

Montville Township Public Library
Board of Trustees Meeting
August 11, 2008
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

The meeting was called to order by President, David Dalia at 7:30 p.m.

Timothy Braden Julie Cohan David Dalia Edward Ernstrom
Peter King Donald Kostka Deborah Nielson Charles Schmidt

Patricia K. Anderson, Library Director
Maggie Miller for Mark Tabakin, Attorney for Board
Elaine Wood, Recording Secretary

Absent: Rande Fox
Deborah Nielson
Charles Schmidt

David Dalia 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

MINUTES OF MEETING

Meeting was opened at 7:30 p.m.

David asked for a motion to adopt the July 11, 2008 Minutes

Edward moved

David: 2nd

David asked if there was any discussion regarding the July 11, 2008 Minutes.

Patricia noted that Executive Session stated meeting was adjourned at 9:07 p.m. (page 10) – She noted it should read “Open Meeting was adjourned at 9:07 p.m.”

All were in favor.

PUBLIC COMMENTS

No Public Comments

REPORTS OF OFFICERS

President

No Report

Treasurer

Julie stated that she did get a CD for \$100,000.00 at Lakeland Bank. The rate was 3.78 APY. She noted that there would be no penalty should they decide to cash in at any time. She also noted that they had the ability to cash in for a higher rate.

She had some comments regarding the P&L Statement, noting that there were a few line items in “collections” that have already met the budget. She said that she was told that the direction to the parties who control those line items is that they are on a budget and they know that they have got to stay within their budget. The other item was the “interest income”, the results being \$98.00, was incorrect. She said she had spoken to **Bernice** and the explanation was that the bank did not get her the results in time and when she called the bank they gave her that number. When she finally got the report with it, the real number is \$864.00 for the month. She said that will be adjusted next month.

Secretary

No Report

REPORT OF COMMITTEES

Finance

No Report

Personnel

Peter said that on July 16th they had their first review for Goals and Objectives for **Patricia Anderson** and felt it went fine. He said that overall the direction and progress were satisfactory and acceptable and those that are not yet completed are under way and he considered them a work in progress with future completion pending. He noted that some of them were completed but the dates were not due yet and he did not see a problem.

Edward said that during the month the Personnel Committee re-instituted the Library Page Program and Alex Neal has started work at the library and he was happy to see this program back again. He stated that Alex would be working in the I.L.L.

Patricia said that Alex Neal was a 16-year-old high school student and she was working out very well. She said that she is very diligent and very conscientious. She said she was working approximately 16 hours a week and she might have to cut back some of her hours due to school starting soon.

Building and Grounds

Peter said they were still waiting to get something back from the architect with regards to the doors. He said **Patricia** had given him a memo with regards to the painting on the outside. He said he was hoping to be able to incorporate it with that

David said he had read the report on the cleaning and it appeared that the longer you wait the more damage will occur.

Peter said that it had to be scraped with walnut shells. He said that Mr. Pagano said he was not going to do it in the Fall or the Winter as it was not a good time to do it. **Peter** said that there was a quote of \$14,000.00 but he thought that might involve more than just the gussets and some of the poles as they were beginning to show some wear. He said he would be getting in touch with him to see if perhaps he could give them a better estimate. He stated that he thought that possibly when they did the front they could incorporate both jobs and have it all done at once.

David suggested springtime to which **Peter** agreed. **David** asked how the sign was coming along. **Peter** said he did not have much information in that regard but he did say that he measured the library sign and they have about 35 sq. ft. of signage on one side. He said that some of that it is taken up by the heading that reads "Montville Library" and he figured there was actually 23 sq. ft. of actual lettering, noting that the letters are 6 ½ " tall. He was not certain what the dimensions of the electronic sign for the library was but he did not think it was anywhere near that. **Patricia** said that it was considerably smaller. She stated that the High School sign was up and it was very small and she felt it looked terrible.

Peter said that he could read the present sign. He said that if the township used as many words on their sign as the library uses on theirs, that you would never be able to read it.

Julie asked if it were possible to get a larger electronic sign to which **Peter** said he believed that might be cost prohibitive.

