting at 6:30 pm. All agreed. The next meeting will be held on Monday, May 10, 2010 at 4:30 pm.