

Final Amended Adopted Minutes

Montville Township Public Library
Board of Trustees Meeting
October 16, 2006, 7:30 p.m.
Montville Township Public Library
90 Horseneck Rd., Montville, NJ

Summary of Actions Taken

1. Approved Minutes of September 11, 2006 with corrections
 2. Approved Check Register for September 1, 2006 through September 31, 2006
 3. Executive Session
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The meeting was called to order by President Charles Schmidt at 7: 35 p.m.

Present: Julie Cohan David Dalia Marianne Dispenziere
Ed Ernstrom Peter King Susan Max Charles
Schmidt

Patricia K. Anderson, Library Director
Brian Aloix, Attorney for Board
Goeffrey Evans – Casha & Casha, Project Attorney
Claire Trogani, Secretary

Absent: Steven Bowen, Randee Fox, 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 September 11, 2006 with corrections. Ed Ernstrom made a motion to accept with corrections, seconded by Charles Schmidt

APPROVED , unanimously

PUBLIC COMMENTS

No Public Comments

EXECUTIVE SESSION

Mr Schmidt asked for a motion that in lieu of Reports of Officers that the Board close the Regular Session of the meeting at this time and go into executive session. seconded by David Dalia.

No action will be taken upon the conclusion of the executive session

Executive session convened at 7:45 PM

Open Meeting Reconvened at 8:20 PM

REPORTS OF OFFICERS

President

No report except to compliment Patty Anderson for the work she's been doing.

Treasurer

No report

Secretary

No report

COMMITTEE REPORTS

Finance

No report

Personnel

Building/Grounds

No report. Patty Anderson would like to show Peter King some areas that have to be cleaned up.

Future Vision

No report

Patron Services

No report

Library Director's Report

Resolution/ Motions

Mr. Schmidt offered the following resolutions: seconded by

Approved Check Register for September 1, 2006 through September 30, 2006

- A. Resolution to approve the check register for September 1, 2006 through September 30, 2006, approving checks exceeding \$400 in the amount of \$85,978.50 and ratifying checks not exceeding \$400 in the amount of \$7,254.36, for a total of \$93,232.86.

Variance between check register, cash disbursements and value of checks drawn is attributed to voided checks with check numbers 4104 and 4109 and vendor credit with Amazon Credit Plan.

- B. Resolution authorizing payment to Kappa Construction in the amount of \$163,289.81
- C. Resolution extending the temporary assignment of Joan Meeh to the business manager position from October 9th through November 9th.
- D. Resolution extending the part-time hours of Jeanne Ivy to 15 hours per week permanent
- E. Resolution to approve the hiring of Jaime Pierce, part-time library assistant 7 hours / 14.5 (every other week) at a rate of \$9.00 per hour effective September 25, 2006
- F. .Resolution to approve the hiring of Patricia Rodgers, part-time library assistant, 7 hours / 14.5 (every other week) at a rate of \$9.00 per hour effective October 24, 2006
- H. Resolution to approve the hiring of Bernice Bailine as the Business Manager at an annual salary of \$45,000 and to include a ninety day probationary period. Ms Bailine will work 37.5 hours per week Monday-Friday with a 30-minute lunch break.
Resolution was amended to read 40 hours per week Monday-Friday with a 30-minute lunch break

Motion to accept amended resolutions: Edward Ernstrom, seconded by Susan Max.

VOTING YES: Cohan, Dalia, Dispenziere, Ernstrom, King, Max, Schmidt

VOTING NO: None

- G. Resolution to approve paying a part-time staff person \$10.00 per hour to open and unload the book drops over three and four day holiday weekends not to exceed an hour and a half or \$15.00. Schedule to rotate based upon staff availability.
- I. Resolution for authorization to grant Library Board President emergency furlough authority.
Resolution was amended to read authorization to grant Library Board President emergency furlough authority until completion of HVAC contract.

Motion to accept amended resolutions: Ed Ernstrom, seconded by Susan Max.

VOTING YES: Cohan, Dalia, Dispenziere, Ernstrom, King, Max, Schmidt.

VOTING NO: None

The Library Board went into Executive Session at 8:55 PM

The Open Meeting reconvened at 9:05

OLD BUSINESS

None

NEW BUSINESS

A. Outdoor Marquee

Mr. Schmidt: We really need to get a new sign. I recommend an electronic sign with bigger letters than the one at the Municipal building. Patty has researched signs and has one that she feel would be best. The cost is approximately \$21,000.00

Ed Ernstrom: I suggest getting a sponsor to pay for it and putting their name on the bottom of the sign.

David Dalia: I don't really like the idea of putting advertising on the sign.

Charles Schmidt: I would like everyone to give this some thought and try to come up with ideas and we'll put it on next month's agenda.

B. Front Doors

Patty Anderson: There was an incident that involved a handicapped person using a walker and carrying books being unable to use the doors. We have to come up with a solution for problems like this. Right now there is a bell to push for assistance.

New doors with an automatic activator would be the answer and Dr. Bowen would like us to contact a professional company and get an estimate.

It was decided for an immediate solution, to put up a bigger sign and connect the bell to the front desk

C. Prayer

Charles Schmidt: I would like to propose opening the meetings with a non generic prayer.

After a discussion period it was decided to put 2 resolutions on next months Agenda.

1. Opening a meeting with prayer
2. Having a moment of silence.

D. Switch over from Paychex to ADP

Patty Anderson: Joan Meeh put together a report on the advantages of switching over from Paychex to ADP. The transition time is one week. Ed Ernstrom was concerned if this meant everyone would get two W2's for the year. Patty will look into this.

ADJOURNMENT

Charles Schmidt asked for a motion to adjourn the meeting. Peter King made the motion, seconded by David Dalia

APPROVED, unanimously

The meeting was adjourned at 9:35 p.m.

Respectfully submitted,
Claire Trogani,
Secretary

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Executive Session

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 Ed Ernstrom Peter King Susan Max
 Charles Schmidt

 Patricia K. Anderson, Library Director
 Brian Aloix, Attorney for Board
 Claire Trogani, Secretary

Absent: Steve Moscone, Randee Fox, Gary Bowen

Personnel