

Montville Township Public Library  
Board of Trustees Meeting  
May 8, 2006, 7:30 p.m.  
Montville Township Public Library  
90 Horseneck Rd., Montville, NJ

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Summary of Actions Taken

1. Approved Minutes of April 10, 2006
  2. Approved Minutes of April 17, 2006
  3. Approved Check Register for April 1, 2006 through April 30, 2006
  4. Executive Session
  5. Hired Part-Time Account Clerk Principal
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The meeting was called to order by President Charles Schmidt at 7:32 p.m.

Present: Charles Schmidt Julie Cohan Randee Fox (7:36)  
Ed Ernstrom David Dalia Stephen Moscone (7:53)  
Peter King Marianne Dispenziere  
Patricia K. Anderson, Library Director  
Mark Tabakin, Attorney for Board  
LaVerne Becker, Administrative Assistant

Absent: Susan Max

Guests: Art Daughtry (Mayor's Alternate), Mary Ellen Piel, Lorenza Vidris, Tom Norton, Art Rosenfield, Chris Slicks,

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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**

**ADOPTION OF MINUTES**

Ms. Cohan made a motion to approve the Minutes of the Meeting of April 10, 2006; seconded by Mr. King.

Ms. Cohan offered the following correction: Page 2 "two-tenths of a minute" should be "two-tenths of an hour."

APPROVED, unanimously

Mr. King made a motion to approve the Minutes of the Meeting of April 17, 2006; seconded by Ms. Cohan.

The date of the minutes will be corrected to read April 17th, not April 27.

APPROVED, unanimously

### **PUBLIC COMMENTS**

Mary Ellen Piel, Assistant Director, addressed the Board concerning questions she had asked at the February Board meeting: Why the Board of Trustees cut \$22,000 from part-time personnel from the budget when the 2005 budget increased the number of personnel; What were the goals and objectives of the Board of Trustees for the Library, both short-term and long-term goals; That the Board of Trustees consider fund-raising projects to increase revenue; and, What message the Board of Trustees is conveying to the Library staff about the budget cuts. The response was given to her in a letter from the Board president, Charlie Schmidt, and she read this letter to the Board. She asked for further clarification from the Board.

In response to Ms. Fox's question to be more specific about what she meant by "long and short-term goals, Ms. Piel stated, for example, that there was a lack of space in the Library, and at certain times of the day there is very little quiet study areas, and is the Board going to address this issue in the future. Mr. Schmidt said these types of questions should be discussed by the Future Vision Committee.

Ms. Piel asked for clarification of Board meeting policy and protocol, especially and who can speak to the Board after the closing of the Public Comments session. Also, she asked how is it decided who will sit at the Board table during the meeting, since, at a previous meeting, Committeeman Sandham, who was seated at the Board table, did address the Board after the close of the Public Session. Mr. Daughtry pointed out that Mr. Sandham is not a regular member of the Board. Mr. Ernstrom said he believed that Mr. Sandham was invited by the Board to make statements.

Tom Norton addressed the Board concerning the answers to the questions Lorenza Vidris and he had put forth to the Board at a previous meeting, and expressed his disappointment in the response they received. Will there be a more detailed response?

Lorenza Vidris asked why the Board does not consider fund raising activities. She volunteered to oversee the events. Ms. Cohan said the Board does not have a policy against fund raising, and would be willing to listen to and consider proposals for such events. Mr. Schmidt said the Board would encourage fund raising events, but the time spent on the events should not be part of any staff member's workday. Mr. Schmidt asked Ms. Vidris to draw outlines and/or plans for proposals for fund raising event and to submit them to Ms. Anderson, who will then discuss them with the appropriate Board members.

Ms. Anderson said the Board must be careful not to interfere with the Friends of the Library, which is the appropriate arm to run fund

raising events for the Library. Mr. Ernstrom said the Montville Library Foundation, Inc. is a separate Board, which could also consider fund raising events, although Ms. Anderson said that foundation boards normally looks at the long-range future plans of bricks and mortar and the capital expansion for libraries. Mr. Schmidt suggested that perhaps Ms. Vidris should present her ideas to the Montville Library Foundation Board.

Chris Slicks spoke to the Board concerning the News 12 story about the Library that was aired on April 11. Ms. Anderson was interviewed for this program. Mr. Slicks suggested acquiring a clean DVD copy from News 12, and making copies available for circulation. Ms. Cohan suggested setting up the DVD and playing it for patrons in the Library.

