

**MONTVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
PROPOSED AGENDA FOR MEETING
December 10, 2007**

- I. Open Public Meetings Act Statement**
(Meetings will be tape recorded; Minutes will be available to the public at the Montville Library)

- II. Pledge of Allegiance**

- III. Moment of Silence**

- IV. Adoption of Minutes**

- V. Public Comments**

- VI. Reports of Officers**
 - A. President**
 - B. Treasurer**
 - C. Secretary**

- VII. Reports of Committees**
 - A. Finance**
 - B. Personnel**
 - C. Buildings & Grounds**
 - D. Patron Services**

- VIII. Library Director's Report**

- IX. Resolutions/Motions**

- X. Old Business**

- XI. New Business**

- XII. Executive Session**

- XIII. Adjournment**

-- End --

Note: These minutes have not been formally approved by the Board and are subject to change at the next meeting.

**Montville Township Public Library
Board of Trustees Meeting
November 12, 2007 – 7:30 p.m.
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045**

Summary of Actions Taken

1. November Meeting Minutes has not been approved.
2. Approved Resolutions:
 - a. Approved Resolution to accept check register from October 1, 2007 thru October 31, 2007 approving checks exceeding \$400.00 in the amount of \$96,007.43 of not exceeding \$500.00 in the amount of \$10,010.69. Variance between check register, cash disbursements and value of checks drawn is attributed to voided checks numbers 5236, 5333, and 5276.
 - b. Resolution to accept the hiring of Nicholas C. Jackson as a full time Library Assistant for the Circulation desk at \$9.00 an hour with a starting date of November 12, 2007.
 - c. Resolution to accept the hiring of Ruth R. Bennett as a part time Reference Librarian on a temporary basis (This is to fill Esther Choi's position during her Family Leave) with a starting date of November 19, 2007.
 - d. Resolution to accept the quote from R.A. Fredericks for services regarding the 2007 audit at the amount of \$5,500.00. Also to accept the quote and commitment to the same fixed fee of \$5,500.00 for the year ending December 31, 2008.
 - e. Resolution ratifying the President's actions authorizing work by the Township on the Library parking lot not to exceed \$2,300.00. The Town will supply the labor at no additional cost to the library.
 - f. Resolution to accept the Construction Audit for R.A. Fredericks indicating \$134,800.80 overage of original budgeted amount of \$1,150,000.00.
 - g. Resolution to accept the proposal from Dean Quilici for \$4,159.00 to complete the project in the Library parking lot.

Dave Dalia noted that on page 4 of October 15, 2007 Minutes it indicated that we have signed Certificates of Insurance for the articles in question, as mentioned by the attendees in the Public Session, when in fact we do not have signed Certificates of Insurance, and action was taken based on that factor. Therefore, he is requesting that the Minutes be amended to read that we **do not** have signed Certificates of Insurance.

Charles Schmidt stated that since this information was obtained *after* the meeting, it can not be a part of October's minutes but it will be duly noted in the Minutes for the November 12, 2007 meeting.

Dave Dalia's main concern was that this is going to be posted on the Library's web site, and thought perhaps a footnote should be included to state that this was an incorrect statement. To which **Julie Cohan** inquired "is it an incorrect statement or just omitted" and was concerned that it might have some relevance later and also suggested that it be noted in the Minutes.

Maggie Miller suggested that the Board could do a generality of what was discussed – stating if something is incorrect and come to find out later that that is actually not an accurate reflection of what occurred at the meeting it could be shown in November's meeting.

Charles Schmidt requested that it be generally stated in November's meeting to which **Dave Dalia** replied that he was okay with it being noted as such:

*Let the November 12, 2007 Minutes reflect the fact that the Library **does not** have executed Certificates of Insurance for the articles in question, as was incorrectly indicated (that we do) in the October 15, 2007 Meeting.*

There being no further changes **Charles Schmidt** requested a roll call for the October 15, 2007 Minutes' Open Session and the October 15, 2007 Executive Session.

- Gary Bowen** - Abstain
- Julie Cohan** - Yes
- David Dalia** - Yes
- Art Daughtry** - Not present
- Ed Ernstrom** - Yes
- Randee Fox** - Yes
- Peter King** - Abstain
- Susan Max** - Not present
- James Sandham** - Not present
- Charles Schmidt** - Yes

Charles Schmidt took a motion to approve Open and Executive Session for September 10, 2007.

- Peter King** – 1st
- Randee Fox** – 2nd

Not hearing any further questions or discussion **Charles Schmidt** requested a roll call.

