

Note: These minutes have been approved by the Board of Trustees for Montville Township Public Library.

Montville Township Public Library
Board of Trustees Meeting
January 14, 2008
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

The meeting was called to order by President, David Dalia at 8:00 p.m.

Julie Cohan David Dalia Ed Ernstrom Peter King Donald Kostka
Susan Max Deborah Nielson Charles Schmidt

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

Guest: Bernice Bailine, Business Manager

Absent: Gary Bowen
Randee Fox

David Dalia stated that prior notice of the Meeting had been published in accordance with the requirements of the Open Public Meetings Act.

David asked for an adoption of the December 10, 2007 Meeting.

Charles: Moved the Minutes

Peter: Second

Julie noted page 10 – 3rd line down should read “2007” (“7” was missing).

Charles: Moved change in the minutes

Peter: Second

All were in favor.

PUBLIC COMMENTS

In attendance were Jack Friedman and Fran Friedman, 137 Ridge Drive, Montville, NJ, who at this time asked to present their petition before the Board for a Fund Raiser to benefit “Montville Pet Parents”, an all-volunteer organization that is non-profit and tax exempt. Their main goal is to eventually secure enough funds to build a new animal

shelter in town, using the proceeds from fund raising events, including book sales held at the Montville Library.

Some highlights are as follows:

- They contribute on a monthly basis to the shelter through all other fund raising efforts.
- They had two books sales at the library in 2007; some events were coordinated with the Red Barn Restaurant as well as conducting garage sales.
- They are looking to involve high school students to help with some of their projects.
- They are looking to initiate an “on-line sales program” and have been successful in locating some companies who buy new and used books.
- They are looking to place an ad in “Our Montville” to get the word out.

They indicated that a bin will be placed in each of the libraries from the neighboring towns that benefit from the services of the Montville Animal Shelter, such as Lincoln Park, Mountain Lakes and the Borough of Boonton. The main revenue generating functions hoped for this year will be through a capital campaign directed both at businesses and residents. Early indication from one of the sites where a bin has been placed has been very encouraging.

Mr. Friedman asked permission to place a bin at the Montville Library as well, and allow them to test this program. He indicated that he would comply with Patricia’s wishes as to where she felt the bin would be most unobtrusive. At this time Mr. Friedman invited the Board to ask questions.

Some of the concerns were as follows:

- Library books may be dropped in the bins in error
- Unwanted material may be dropped off, i.e., old, damaged, and mildewed books
- Would this program interfere with any programs that the library conducted, book sales, etc.
- This program may interfere with the Kiwanis book drive
- If there is a large volume of books, there would be a need for more frequent pick-ups

Mr. Friedman indicated that the books donated could be new or used. He and his wife are members of the Kiwanis Club and whatever books are left over would be donated to the Kiwanis Club. He also stated that there was not a problem in the past with people dropping off library books in the bins as they are labeled and the bins are the easiest way to go as opposed to having a lot of drop-off points. Also, he indicated frequent pick-ups did not pose a problem. He said that he and his wife were extremely committed to this

program and would comply with the wishes of the Board and asked for permission to proceed.

Charles wanted to hear Patricia's comments on the matter since it would be part of the operation of the library.

Patricia said it was a wonderful cause and felt it is a community endeavor with benefits to everyone in the community. The only concern being that it would conflict with the Kiwanis Club book drive that begins March 1, 2008 and since Montville is a drop site for the Kiwanis Club, having two drives going on at the same time might be somewhat confusing for the public.

David recommended that this item go to the Patron Services Committee.

Charles made the suggestion that the Board give approval up to March 1st so that there would not be a conflict with the Kiwanis Club to which **David** suggested they hold off since it was not on the Agenda as a resolution item anyway and it is not an emergent item. He informed Mr. Friedman that the Board would do their best in getting back to him in a timely manner.

REPORTS OF OFFICERS

PRESIDENT

David reported that he will be making appointments to the working committees and asked that everybody serve in their present capacity and make the formal appointments at the February meeting.

TREASURER

No Report

SECRETARY

Charles had no report but wanted to go on record thanking the entire committee for their support and efforts during his term as President and was looking forward to serving as Secretary.

FINANCE

David said he didn't see a need for a Finance Committee in addition to a Treasurer and would most likely not appoint a Finance Committee.

PERSONNEL COMMITTEE

Ed said we had one meeting during the month and we will discuss that in Executive Session.