Patron Services

Edward commented that Lincoln Park now requires everyone to have a library card if you want to use their computer. He said that he felt it would be a big help and it would improve the library's card statistics if they instituted the same program. He asked if that required a vote for next meeting to put it into effect. **David** said that they could put it on the Agenda for the next meeting. **David** inquired of **Patricia** if there was a way to have a visitor's pass for the people who might be using Montville's computers who are from out of town. **Patricia** said that they currently trying to encourage Montville people to get a card. However, visitors have the freedom to use the computer. **David** asked that **Patricia** contact Lincoln Park and inquire what their procedures are. He suggested that the Board could discuss **Patricia**'s findings at next month's meeting.

David asked **Patricia** if there has been any discussion as far as limiting inter-library loans within M.A.I.N.

Patricia said that there is not a limit, but what is being taken to the planning council for a vote is allowing libraries to have a 30 day hold for best sellers. She said they are currently looking at all of the DVDs that are going out and coming in, particularly the DVDs that were being requested by Montville patrons. She said they were doing something of an analysis to see how many they own, why are people requesting these and finding that half of them are not owned by Montville and they should, therefore cutting down on some of the inter-library loans. Some of the others requested, Montville does own, but they just happen to be very popular. She suggested, as an example, that if something is going out (approximately 149 circulations), which is three times the norm, then perhaps a second copy is needed. She said that this is one of the projects that Nick is working on currently.

Patricia said another policy that the library has added is anything under \$15.00, Montville library would purchase. She said that was a policy that Morris County does with their inter-library loans.

Peter suggested that by owning the item the library would save money if they didn't have to send it back and forth. He also noted that when large volumes of CDs are dropped at Montville and they go out to every other library, it becomes costly for Montville. **Patricia** said that just happens to be one of the things that can't be prevented. **Peter** thought that perhaps Montville might be able to come up with a limited amount that is allowable to be taken out and that large drop offs should be prohibited from dropping off at the Montville Library. **Patricia** said that is not Montville's policy but is a M.A.I.N. policy that she could not change. She noted that it is a statewide policy and is on the open borrowing book marks that the State Library prints and one of their statements to all patrons is that "you can return anything anywhere". **Peter** thought that perhaps it should be brought up to which **Patricia** said she did bring it up at the last Directors Meeting and she did not get much of a sympathetic reaction.

David suggested that perhaps a letter should be addressed to M.A.I.N. **Patricia** said she would bring it up again.

Resolutions/Motions

Resolution (a)... to accept check register for July 1 through July 31 approving checks exceeding \$750.00 in the amount of \$38,498.83 not exceeding \$750.00 in the amount of \$12,475.57.

Julie moved

Peter: 2nd

Not hearing any further discussion **David** asked for a Roll Call.

Gary Bowen – Yes

Timothy Braden – Yes

Julie Cohan – Yes

David Dalia – Yes

Edward Ernstrom – Yes

Peter King – Yes

Donald Kostka –Yes

Motion passed

Resolution (b)... Variance between check register and cash disbursements and value of checks drawn is attributed to voided check number #6026 in the amount of \$150.00, due to cancellation of the program.

Edward moved

Peter: 2nd

Edward inquired as to what program was cancelled.

Patricia said two craft programs were cancelled.

Not hearing any further discussion **David** asked for a Roll Call.

Gary Bowen – Yes

Timothy Braden – Yes

Julie Cohan – Yes

David Dalia – Yes

Edward Ernstrom – Yes

Peter King – Yes

Donald Kostka –Yes

Motion passed

Resolution (c)... to approve the hiring of Erin “Alex” Neal as a temporary page not to exceed 179 days at a rate of pay of \$9.00 an hour starting July 28, 2008.

Edward moved

Peter: 2nd

Julie asked why there was a limit of 179 days. **Edward** said they would further discuss this in Executive Session. **Julie** asked if they would discuss it then before they voted on it. **Julie** said she had a question and inquired if they could table it until it was further discussed in Executive Session.