Gary Bowen - Yes
Julie Cohan - Yes
Dave Dalia – Yes
Art Daughy – Not present
Ed Ernstrom - Yes
Randee Fox - Yes
Peter King – Yes
Susan Max – Not present
James Sandham – Not present
Charles Schmidt - Yes

Charles Schmidt moved the meeting to Public Session and upon not seeing any public attendees, closed this portion of the meeting and moved on to the Reports of the Officers.

REPORTS OF OFFICERS

President

Charles Schmidt – No Report

Treasurer

Julie Cohan – No Report

Secretary

No report

Finance

No

Personnel

Ed Ernstrom indicated there was a meeting during the month, at which time discussion took place regarding recruitment for things that could be done to reach out to people who cared to work in the library. Some areas of discussion included Libraries in the northeast section of Morris County. He noted that **Patricia Anderson** had collected some data from Lincoln Park and at this point in time we are in very good shape on our vacancies. He also noted that she went to Parsippany Library and asked that she give the Board some feedback regarding that visit.

Patricia Anderson informed the Board that she had visited the Parsippany Library and noted one of the services they offered their patrons was “self-checkout”. The program is very costly - \$21,000.00, (having gone up in the past year from \$18,000.00) and no one is

really using it. While it is user-friendly, it appears that many people are intimidated by the new technology and would prefer to check out their books via the front desk and human contact. It seems that younger children and teenagers are the ones who use it the most. It has been met with mixed results as there are times when front desk assistance is necessary. She noted the director was very helpful and gave her contact information, unfortunately, Parsippany is not promoting it, and therefore the program is not being used to its best advantage. **Patricia** also visited the Bernardsville Library to see what their experience was and noted that we have a bit of a different problem in terms of implementing this program because our security system is “check point” and is not designed for “self-checkout” as a patron would have to insert a card to desensitize the security and we would have to change our entire security system in every book. **Patricia** stated that these are just some of the issues the salesman will go over with her, as we don’t have the same security as other libraries.

Charles Schmidt was concerned that this program may be “too early” for Montville. He noted that perhaps as people become more familiar with this system in stores and other businesses; perhaps they would feel more comfortable using it in the library. He took note to **Patricia’s** comment regarding kids feeling more comfortable using it than adults and agreed that it was just new technology that people were uncomfortable with. He also inquired as to how much of a savings there would be using this system to which **Patricia** replied “nothing”. **Charles** inquired if this system would result in money saved due to elimination of personnel. **Ed Ernstrom** replied that there would be no elimination of personnel already on staff but should there be a vacancy, there would be no need to fill it.

Dave Dalia suggested that if there were a heavy flow of checkouts, perhaps then the people would resolve to use the self-checkout machine to which **Patricia** stated that people still prefer using a person to check out their books as opposed to using the machine, even when suggested by staff members that self-checkout is available, their reply is usually “that’s ok” and continue to wait to be checked out by one of the staff.

Peter Ernstrom remarked that perhaps initially there should be staff at the self-checkout to assist the patrons just to make them more familiar with its operation.

Patricia Anderson used an example as to how she just went to a food store over the weekend and used the self-checkout system and found the bar code didn’t read properly and found that she had spent more than 10 minutes trying to rectify the problem while she only had 3 items to check out – she needed assistance from a woman anyway, simply because it wouldn’t read properly. She went on to say “we don’t have bar code authentication with the system we are currently using and that is one of the major flaws with the system that Parsippany purchased. Bar code authentication means that when you scan a book or your patron ID, the machine should pick up an error and you should only review the 10 or 13 digits. With the system we have without the validation – if you make a mistake, or it only picks up 5 numbers – it will go in with an incorrect number – that’s another problem”. Noting that when you go to a desk, the person could read the screen and finds the error and correct it.

Charles Schmidt recommended **Patricia** continue to do research on the project and inquired of **Ed Ernstrom** if there were anything else. **Ed** replied there were some things, such as policies, which would be discussed at December's meeting.

Buildings and Grounds

Peter King said there was a brief meeting Thursday, November 8 regarding the front doors. He said he received a few proposals and they are running approximately \$15,000.00 and that he was looking for more details, as the sketches that were presented were insufficient to show what they would look like. He indicated he was interested in sliding doors but wanted to see an architect's drawings showing what the front of the building was going to look like after spending that kind of money. He also commented on the pruning of the trees, stating that if they are not pruned before winter they were going to die.

Bernice Bailine stated that they were going to go with "Steve's Trees" but wanted to be sure he was a tree specialist. She noted he is a licensed, specialist, tree surgeon and his quote was \$2,100.00. Each Board member was given a packet showing the details.

