

Final Approved Minutes

Montville Township Public Library
Board of Trustees Meeting
December 11, 2006, 7:30 p.m.

Summary of Actions Taken

1. Approved Minutes of November 13, 2006 meeting with corrections
2. Approved Check Register for November 1, 2006 through November 30, 2006
3. Approved Resolution to approve invoice from Kappa Construction in the amount of \$155,036.00
4. Approved Resolution to accept new hire Robin Crownover, shelves 11 hours a week at \$9.00 and hour.
5. Approved Resolution to approve the 2007 Holidays and closings schedule through the last day of June for the library.
6. Approved to award contract to Ralph Fredericks to do Statutory Audit for 2006 for \$5,500.00 with HVAC audit done at no charge.
7. Executive Session

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

Present: Gary Bowen Julie Cohan David Dalia
Ed Ernstrom Randee Fox Peter King
Susan Max Charles Schmidt
Patricia K. Anderson, Library Director
Bernice Bailine, Business Manager
Margaret Miller, Attorney for Board
Claire Trogani, Secretary

Absent: Art Daughtry, 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

MOMENT OF SILENCE

MINUTES OF MEETING

Mr. Schmidt asked for a motion to accept the Minutes of November 13, 2006.

Patricia Anderson asked for a correction on page 4 to read Anne gave a written report instead of just a report.

Mr. Schmidt asked for a motion to accept the Minutes with corrections.

Susan Max made the motion , seconded by Ed Ernstrom . All in Favor.

APPROVED , unanimously

PUBLIC COMMENTS

No Public Comments

REPORTS OF OFFICERS

President

Charles Schmidt: As President , I want to thank you all. As a board we had a lot of unity. We had a lot of hurdles that we had to cross and we succeeded in crossing them. I'm very happy with the work that we've done.

I'm up for reappointment and I've asked the board to appoint me again. Dave Dalia is up for reappointment and he's also asked for reappointment.

Next month will be the reorganization and in the past we had some discussion on how to nominate officers. Is there anyone who would like to be on the nominating committee?

Ed Ernstrom: I'd like to volunteer.

Charles Schmidt: Good, is there anyone else? Pete would you like to be on the committee and Sue, how about you?

Both Peter King and Susan Max agreed to be on the nominating committee.

Charles Schmidt: Next is the HVAC, which is 98% completed. We still have to get a punch list together. We haven't got a change order from Gus, but this board is fair and if he submits something that has to be approved and is reasonable, it will be approved.

Treasurer

No report

Secretary

No report

COMMITTEE REPORTS

Finance

David Dalia: There is no formal report, but as for budgeting, we're going to put together a budget committee, in the past it's been a separate appointment, and put together next year's budget for the next meeting. Next year it will be a committee.

Personnel

Will be done in Executive Session

Building/Grounds

Peter King: Have they tested the air conditioning?

Patty Anderson: No, it hasn't been balanced and they're working on balancing it. The controllers are coming back on Wednesday to test them.

Ed Ernstrom: Have they tested the chillers outside?

Patty Anderson: I don't know.

Peter King: Last meeting we had a proposal for the windscreen painting. I just got the final proposal for it and I was talking to the person who's going to do the work and they said they would probably start this week or next. It's going to cost under \$2,400. He's going to do all the work we mentioned last week. The final coat will be done in the spring.

There is also maintenance items that have to be done. Mr. King read the list of work that has to be done with a price not to exceed \$14,000. This work will not start until next spring.

Patty Anderson: We're planning to take the Montville Township Public Library letters down and perhaps creating a sign that's easier to maintain.

Peter King: One other thing, there was a meeting last week with the Township which I wasn't able to attend, but Ed attended it and chaired it and did a very good job. Ed has a written report on it.

Ed Ernstrom: The purpose of the meeting with the Township was to establish dialogue

to convert our Gentleman's Operating Agreement to a Writing Memoranda. The plan is, by the end of March, 2007, we will have a written memorandum between the Township Committee and the Library Board as to the complete gamut of services from both directions. The library made a formal request for consideration for the maintenance of Pio Costa Annex, since the annex is controlled by the Township. We also discussed our capital requirements. The town is willing to allow us to submit capital requirements to the town. Of more interest is the town will sponsor us for Community Block Development Grants. Patty's going to prepare an application. In January, Patty will make us cognizant of that.

