

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
July 9, 2007 – 7:30 p.m.
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey**

Summary of Actions Taken

1. Approved Minutes of June 11, 2007 meeting with amendments
2. Approved Check Register for June 1 through June 30, 2007
3. Approved Resolutions:
 - (a) To accept check register from June 12, 2007 thru June 30, 2007 approving checks exceeding \$400 in the amount of \$40,032.96 or not exceeding in the amount of \$10,835.11.
 - (b) Variance between check register, cash disbursements and value of checks drawn is attributed to voided checks – numbers 4565, 4897, 4903, 4918, 4954, 4993
 - (c) 2% raise for Lorenza Vidris, retroactive to January 1, 2007, as part of her performance review.
 - (d) CORE Agreement with MAIN, Inc.
 - (e) New Membership Agreement with MAIN, Inc.
 - (f) Approval of two new computers and monitors for the MAIN network (for catalog use only) \$2,317.20.
 - (g) Acceptance of resignation of Diane Sebastian (part-time reference librarian) effective July 2, 2007.
 - (h) Acceptance of resignation of Howard Hull (full-time library assistant)
 - (i) Acceptance of Elaine Wood as Board Secretary, effective July 1, 2007 pending new contract. To include rate of \$325.00 per meeting, \$75.00 for Executive Sessions and \$125.00 for any special meetings.
 - (j) Reorganization Plan – Numbers 1 through 6

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

Present: Julie Cohen
David Dalia
Art Daughtry
Edward Ernstrom
Charles Schmidt
Peter J. King
Mark Tabakin, Esq. – Attorney for the Board
Patricia K. Anderson – Library Director
Bernice Bailine, Business Manager
Elaine Wood, Recording Secretary

Gary Bowen arrived 7:55 p.m.

Absent: Susan Max

Charles 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

MOMENT OF SILENCE

ADOPTION OF MINUTES

Charles Schmidt: Asked for a motion to accept the Minutes of June 11, 2007 with amendments. Julie Cohan made the motion and was seconded by David Dalia

Corrections: Page 2 – “Buildings/Grounds” should read “compressor” instead of “compressed”.

Charles Schmidt: I’m now going to open the meeting up to the Public for public comments. The Board is more than happy to hear comments but the Board will not be able to respond to those comments. You are invited to come and speak, and you will not be limited to any length of time, but will be reminded if you are getting too lengthy.

PUBLIC COMMENTS:

Tom Norton – 10 Lisa Place, Pine Brook, NJ: (inquire at Library for attached letters)

Mr. Norton reads “snippets” from other letters:

Pavia Kriegman - Morristown, NJ:

Anand S. Dhody – 3 Hancock Ct., Montville, NJ:

Sandi Gonski: Montville, New Jersey

Charles Schmidt: Is there anyone else who cares to be heard?

Donna Cohen - 10 Stafford Place, Towaco, NJ:

Leslie A. Derocco – 19 Horseneck Road, Towaco, NJ:

Carolyn Klabin: Montville, New Jersey

8:00 p.m. Charles Schmidt closed Public discussion.

8:00 p.m. Executive Session begins

► Please note that the recorder was not able to pick up the any or all of the Executive session minutes due to a malfunction of the digital recorder.

8:10 Patricia Anderson leaves to make copies of former Resolutions

8:20 - Patricia Anderson returns with corrected copies and distributes them

8:25 - Charles Schmidt: We will go out of Executive Session now. You can ask the public to come in.

Do we have a motion to reconvene?

So moved. All in favor.

Charles Schmidt: I am going to ask for consent of resolutions of A thru J.

Do we have a motion to move the resolutions?

So moved.

Julie Cohan seconded the motion

Charles Schmidt: Any discussion? No

Charles Schmidt not having any further discussion at this point calls for a role call.

Motion for resolutions A thru J has been carried unanimously.

Charles Schmidt: Continue with the meeting. We will go into reports of the officers.

REPORT OF OFFICERS

President

No report at this time

Treasurer

No report at this time

Secretary

Absent

COMMITTEE REPORTS

Finance

No report at this time

Personnel

No report at this time

Buildings/Ground

Patricia Anderson: The committee held several meeting this month. They are working on many projects, including: 1) the front door; 2) the drainage situation in the parking lot; 3) sprucing up the grounds; 4) replacing the hot water heaters; 5) fixing a problem around the outdoor compressors; and 6) working out the details of a Memorandum of Agreement with the Township.

Pete King, Ed Ernstrom and I have been meeting weekly to keep up with the above-mentioned projects.

Future Vision

No report at this time

Patron Services

Patricia Anderson: Survey was completed and being processed.

Negotiating Committee

No report at this time

Library Director's Report

Patricia Anderson: for further details regarding the items below please see written report attached.

♦ Diane Sebastian tendered her resignation effective July 2nd. A part-time librarian is needed as Amy Resnikoff has reduced working hours in the summer and there is a large enrollment of children for the program.