Patricia Anderson noted that there was a lot of information and that is why they gave the Board a summary as some of these projects have been going on for quite a while. She also noted that the electrical conduits need to be fixed in the parking lot, many having been damaged by cars running into them or inclement weather. They received a minor fix approximately a year ago but they are still not where they should be. She said they had to go out and get additional quotes because Dean Quilici's quote was over \$4,000.00 and they came within \$15 of each other. The final decision was to go with Dean Quilici since he was most familiar with the problem and he has already done some work on the project.

Peter Ernstrom noted Item (g) on the Resolution List.

Charles Shmidt commented that in the beginning of the year he did make a statement regarding the doors and the handicapped situation. He stated that **Peter Ernstrom** was doing a good job and inquired of the status of the project. **Dave Dalia** asked if they were double doors and if they worked independent of each other. **Peter** said yes. **Dave** commented that he had recently been in another building where the two doors opened simultaneously and virtually every able-bodied person that entered the building hit the button and the two doors opened up and remained opened for 15 seconds making the entrance area very cold. **Bernice Bailine** noted that there were timers and **Ed Ernstrom** said we are in compliance with code.

Peter King brought up the subject of the foul odor emanating from the room adjacent to the Board meeting room. He suggested that it might be a dead animal that could have possibly gained entrance into the building during one of the times that construction work was going on. He thought perhaps the animal went into a heating duct to keep warm and then was locked in the building with no escape, and lack of food, causing it to die, hence the odor. He advised the Board that there have been suggestions to possibly putting screens on the doors to prevent future incidents, but for now the most important issue at hand is the odor and how to eliminate it. **Patricia Anderson** said she had an exterminator

come and the service manager from Central Pack at least three times, as well as Township personnel at least twice, to look for animals. Originally the problem was thought to be the sewer but she was assured there was not a sewage backup and no one could seem to find the solution. **Patricia** also informed the Board that the Township is bringing in an air quality control person. Due to the Election Day holiday, rescheduling was necessary.

Ed Ernstrom suggested that she contact Linda Banano who is with the State and she is an odor expert. Another suggestion by **Ed** was that we turn the system off and let the air just settle and maybe we would be able to better pinpoint where the odor is coming from but now the weather has become cold and we would have to wait for a warmer day.

Dave Dalia suggested that perhaps it was the carpets that needed cleaning and was informed they were just cleaned.

Patricia Anderson mentioned there are many programs coming up in the near future and she was fearful that the odor would be offensive to the patrons and anticipated complaints.

Moving on, **Charles Schmidt** remarked the end of the year is upon us and perhaps the Board should begin thinking about some long-term improvements with capital improvements, buildings and grounds, etc. **Patricia Anderson** said the capital requests were due in Town Hall tomorrow. She believed they might give her some leeway. She noted she had several estimates on carpets and someone coming Friday for prices on carpets and recommended to move quickly on these decisions in order to get something into the Township. **Charles Schmidt** noted we need shades as well.

Julie Cohan inquired if these were capital requests to the township, and not coming from our own. **Patricia** stated that due to the new agreement we would be putting up 50% and asked that the township meet us half way. **Peter King** noted that with this new agreement the town is much more cooperative, they come out and do things, make suggestions. **Patricia Anderson** agreed and said that it was the town that initiated the latest work on the parking lot. **Charles Schmidt** indicated that since the library was closed for Thanksgiving weekend, they said they would start the day after.

Patricia Anderson informed the Board that **Charles Schmidt** authorized up to \$2,300.00 for the drainage pipes they want to put in.

Patron Services

No report

Library Directors Report

Patricia Anderson informed the Board that the new hire Nick Jackson started today. He seemed very comfortable and had much experience. He received a warm reception from the staff.