BUILDINGS AND GROUNDS

Pete had nothing to report currently other than he would be meeting with the architect some time during this month or in February to review the layouts of the automatic doors.

FUTURE VISION

David said there wasn't a Future Vision Committee and believed it to actually be a part of Patron Services so going forward there will not be a Future Vision Committee.

PATRON SERVICES

No report.

NEGOTIATING COMMITTEE

No Report

LIBRARY DIRECTOR'S REPORT

Patricia noted it was a relatively quite month. Circulation for 2007 vs. 2005 (since I thought 2006 was an abnormal year with the construction project) and circulation over a two-year period was up 6.4% for a modest 3.2% over two years. The library was open approximately the same number of hours so it was a pretty good comparison which she considered reasonably good considering nationwide statistics are pretty much flat to down.

She noted some of the reasons for an increase across the nation was the "Demand Management System", which is the software that Morris County purchased a few years ago called SIRSI Unicorn that allowed people to place their own holds and also do the own renews remotely, increasing interlibrary loans 400% throughout the county. Montville being a net lender loaned 10,000 more items than we took in.

She expressed a need for a customer service workshop because there were a lot of people who work at the front desk and felt it would be beneficial from refresher training, i.e. basic customer service tips.

The system would be going down for six days – 3 days at the end of January and 3 in February. Morris County is outsourcing the technical side of things. They are transferring the ownership of the server and all of the data back to Alabama, which is where SIRSI is based (which is one of the reason Montville did not choose SIRSI since it is located in Alabama and the technical staff would have to do their training there, therefore not many people are trained on the API Software. Morris County is making

those decisions. I have no impact on that at all. There is a group of people called The Planning Council. They are voting members and they agreed to do this and this is part of what's happening at the end of the month. The library will be trying to come up with some kind of attractive signage. There will not be a limit to the amount of books people can take out, because the only thing we can do is check books out when we are in the offline mode. We can't even discharge books because the little receipt printers don't print in the offline mode and there will be holds on books.

She mentioned professional development training that's required by the State Library, which Montville meets those requirements. It is difficult finding appropriate training for the paraprofessional staff always keeps an eye opened and tries to give them some opportunity if something arises that's at least not too far away in Morris County.

The Trustee Manual is now available and is a wonderful resource and covers a lot of information.

Regarding Building and Grounds – a lot of electrical work has been done in the past couple weeks. The parking lot lights are back on, thanks to Dean Quiluci. There have been some temporary repairs to the missing Belgian Blocks by the Public Works Department. Permanent repairs will be made once Spring arrives.

Program-wise the library has been averaging 25-35 people per program with the Piano Concert having 35 in attendance.

The Blues Group attracted 25, which is kind of light – no explanation why. Some revenue statistics are shown in her report so you can see what kind of revenue is being generated by some of the classes. We are starting some new programs such as Mother Daughter Book Club at the end of the month.

Ron Rizio is working on a Teen Advisory Group. He has a meeting coming up Friday, January 25, 2008.

We did receive some nice donations this month. Five hundred dollars came from Dennis and Sandy Gonski. A correction was made. Patricia said they wanted it to go toward Adult Programs, they would rather see the library purchase more DVDs.

We did receive another \$100 donation from DF Technologies, Inc. of Pine Brook, NJ and that was for an old set of encyclopedias. We did receive a new set of encyclopedias from the Library Endorsement Fund, Inc. they just came in and they are being processed.

Charles asked if we are obligated to use the donations where the donator requests.

Patricia said it's a restricted donation when they say they want it to go to a specific part of the collection. It would be poor form not to give them the impression that we are certainly spending it on what they would like us to spend it on.

Charles thought that this might tie our hands as to where and how we spend the donations.

Patricia suggested a Gift and Donation policy and she would bring it to the Patron Services Committee. She thought it would be a good idea to have a policy and it should state that if we accept something we are not obligated to put it in the collections. Example being, just like when we get donated books, we do tell the people “ if we already own the book we may put it in the Friends’ Books Sale”.

Susan asked Patricia when you work on finding somebody to provide the customer service training, will you also have them focus part of it on interacting with teenagers?

Patricia: “Yes”

Susan stated that there was issues at the library being the teenagers do not feel they are treated warmly.

Patricia noted that a very big topic in libraries today is working with multi-age grouping – having such a wide range of ages of people.