♦ Howard Hull tendered his resignation effective July 13th

♦ I attended the American Library Conference in Washington, D.C. from June 22-25th. Highlights of trip included meeting Ken Burns, the documentary producer. We viewed the first hour long segment of his new documentary "War", coming out this fall and will span fourteen weeks.

♦ Former Sen. Bill Bradley from N.J. was the Opening General Session speaker.

♦ The Notable Books Council of the Reference & User Services Association of the American Library Association sponsored a "Notable Books Breakfast" on Sunday morning.

♦ Salary Surveys: What the Librarian and Non-MLS Surveys Tell Us. Sponsored by the ALA-APA Standing Committee on Salaries and the Status of Librarians. (Friday, June 22nd) Jennifer Grady, Exec. Director spoke. Her handout included demographic trends, as well as national employment trends.

♦ Preview of the documentary called "The Hollywood Librarian".

♦ Julie Andrews was also a featured speaker on Monday morning, June 25th. She has been writing children's books for over 35 years and currently has a new book out. She addressed an audience of approximately 4,000 librarians.

♦I also attended one evening reception at the French Embassy, sponsored by Recorded Books (we give this vendor over \$20,000 a year in orders for audio books).

I am appreciative for the opportunity to attend professional meetings of this nature as they are not only educational but stimulating as well.

I will be out of the library for the following meetings/vacation dates:

Thursday, July 5th – Vacation day

Thursday, July 12th – M.A.I.N., Inc. Planning Council Mtg. @MCL -1:00 p.m.

Thursday, July 26th – Montville Township Staff Meeting @ 2:00 p.m.

Friday, July 27th – Director's Meeting @ MCL 9:30 a.m.

The Summer Reading Program kicked off on June 16th. There are over 479 children signed up to participate in the program. The theme is Detective/Mystery. The children get one gold coin for every 90 minutes of reading and are then placed on the bulletin board - and it already is an impressive number!

Another beading class was conducted and was very popular with the public as were most of the craft classes.

Children's drop-in craft classes are being held weekly and supervised by Amy Resnikoff.

I included David McMillan's report as well, David has been with us about month and he included some of the products he has been working on.

Our newest products are the down loadable audios and the play-away. If you are not familiar with these two products, I encourage you to take a look.

We have some MPS players which we hope to be circulating since not everyone has an MP3 player but we have some new policy things that we're working out before we send them around.

Reference transactions were 46 for the month of June. Actually it was quit a bit lower than that. It should have been more like 26. And it was down due to school kids getting out of school. A lot of the data base usage statistics go down in the summer because of kids not coming in after school.

Our attendance is ok – 13,232 in June- down slightly from the previous month but down quite a bit from last year. We had much stronger numbers in the early part of last year.

I am conducting two summer story-times for children ages 2-6. One offered on July 19th and the other August 6th at 6:30 p.m. Evening story-times are very popular with the fathers as it gives them time spent with their babies.

The latest issue of the Buzz July/August is now available.

OLD BUSINESS

Patricia Anderson: We do have Old Business – Memorandum of Agreement – I don't have a draft to show you tonight. It's still being worked out between the Township, but Ed, Pete and I have been working on it to get it to a point where we're comfortable with it. The township is now reviewing it again based on the latest changes. But in theory, what it encapsulates is a base number that we'll start at every year in terms of charging the library for services of \$28,500 and then on top of that every year a certain amount of money will be added for insurance costs as well as a cost of living increase in the neighborhood of 5%. That would cover our costs for grass cutting, snow removal, custodial services, electrical work and then we are also trying to draft in the agreement an agreement that we can both live with in terms of capital expenditures. Whereby the library would contribute 50% and the townships would contribute 50 towards capital improvements.

Art Daughtry: At the last meeting you asked me to get back to our administrator because we were in essence, holding it up, which I accepted. They did get back to you. Frank, is the cooperation acceptable, time frames? We have a meeting tomorrow night so now is the time to speak up if there is anything you wish me to relay.

Patricia Anderson: I am waiting for the next draft. He has it in his hands, in his computer. We gave him some final changes and comments based on your last meeting. I was just looking for a draft to present to the Board and I don't have a draft.

Art Daughtry: So tomorrow night I should ask him when he's going to have a response from the latest ... and I've got to say this honestly ... I think we can see the light at the end of the tunnel ... are we that close now? If we're not, we have a different issue.

Patricia Anderson: Yes, we're very close.

Art Daughtry y: So you're close? Fine, that's all I want to know.

Charles Schmidt: Are we voting on a new copy machine?

Patricia Anderson: You approved at the last meeting the purchase of a color copier subject to Attorney Review. The copier has been in use for a month now. We've eliminated \$2,200 so far in terms of producing the Buzz.

Charles Schmidt: Any New Business?

ADJOURNMENT

Charles Schmidt: Do I have a motion to adjourn?

Motion made by Charles Schmidt
Seconded by Julie Cohan

The meeting was adjourned at 8:40 p.m.

Respectfully submitted,