Julie Cohan asked what his hours were. **Patricia Anderson** said they were 10:00 a.m. to 6:00 p.m. except on Wednesdays as he is enrolled in library school and he will be coming in a bit earlier as he is taking a class at Pratt in the late afternoon. **Julie** inquired if he is at the desk, **Patricia** remarked that he is not only at the desk but he has a heavy workload. She noted that there is another new hire, Ruth Bennett, and she will be starting next week. She attended the University of Kentucky and will be working in the Reference Department in a temporary position. The Head of Circulation opening is still available and the job description needs to be re-drafted in order to promote it more heavily. **Patricia** also commented that this position really needs to be filled as she is personally supervising most of the people in circulation (all 10 of them) and they are not really getting the attention they need. Today being a good example – she was so busy that she had no time for anybody to stop by her office. She informed the Board that **Bernice Bailine** and Ron did go to a photo shop workshop to look at new software that is now being used in the flyers and The Buz. New programs are being started as well. She did attend a new program for the state. There were all sorts of new status changes and they are now using new international standards and what that means is that we should now be getting our books from out of state in a timely fashion. She was assured that things are improving at the state library, which is a service that they provide. They specifically mentioned at the workshop that the Morris County Consortia has been a problem for them, because out of all of the books that they get, the 20% that they go out of state for can be filled right here in Morris County, which tells you that the libraries in Morris County are not playing by the rules – they are not lending what they should be. **Patricia** suggested that the state is not happy with that as they are spending a lot of money going out of state. There will be a meeting for all the regions and they will be getting a little tougher on Morris County. That has been the problem for the past 15 years. She noted the Consortia are really not true Consortia as everybody has different policies whereas in Bergen County every library has the same policy, the same loan limit. She advised that we have had to face this problem several times and the state is not too happy about it.

Patricia Anderson also talked about the future and how we can do things that are more user-centered. She felt it was very encouraging to see group thinking about the future and how to improve the services we offer.

Patricia Anderson noted that the Antique Car Show was coming up this Sunday but was not quite sure as rain was in the forecast. **Dave Dalia** inquired if we had the room for the car show to which **Charles Schmidt** noted that the cars would be put on the grass as long as it was not muddy. **Patricia** advised that Heather Foster would be coming to do a book-signing.

Patricia Anderson said there were other programs coming up such as the Youth Symphony the week after Thanksgiving, and the Gershwin Concert at the end of December. She informed the Board that she enclosed two letters in her pamphlet: one from the Inter Faith Food Pantry complimenting the Library on what a good job they did collecting 300 lbs. of food. She also wrote a letter of support for the Pathways Group, who is applying for a grant in which they are requesting 8 laptops. The thought being, it would be nice if the library could use those laptops as well.

Ed Ernstrom requested for the December meeting we get a list of which organizations use the room and note which organizations we do and do not sponsor. He informed the Board that we would need a Certificate of Insurance for the organizations we do not sponsor. **Patricia Anderson** said the organizations that we don't sponsor are the Township's obligation. Normally the Certificate of Insurance goes to Lillian at Town Hall. She usually does a very good job making sure that they get those. **Patricia** stated that if they don't have something they try to follow up as she has to keep these groups separate for her state report.

Charles Schmidt asked for a motion for Item 9, resolutions (a) (b) (c) (d) (e) and the added (f) and (g).

Peter King 1st
Dave Dalia 2nd

Ed Ernstrom asked to make a change to (c).

Patricia Anderson notes it is stated that "This is to fill Esther Choi's position during her Family Leave for a year)..." and would like to take out "for a year" and just put "Family Leave".

Charles Schmidt asked if there is any other discussion? Not hearing any, he asked **Peter King** if he will amend.

Peter King: "So amended".

Dave Dalia: Seconded the amendment.

Charles Schmidt calls for a roll call.

Gary Bowen - Yes

Julie Cohan: - Yes

Dave Dalia: - Yes

Ed Ernstrom: - Yes

Randee Fox: - Yes

Peter King: - Yes

Charles Schmidt: - Yes

OLD BUSINESS

Patricia Anderson reminded the Board that responses for the holiday party were needed ASAP. She requested that everyone respond via e-mail to either **Bernice Bailine** or herself if they were planning to attend. Also noting if anyone was planning to bring a guest/spouse, there would be an additional \$20.00 fee. **Charles Schmidt** informed everyone that it was to be held at the new Montville Inn on Friday, December 14 at 7p.m.

NEW BUSINESS

Charles Schmidt inquired as to the December 24th staffing of library.

Patricia Anderson stated it is a holiday for full time employees but not part timers. The only part timers that work on Monday morning is Ted Holmes and Veronica Noone. There is another part timer who works in the back for Inter Library Loans, but she does not work the front desk. She said that the only people on staff would be Ted and one other person, and possibly the new hire. She noted that with only three people in attendance, service would be poor.

Charles Schmidt asked **Gary Bowen** what his feelings were regarding keeping the library opened during the holiday since the schools are closed. **Gary** felt there were two issues to consider: 1) “assignments” and 2) “pleasure”. From past experience he felt patron-presence would tend to be minimal but could not say with complete surety. **Ed Ernstrom** suggested that the library shorten the day to which **Patricia** informed him that it is already shortened, the hours being 10 a.m. to 3 p.m. **Patricia** suggested she could ask other part-timers if they would be willing to come in for that day.