The Public Session was closed.

### **REPORTS OF OFFICERS**

#### President

Mr. Schmidt said that he, Art Daughtry, Peter King and Ed Ernstrom took Ms. Anderson out for dinner in honor of National Library Week.

Mr. Schmidt reported to the Board that the Confidential Administrative Assistant has resigned, stating demands of her other business will make it impossible for her to continue working for the Library. She has offered to train her replacement. One resume' has been received for the position. A job description, prepared by Ms. Anderson, will be distributed to the Board.

#### Treasurer

No report

#### Secretary

No report

### **COMMITTEE REPORTS**

#### Finance

No report

#### Personnel

Mr. Ernstrom said the Committee has its regular meeting scheduled for next week. At this time they will be consider the procedures that Denville Township uses for background checks on employees. Ms. Anderson said the local police department will come to the Library on Thursday to do fingerprinting of staff between 11 and 12, and then next Tuesday evening, around 6 p.m. to continue the process. This

procedure will take a few weeks to complete. Board members are encouraged to attend during one of these times.

### Building/Grounds

Mr. King asked Mr. Ernstrom to report on his meeting with Tony Barile, Township Engineer. Mr. Ernstrom said the meeting was a discussion about how to administer the HVAC contract once it is time to get the permits. The agreement reached is that Mr. Barile and Brian Laird, Construction Department, will prepare a package for the Building and Ground Committee to give to the general contractor. The general contractor will fill out his part, and then meet with Tony Barile and Brian Laird to get the permits issued as soon as the Board President gives the go-ahead.

### Future Vision

No report

### Patron Services

Ms. Cohan said the scheduled meeting had to be canceled. A new time will be scheduled.

## **LIBRARY DIRECTOR'S REPORT**

Ms. Anderson referred to her report submitted in the Board packet. Listed in the report were conferences attended by Library Personnel. Mr. Waters's report, along with handouts, was in the Board packet. Ms. Anderson, Ann Job and Erin Coffey attended the New Jersey Library Conference. She reported about the speakers from the conference meetings she had attended, and some of those attended by other staff members.

An in-service staff day is scheduled for June 7th. Dr. Nagel from Montclair University will be doing team building exercises and conflict resolution.

Ms. Anderson referred Board members to the information on open borrowing information addressed in her report.

Chux Landscaping was expected at the Library this day to turn on the sprinkler system. As of yet, this has not been done. She reported that water is still coming into the electrical room, resulting in increased rusting. Six of the public computers were replaced. The Optimum Online Cable network was upgraded and a new server was installed. The upright piano has been loaned to the Senior House. In addition to the News 12 television interview, the Library was featured on Channel 57. The Library is taking advantage of the free cable network and news channels. The first cooking class at the Senior House was held last week as part of the outreach program that Ms. Anderson did with the UNICO organization. This program is coordinated by Ms. Job, Children's Librarian, and the Library is co-sponsoring the program. The counter for the front door is on order.

**RESOLUTION**

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

Mr. King offered a resolution that the Board approve the check register for April 1, 2006 through April 30, 2006, approving checks exceeding \$400 in the amount of \$63,503.98 and ratifying checks not exceeding \$400 in the amount of \$10,140.20, for a total of \$73,644.18. There is no variance between check register, cash disbursements and value of checks drawn; seconded by Mr. Ernstrom.

VOTING YES: Cohan, Dalia, Dispenziere, Ernstrom, Fox, King, Moscone, Schmidt

VOTING NO: None

APPROVED 8:0:0

April 2006 Transfers at or Above \$400

<u>Check</u>	<u>Recipient</u>	<u>Amount</u>
3587	Statewide Sanitation Service	\$ 1,705.00
3589	Jersey Central Power & Light	3,085.59
3594	Random House, Inc.	565.90
3595	Recorded Books	463.40
3601	Ingram Library Services	574.78
3604	Montville Township	11,756.90
3607	Brownworth Engineering	6,077.00
3608	North Jersey Media Group	422.28
3611	M.A.I.N., Inc.	900.00
3612	Weiner Lesniak, LLP	593.34
3614	Verizon	781.10
3619	Montville Township	5,698.17
3622	The Star-Ledger	579.00
3623	AnnaMarie Job	431.52
3627	Daily Record	831.14
3642	Staples	1,112.25
3646	PIP Printing	405.00
3650	Retail Research, Inc.	1,920.00
3652	J&L Computer Service, LLP	13,675.00
3653	Casha & Casha	2,183.50
3661	Baker & Taylor	4,867.94
3662	NJ Natural Gas Co.	840.07
3667	Mathew Bender & Company	990.10
3669	L. Becker dba Secretarial Solutions	525.00
3670	Centralpack Service Corp.	2,520.00