Susan commented that the Friends’ Book Sale was something that she had in the back of her mind, when the people who were representing the animal shelter were making their request of having a book drive.

Patricia thought there was a need to have a meeting to discuss it more freely.

Don asked if the programs regarding the revenue that comes in on the Computer Class, ‘is that the gross revenue – the net revenue? What are the costs?’

Bernice - “It would be the gross”

Julie – “The program cost would be in one of the line items on the P&L. It’s lumped together.”

Patricia stated their goal was to break even. The library is not trying to make money on the program, but we also trying not to incur significant expense either. Yoga is a free class but some of the other classes we are now charging \$8.00. Tai Chi is \$6.00 per class if they pay in advance.

Bernice commented that there was an increase over last year so that the instructors can be paid.

David inquired if there were any other questions regarding the Director’s Report.

Julie inquired about the Circulation Supervisors Update distributed by Patricia.

Patricia informed the Board that this was just for information sake since the position has been opened a long time. Someone was hired last summer, but it didn't work out. They have been looking for someone to manage the Circulation Department for approximately one and a half years. She did interview someone at the American Library Conference as well as three other people within the last month but felt none of them were going to work out either. It seems they either don't have a degree or the experience.

Julie inquired if the N.J. Department of Personnel was going to find the right person for the job since we were not having any success.

Patricia stated that you couldn't hire someone knowing full well that they are not going to be able to keep the job. They would get a notice from Civil Service saying they are not qualified because they don't possess the correct qualifications. It would be unethical to hire someone without the qualifications.

Ed suggested the job title be changed to one that doesn't require a degree.

Patricia said we tried that in the past and it didn't work. We had a paraprofessional job title and the person didn't have the ability to manage the department.

David recommended the Personnel Committee look into this again as far as reclassifying the job, and the degree of requirements necessary. Rather than take it up as part of the Director's Report and then report on it.

David asked if there were any other questions regarding the Director's Report?

David: Lets move on to the Resolutions.

Resolution (a) – to accept check register for December 1, 2007 through December 31, 2007, approving checks exceeding \$400 in the amount of \$212,937.13 not exceeding \$400.00 in the amount of \$12,341.73.

Charles: Moved

Julie: Second

David: Discussion?

Don: “When we deal with checks, are bank reconciliation's done?”

Bernice: “Yes”.

Don: “Who reviews them? And how often are they done?”

Bernice: “They are not reviewed really. I try to get them done every month.”

Don: “Try? But are they done?”

Bernice: “Yes - they are done.”

Don: “Are they done monthly?”

Bernice: “Not monthly.”

Don: “I see a weakness in your ...”

David: “Is there any discussion regarding “(a)”?”

Julie: “There is an audit and it’s reconciled monthly.”

Don: “My question is are they done monthly and are they reviewed? The auditors come in once a year and a lot of things can happen. It’s not the auditor’s job to detect fraud and that’s one of the things that can happen. I don’t mean with any specific people, but that’s my line of business and you would be surprised how many times I see it.”

Ed: “A couple years ago we did suggest getting our CPA to do a quarterly review.”

Don: “You don’t need to go that far if you have a system in place where it’s done and then it’s signed off by someone else and then you make sure that whoever reconciles doesn’t write the checks or post them.”

David: “I did say earlier that we do not have a Finance Committee but it sounds like we should have one.”

Don: “I don’t know that you need one.”

David: “But it looks like you have some good input there, so for the sake of moving on, I’d like to just say that we will have a Finance Committee and if you would like to be on it, you are welcomed and you would be free to make recommendations to the Board.”

Julie: “I think he has the expertise and I think we should utilize it.”

David: “Any other discussion regarding (a)”?”

David: Roll Call

David Dalia: Yes

Charles Schmidt - Yes

Julie Cohan - Yes

Ed Ernstron - Yes

Peter King - Yes

Deborah Nielson - Yes

Don Kostka - Abstain
Susan Max - Yes

David: Resolution (b) “Variance between check register, cash disbursements and value of checks drawn is attributed to voided check numbers 4282, 4344, 4348, 4362, 4363m 4397, 4403, 4343”

Charles: Moved
Susan: Second

David: “Discussion?”

Don: “Is there a bank reconciliation that supports this?”

Bernice: “The bank’s reconciliation just came in and I have them right here. The reason that these checks were voided was because they were written accidentally.”