Julie made a motion to table Resolution (c)

Peter: 2nd

Resolution (d)...to approve remainder of holidays for 2008.

October 13 th Monday	Columbus Day
November 27 th Thursday	Thanksgiving Day
November 28 th Friday	Thanksgiving Friday
December 25 th Thursday	Christmas Day

Maggie said that since Resolution (d) was tabled at the last meeting, it is really a non-issue and someone would have to make a motion to remove it from the table. She also noted that after the end of this meeting, it disappears.

Maggie further explained that an action would have to be made to take it off the table. She said if they didn't, the motion itself expires at the end of this meeting and then it would become New Business.

It was decided to allow it to become a "non-issue", and to be taken up at another time.

Patricia wanted it noted that officially the library is opened October 13th, Columbus Day as it is not an official holiday for the library.

OLD BUSINESS

Patricia showed the "coins" that the library was using to promote a summer reading program for the children and said that the program was a success.

NEW BUSINESS

Patricia said that she had a request from a Montville resident to reserve the Meeting Room. The organization that he represents is "Shri Ram Chandra Mission". **Patricia** said she did put in a call to Adam Brewer as she did not see anything in the new ordinance on anything that referred to religious organizations. She said that they do not have a written policy approved yet and it is a boarder line request. She said the person would like to reserve the room in 2009 for a workshop and it is a type of yoga meditation that does have a strong spiritual connection. She asked the Board what their thinking or feelings were in regard to this issue.

David said he did not believe their guidelines allowed for individuals to reserve a room. **Patricia** said that this individual wanted to have a program to be sponsored by the library but wanted to reserve the meeting room himself to conduct this program.

David felt that this should go to Patron Services. He thought that this was very unclear as to whether this was an organization making this request or if it was an individual. **Patricia** said she would take it to the committee for further discussion.

Timothy asked if the library was closed on September 14th, Montville Day. **Patricia** said that they were, however it was not going to be held at the library but they were having it at the community park. She noted that the middle school would be used for parking. **Patricia** questioned whether people would still be parking in the library lot. **Timothy** noted that there was a dirt path between the high school track and the soccer field that could be used for walking.

Edward said that closings were not listed in the contract therefore they do not know in advance when Montville day is going to be.

Moving on to other new business, **Donald** asked if there was a grievance filed before the start of the meeting.

David said he did not get a chance to read the notification that **Patricia** handed to him. **Patricia** said she was just notified today and they would have to go into Executive Session to discuss.

David asked for a motion to go into Executive Session

Edward moved

Julie: 2nd

All were in favor

At 8:05 p.m. Open Session closed to go into Executive Session

At 8:30 pm. Executive Session ended and went back into Open Session

David asked for a motion to approve:

Resolution (c)... to approve the hiring of Erin “Alex” Neal as a temporary page not to exceed 179 days at a rate of pay of \$9.00 an hour starting July 28, 2008.

Edward moved

Peter: 2nd

Not hearing any further discussion **David** asked for a Roll Call.

Gary Bowen – Yes

Timothy Braden – Yes

Julie Cohan – Yes

David Dalia – Yes

Edward Ernstrom – Yes

Peter King – Yes

Donald Kostka –Yes

Motion passed

David asked for a motion to approve Executive Session Minutes of July14, 2008 as amended in the Executive Session of August 11, 2008.

Peter moved

Julie: 2nd

David asked for a Roll Call

Gary Bowen – Yes

Timothy Braden – Abstain

Julie Cohan – Yes

David Dalia – Yes

Edward Ernstrom – Yes

Peter King – Yes

Donald Kostka –Yes

Motion Passed

At this time **Peter** commented on the Director’s Report with regards to Ron Rizio’s July Accomplishments. Ron Rizzo noted that they entertained and informed approximately 700 people in the Pia Costo Center in six days and stated that “the attendance is setting new records and yet we will be on

budget at the end of the year”. **Peter** said that he thought it was commendable that someone was watching the budget so closely and doing such a good job.

David asked for a motion to adjourn

Peter moved

Edward: 2nd

All were in favor

Meeting adjourned at 8:33 p.m.