When **Randee Fox** asked how many people ideally she would like to be there, **Patricia** replied at least 5 or 6. She noted that Ted is elderly and Veronica has been here less than a year and neither one had the authority to make any major decisions concerning library matters.

Charles Schmidt remarked that he didn't believe there would be much activity on Christmas Eve but stated Montville had a fairly large Jewish population and inquired if anyone thought that would be a factor to which **Randee Fox** replied “they are either shopping or on vacation” and felt the library would be the last thing on most people's minds to which **Charles** suggested that the library just be closed. **Randee** agreed and felt it was better closing the library as opposed to keeping it opened and having poor customer service.

Julie Cohan inquired “if we were closed, what do we do with the part time people who work on Monday, do they get paid”?

Patricia Anderson asked if this would be considered an emergent closing. She stated that when there are closings for inclement weather, in order to be paid, one must be here i.e., we would normally be open from 10:00 a.m. to 5:00 p.m. but we would close the library at 3:00 p.m. due to inclement weather – they would then be paid for a full day. She was not

sure if this is the same thing. She informed her the library closed for the past two years but was not sure how it was handled.

Maggie Miller asked if we didn't have this same issue with July 4th. **Patricia Anderson** told her, it was not the same as it was not a holiday for full timers and that the library was opened.

Dave Dalia asked if part timers were scheduled to work? **Patricia Anderson** replied that several have children that will be off from school and would not want to come in, to which **Charles Schmidt** suggested that since it is only three employees, why not close the library with pay.

Dave Dalia suggested continuing discussing the matter in Executive Session.

Ed Ernstrom had another new business item regarding the state of New Jersey working on regulations that would require all library employees to know how to use a fire extinguisher with training on actual fires. He stated that schools have already put this program into effect and asked **Gary Bowen** how it actually worked? He asked if each employee actually used the fire extinguisher. **Gary** stated that it was his thoughts that they actually had a "hands-on" program.

Patricia Anderson stated that it was a requirement already in Bedminster. She stated that every employee had to do it where they actually had to extinguish all different types of fires and was surprised that Montville does not do this as well and inquired if "public works people" do this?

Ed Ernstrom inquired of **Gary Bowen** if the school just started this program. **Gary** told him that is normally a long standing program and was not quite sure how it was handled with 600 employees and said he would have to check on it.

Moving on, **Julie Cohan** informed the Board that after looking over the balance sheet she noted that "if we had received our township money this month we would have approximately \$500,000.00 in the account". She was looking into putting a portion of the monies into a CD, approximately \$100,000.00 - \$150,000.00. She said Lakeland is giving us 4.25% on our checking account. They give us as much as 4.6% on a CD. Changebridge: one is 4.95% and one is 5.05%. She noted that it comes out to a couple hundred dollars more but her tendency was to stick with Lakeland. She also noted that Lakeland will give the flexibility of converting to a new rate should it happen to go higher, she just needed to make sure to leave more than enough money in the operating account, but noted that they would be flexible and allow us to pull it out. She stated "my feelings are if we have \$350,000.00 in operating expenses – that's a little bit more than two months - we should be okay, unless there should be a capital improvement that we need to do that would be shorter than a six month period".

Peter King asked if there weren't some sort of deal that if you need it they wouldn't charge you a penalty. **Julie** said that they would let her, but suggested that if the Board

knew of something that's on the horizon that's going to cost a lot of money within the six month period, she wouldn't even bother, but if it's beyond the six months or around the six months then she would go ahead.

Charles Schmidt stated that he felt **Julie** was doing an excellent job and wanted it stated on the record.

Ed Ernstrom mentioned one of the projects for the year 2008 was working on solving the problem in **Patricia Anderson's** office, **Bernice Bailine's** office as well as the children's librarian's office - the whole wing – noting there is no air. They are either freezing in the winter or roasting and needed to use fans. He wanted to know if that was a \$10,000.00 item. His suggestion was to do **Patricia** and **Bernice's** offices first and see how that works.

Ed Ernstrom requested to move to Executive Session to discuss policy items.

Charles Schmidt took a motion to conclude Open Session and move into Executive Session.

Ed Ernstrom 1st
Peter King 2nd

Open Session concluded at 8:24 p.m.

8:25 p.m. moved to Executive Session

Charles Schmidt took a motion to adjourn 8:45 p.m.

Peter King 1st.
Dave Dalia 2nd

All were in favor.