Don: “Well, it says we have a variance between our check register, so therefore we are attributing it to something that happened, but we haven’t done a bank reconciliation so we’re not sure. You have a motion before you to accept the information but the process is incomplete – there is a statement that says we have a difference. The difference is attributed to “X” but there is no bank reconciliation that was done so you don’t know ... was that your only difference? Is that a statement in fact – you have incomplete information.”

Charles: “So would you make a motion to table that?”

Don: “I would. I make a motion to table that.”

Ed: Second

David: “Discussion? What is the ramification of tabling that?”

Ed: “How soon do we have to correct it? You just got the records in.”

Bernice noted that she just received the records and she has them right here. She suggested that she could reconcile it tomorrow (being January 15th)

Ed. “Is that a problem to hold it over until next month.”

David: “We’ve already approved the check register so that vendors can be paid. I’m not sure what the ramifications are beyond that”

Mark: “As a public entity you prescribe against overextending budget line items. The ramifications of overextending your cash register, as disbursement would be that you’re overextending line items in your budget, which you are not allowed to do. Technically

you can cure that line item transfers and things like that. The potential is that, to overextend if you don't have your cash disbursements and your register lined up. And the variance that you're talking about, sir, I agree entirely with you as to what it is attributed to. If a check was written for \$5.00 and the cash register and then voided and there was no disbursement of that \$5.00 you would technically be up \$5.00 in our revenue or \$5.00 down in our expenditure, whichever side you look at it. The check and balance, which I'm very much sensitive to, is against overextending a line item. That is absolutely prohibited. So that's why this variance is important to know where it comes from, to the extent that the amount of money, the de minimis is of no consequences. One dollar overextended is as bad as \$100 as bad as \$1,000. If there is a variance that goes against the Board, meaning that you've extended more money than you have in that particular line item, the fix for that is to pull it to another line item to make up that shortfall."

Patricia: "I completely agree. That's the way I was used to doing budgeting before I came here. That's never been done at the Montville library. We've never done line item transfers. And I don't know why we've never done it and it was just something that was never done."

Ed: "There's a reason for that. We've received an opinion of counsel when we first incorporated the library that we were exempt from the local budget"/

Mark: "Again, I do not pass judgment on any opinion that you got that said that. I'm not familiar with it. I don't know whether you are or your not. It seems a bit of a stretch to me that there's no accountability on that respect from you guys. From libraries that are large and they spend lots and lots of money and to not have any accountability against overextending a line item, to me, from my accounting background, is such that, I think that's more troubling than somebody writing checks and reconciling an account. Collusion is collusion. That can always happen anywhere to spite the best efforts. Overextending a line item can be simply a mistake and that can be devastating to an organization."

Patricia: "Or it can be intentional – fiction or non-fiction or your reference budget. You may spend more in your reference budget than you anticipated but less in your fiction budget".

Julie: "So where's the reconciliation?"

Don: "This is much ado about nothing. The key is if I spend \$10.00 more on this line item, that's not a big deal, but if I have no control over my cash, that is a big deal, because that's how cash disappears. Or that's how checks get improperly issued, because no one is watching that. They're looking at things that really don't matter."

Susan: "So how do you rectify that?"

Don: "You make sure the bank reconciliations are done monthly."

David: “How do we get to this meeting, Mark?”

Mark: “The bottom line is if you want to table it, then table it. It’s up to you guys if you’re going to table it. There’s not enough information upon which to act on and procure a resolution. Vote as you see fit.”

David: “And then our checks don’t get mailed?”

Mark: “No – the checks have already passed.”

David: “But I thought that I heard we couldn’t do or we couldn’t pay our vendors unless we approve (b).”

Mark: “I did not hear that at all. You approved your checks – they’re going out. The question is “do your books reconcile”? Does one side of the ledger equal the other side of the ledger? And if not, is it attributed solely to these voided checks because they were written on and then voided.”

David: “I guess my question is that what does “B” do then? What action is taken by approving (b)? What if we vote to disapprove (b) – what happens?”

Mark: “What you’re doing by (b) is saying your books are a mess.”

Peter: “We don’t know.”

Mark: “You may or may not know, but based on the information that’s available right this second, it’s sufficient upon which to base it.”

David: Okay, so we are acknowledging that they may not be balanced as of now. Okay. Is there any further discussion with (b)?”

Charles: “Don’t we have a motion to table?”