**OLD BUSINESS**

Ms. Cohan asked if the president of the Friends of the Library has resigned. Mr. Schmidt said he has heard nothing. Ms. Cohan asked if the president has resigned, where are the records of the Friends. Attorney Tabakin said the Board can request the organization's filings under the 501(3)(c) status, to see if appropriate filings were made and if the organization has maintained the status of a charitable

entity. Under the Freedom of Information Act the Board can request a copy of the Friends Charter and Bylaws. Mr. Dalia said he feels the Board has presently the best Friends organization it has ever had in terms of fund raising, organization and number of people involved. The Board never has received financial statements from the Friends. There are three organizations in Montville that benefit the Library, The Literacy Foundation, The Endowment Fund and the Friends, and these organizations should be separate and apart from the Board of Trustees. Mr. Dalia said the Friends' President has not yet resigned and may be willing to continue.

Ms. Anderson said two separate complaints were made to her. One was by an individual, who wanted to donate money to the Friends, and was told that the Friends was not accepting money at this time and was told to make her check out to the Library. This offended this person, who then came to Ms. Anderson wanting to know if this was the normal procedure, stating she was concerned about why the Friends were not accepting money. The other patron was one who was concerned about the lack of cash receipts being given out at the book sale. Since this patron had worked at the book sale, she wanted to know how successful the book sale had been. That information was never given to her.

Mr. Tabakin said many educational foundations, which are organizations that are similar to the Friends organization, do not have a formalized reporting requirement. They have charters and bylaws that they live by. They do fund raising and they periodically turn money over to the boards of education.

Mr. Dalia expressed concern that this matter is taking too much attention away from other Board matters. Mr. Schmidt suggested that the Board send the president of the Friends a letter, thanking her for what she's done in the past, and ask her about any future programs or Library activities planned. Mr. Tabakin suggested that Ms. Vidris and the Friends president could be in touch to discuss fund raising plans. Ms. Fox asked if she, as a Board member, could telephone the president to introduce herself and open up communication with her. Mr. Schmidt felt a letter would be more effective. The proposed letter will be e-mailed to Board members before it is sent.

The funds for the used book sale will be kept in a locked drawer in the Library, the same procedure used for all organizations where the Library collects the money. This will prevent all the funds from being intermingled.

Mr. Dalia asked if the Library had purchased PDF Professional, a computer program that would allow the Minutes of the Board meetings to be scanned and posted on the website. This will be investigated, and discussed at the next meeting.

Mr. Schmidt distributed the List of Duties for the Confidential Administrative Assistant that was prepared by Ms. Anderson. He asked Board members to accept resumes for the position.

**EXECUTIVE SESSION**

Mr. Dalia made a motion that the Board move into Executive Closed Session to discuss the Township monthly allocation and personnel matters; seconded by Mr. King.

APPROVED, unanimously

The Executive Session was convened at 8:28 p.m.

The Regular Session was reconvened at 9:19 p.m.

**ADDITIONAL RESOLUTION**

Hired Part-Time Account Clerk Principal

Mr. Ernstrom offered a resolution that the Board approve the provisional hiring (pending Civil Service Exam results) of Jeanne Ivy as part-time Account Clerk Principal working ten (10) hours per week in the Business Office, at an hourly rate of \$10.19, effective May 15, 2006, to be ratified at the June meeting; seconded by Mr. King.

VOTING YES: Cohan, Dalia, Daughtry, Dispenziere, Ernstrom, Fox, King, Schmidt

VOTING NO: None

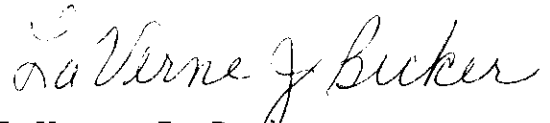
APPROVED, 8:0:0

**ADJOURNMENT**

Mr. Ernstrom made a motion to adjourn the meeting; seconded by Ms. Fox.

The meeting was adjourned at 9:21 p.m.

Respectfully submitted,



LaVerne J. Becker  
Confidential  
Administrative Assistant