Patty is going to put a list of services that we feel if the town provides them, it will be more cost effective. We haven't received any number as far as the budget goes, we haven't come to any agreement.

Charles Schmidt: When is your next meeting with them?

Patty Anderson: There's nothing scheduled. They have to get back to us.

Future Vision

David Dalia: Nothing to report. Patty's putting together a couple of capital projects for the future which we will be developing in the next couple of years

Patron Services

Susan Max: We put the survey on the back burner until the library gets back to normal and then maybe work on some short term or long term goals.

Patty Anderson gave copies of a patron's comments commending the library to the board members.

Negotiating Committee

Patty Anderson: It's sitting in Mark's hands and he hasn't heard anything as far as dates.

Library Director's Report

Patty Anderson: I continue to have to replace a few people. Carol Lenz resigned and is going to work for Lake Hiawatha. We hired Robin Crownover, who was a volunteer at the library for three years. She's a High School senior. She will work Monday and Thursday evenings and every other Saturday.

I still have not found a replacement for Chris Slicks. A couple of people turned the job down. I have one or two resumes to go back and look at again. I'm not sure I'll be able

to do it before January.

We're very thin staffed at the front desk, in fact a couple of days I was manning the front desk.

I gave you some of the highlights of some of the day trips. As far as the upgrade of the computers, it went very well. All except one computer, Joanna Baum's. The Morris County Office of Library System is going to email me the entire file and when I get it I should be able to upgrade Joanna's computer. We were here till about 7:30 the other evening finishing the upgrading. Each machine took about 20 to 25 minutes. The new program will prohibit deleting other peoples programs. Previously, you could delete other people's records by hitting the wrong key. Also there will be better key work searching and some other enhancing programs.

We're also putting new software on all the optonline computers. It's just a security program called Deep Freeze. It helps restore everything to the proper configuration when people turn off the computers.

We are renewing our anti-virus on all the computers. For \$7.72 per machine, I think it's very reasonable.

We also bought a new server this year, so we're pretty up to date.

Resolution/Motions

Mr. Schmidt offered the following resolutions:

- A. Resolution to approve check register for November 1, 2006 thru November 30, 2006 approving checks exceeding \$400 in the amount of \$324,053.72 and ratifying checks not exceeding \$400 in the amount of \$7,322.09 for a total of \$331,375.81.

Variance between check register, cash disbursements and value of checks drawn is attributed to vendor credit from Baker & Taylor check #4244 for \$23.18.

- B. Resolution to approve invoice from Kappa Construction in the amount of \$155,036.00.
- C. Resolution to accept new hire Robin Crownover, shelves 11 hours a week at \$9.00 an hour. Robin replaces Carol Lenz, who resigned effective November 30, 2006.

VOTING YES: Bowen, Cohan, Dalia, Ernstrom, Fox, King, Max, Schmidt

VOTING NO: None

- D. Resolution to approve the 2007 Holidays and closing schedule for the library.

Discussion: Change the resolution to read closing schedule thru the last day of June

for the Library

D Resolution to approve the 2007 Holidays and closings schedule thru the last day of June for the library.

VOTING YES: Bowen, Cohan, Dalia, Ernstrom, Fox, King, Max, Schmidt
VOTING NO: None.

Old Business

No Report

New Business

A. New quotes on repair Cupola

Peter King: I spoke to Gary Yates in Rockaway about this being a roofing problem. We'll ask Tim Braden for a quote. Patty will get quotes for the next meeting.

B. Quotes for Accounting Audit

This will be discussed in executive session

Charles Schmidt asked Bernice Bailine if she would come to the meetings and give a report every month. She agreed.

Charles Schmidt asked for a motion to close open session and go into executive session. Gary Bowen made the motion, seconded by Randee Fox.

The board went into executive session at 8:40 p.m

Charles Schmidt asked for a motion to go from closed session into open session and adjourn the meeting:

Susan Max made the motion, seconded by Randee Fox. All in favor

Charles Schmidt: I would like a motion to accept Ralph Fredericks to do our 2006 Audit. Peter King made the motion, seconded by Randee Fox. All in favor

Motion to Adjourn; Julie Cohan, seconded by Ed Ernstrom. All in favor

The meeting was adjourned at 9:30 p.m.

Respectfully submitted,
Claire Trogani,
Secretary