

Final Amended Adopted Minutes

Montville Township Public Library
Board of Trustees Meeting
November 13, 2006, 7:30 p.m.
Montville Township High School Library
100 Horseneck Rd., Montville, NJ

Summary of Actions Taken

1. Approved Minutes of October 16, 2006 meeting
2. Approved Check Register for October 1, 2006 through October 31, 2006
3. Rejected Resolution to start Board Meetings with a prayer
4. Approved Resolution to start Board Meetings with a moment of silence
5. Approved adding Bernice Bailine's signature for checks up to \$400. on Operating account #618402256 and Payroll account #618402264
6. Approved changed from Paychecks to ADP payroll system
7. Approved repairing windscreen and entrance to Pio Costa, not to exceed \$2,500
8. Executive Session

The meeting was called to order by President Charles Schmidt at 7: 35 p.m.

Present: Gary Bowen Julie Cohan Art Daughtry
Ed Ernstrom Randee Fox Peter King
Susan Mac Charles Schmidt
Patricia K. Anderson, Library Director
Bernice Bailine, Business Manager
Mark Tabakin, Attorney for Board
Claire Trogani, Secretary

Absent: David Dalia, Steve Moscone

Guests: None

Mr. Schmidt stated that prior notice of the meeting had been published in accordance with the requirements of the Open Public Meetings Act.

PLEDGE OF ALLEGIANCE

MINUTES OF MEETING

Mr. Schmidt asked for a motion to accept the Minutes of October 16, 2006. Ed Ernstrom made a motion, seconded by Susan Max .

APPROVED , unanimously

PUBLIC COMMENTS

No Public Comments

REPORTS OF OFFICERS

President

No report

Treasurer

No report

Secretary

No report

COMMITTEE REPORTS

Finance

No report

Personnel

The Library Board welcomed Bernice Bailine as the new business manager. Ms. Bailine gave a brief summary of her business background.

Building/Grounds

Mr. King reported that he had a brief meeting at 3:30 this afternoon to discuss the situation at the library and the main focus was to open the library. After the discussion, the consensus was that it could open November 27th. That hinges on the sprinkler system and getting the permits by Wednesday the 15th. Then we contact the people for the sprinkler system and they have about three days to complete the system and after that we have a major clean up to clean up the mess caused by the construction. There will be a spot inspection Friday to be sure the heating system is up and working. There will be a walk through the day after Thanksgiving.

Charles Schmidt: Yes, I talked to Emil today and he said we should have the approval by lat today or tomorrow. Emil's not going to be there tomorrow. I'm going to speak to a Ted. He's the one that's actually doing the review. Providing he can get the papers up here, Tony Barile said he could issue the permit right away. Once we get the permit, the sprinkler company said they could start Thursday or Friday and it should take approximately four days to finish and Gus can complete the rest.

Art Daughtry: Worst case scenario, if you don't have the permit tomorrow and the sprinkler system is still down, you can open with a fire watch. That means the Fire Department posts a truck there. If the system is down, we have to post a fire watch every day that it's down and we can still open.

Julie Cohan: Are you suggesting that we open the building to the public if the heat is not working?

Charles Schmidt: I'm not suggesting anything. I'm saying we have enough heat in the building, if we desire to open it.

Julie Cohan: I don't think we should open, if the heat's not working. If it's 40 degrees outside, do you want to open the building with space heaters?

Mark Tabakin: There are other concerns if you're running with space heaters. You have to look at the health and safety issues. A small child could put his or her hand in the space heater and get burned. You're not supposed to have anything combustible near those things, because they're powerful heaters. From the health and safety aspect alone, it would be more prudent to think that through.

Peter King: We'll know by the end of this week if the heating system is up.

Julie Cohan: If it's not, do we want to run with space heaters? I don't think we should.

Peter King: It's 98% positive that we'll have the heating system working.

Charles Schmidt: We won't open up until everything is okay and we have the Board's approval.

Julie Cohan: The other issue is the cleanliness of the building.

Patty Anderson: The cleaning service is going to start Wednesday and it will take 4 or 5 days to get through the building. They only clean so much at night. I would like to see them come during the day.

Ed Ernstrom: At the meeting, we did discuss having two cleanings.

Randee Fox: Why don't we have the cleaning people do double the amount of time to do the cleaning?

Patty Anderson: I didn't know the board wanted that. That's an additional cost. We're paying them for 10 hours. To get them in during the day is double the cost.

Peter King: From now until December 1st, we can outline what they have to do in a purchase order.

Patty Anderson: I was going to go to Statewide, but I don't think they are going to be in the best frame of mind, because we just cancelled the contract for next year. We're going to a new company called Oriental Pacific. It was suggested that I contact them.

Charles Schmidt: My recommendation is for Patty to go out and see what she can do about the situation.

Future Vision

No report

Patron Services

No report

Library Director's Report

Patty Anderson: Most of the reports are individual employees reports on what they did over the past two weeks. We have a lot of reports on trips to other libraries, also the Baker & Taylor warehouse tour.

I put in your boxes, Elaine Reese's report about her trip to Washington, sponsored by Congressman Frelinghuysen.

Andrea did give a written report on the Children's Youth Services and all the places she went and visited as well. She had the opportunity to visit some of the school libraries and some nursery schools as well.

We had a number of meetings with the union representative. We had one with the attorney from Morris County Local 6 as well as our shop steward. The purpose of the meeting was to bring everyone up to date on how the construction project stood. We tried to reassure everyone that things were progressing and we were well aware of what their grievances were.

After our meeting, we decided to have two staff meetings, where all staff were invited to come. One on a Monday at noon and another meeting at 6:30 pm. Mark came to the new meeting. The union representative did not show up at that meeting. They claimed they didn't know about it.

We did the best we could to try and reassure everyone that things are progressing. A map that was prepared by the construction company that was color coded was presented.

I thought the meetings were very successful. Everyone got to hear the same news. They got the opportunity to ask questions and got to review questions. They wanted to know if we really think we're going to open on the 27th.