Mark: “As far as I’m concerned, not having any idea as to whether you’ve overextended a line item, to me this is small potatoes.”

David: “But I think the question is – table means it’s on the table and it doesn’t ever come back. Postpone means until a certain date.”

Mark: “Tabling it, you can remove it from the table or it can be presented at the next meeting in a different format.”

David: “Right there’s no time on table – it’s just gone.”

Don: “But we want it resolved by next meeting.”

Julie suggested it be put back on the agenda for the next meeting.

Mark: “In order to put it in the proper controls, it is going to require something more than simply someone saying “ok I’ve done all this, this is really where the variance comes from, this is what it’s attributed to, and here’s the resolution”. That’s one side of the issue. That can be done relatively quickly at the next meeting.”.

Don: “Well, if we’re going to form a finance committee, the finance committee will look at it and then make recommendations.”

Don made a motion to table it.

David: “Would you like to withdraw that and change it to postpone until the next meeting?”

Don: “Yes”.

Ed: Second

David: “We now have a resolution to postpone (b) to our next meeting.”

Not hearing any further discussion David asked for a roll call.

David Dalia: Yes

Charles Schmidt: Yes

Julie Cohan: Yes

Ed Ernstrom: Yes

Peter King: Yes

Deborah Nielson: Yes

Don Kostas: Yes

Susan Max: Yes

David: Resolution (c) “to accept temporary holiday schedule for 2008”.

New Year’s Day	Observed Tuesday, January 1, 2008
Presidents’ Day	Monday, February 18, 2008
Good Friday	Observed Friday, March 21, 2008
Memorial Day	Monday, May 26, 2008

Julie wanted to discuss.

Julie: Moved

Charlie: Second

Julie noted the schedule only reflected holidays through Memorial Day.

Mark: “Just for sake of clarity you’re not dealing with the Library closings, early closings or summer hours in this resolution”

David: “We’re approving the holidays”.

Julie: “We’re only approving the first four holidays”.

Bernice: “It’s through the Union negotiations. We had the specs of their original contract of the holidays”.

David: “And we need to find out when Montville Day is”.

Ed: “It’s going to be a closing, not a holiday?”

Julie: “So we’re just holding off now because of negotiations?”

Bernice: “Right.”

Ed: “Well, we’re going to be closed on Easter – we should include that”.

Bernice: “It is.”

Ed: “It’s not in the resolution, right?”

Patricia: “As an additional Library closing, but it’s not in the resolution, you’re correct”.

Julie: “What’s the difference between a holiday and a closing?”

Patricia: “A closing is a closing, where you chose to close because we’re closed Sunday’s in the summer after a certain date.”

Julie: “But Easter, March 23rd, we’re normally not closed.”

Patricia: “But that’s not a true holiday.”

Julie wanted to know if full time employees who are scheduled to work on Sundays get paid to which Ed replied they don’t since it is a closing.

Mark felt that these were personal issues that should be discussed during the Executive Session.

David felt there was no harm in approving the holidays as presented and suggested if need be they could be changed at a later date since it’s only January.

Julie: “Can we accept any of the holidays?”

Mark: “Of course – you can amend it. You can accept these four – you want just two, you want to accept one – you want to come back in February and do more. If you want to do four of them

Patricia: “Just as a point of clarification, New Year’s Day, which was observed Tuesday, January 1, 2008 was already approved last year. We always approve New Year’s Day a year in advance because we don’t have a Board Meeting until the middle of the month. So that had to be approved already.”

David asked if there was any further discussion regarding the holiday schedule? Not hearing any, he requested a roll call.

David Dalia: Yes

Charles Schmidt: Yes

Julie Cohan: Yes

Ed Ernstrom: Yes

Peter King: Yes

Deborah: Yes

Don: Kostka: Yes

Susan Max: Yes

David called for a motion to approve Resolution (e) “to approve a 3.6% increase in Patricia K. Anderson’s annual salary of \$88,128 effective January 1, 2008”.

Charlie: Moved

Susan: Second

David: Discussion

Ed: “Is the \$88,128 the new salary or the old?”

Don: “That’s the old?”

Patricia: “Yes it is.”

Don: “How did we come up with that?”

Mark put a stop to the discussion, as it must be discussed in the Executive Session and stated that since Patricia had not been riced, there could be no further discussion.

Julie asked for clarification on the wording on this. She want to know if the increase was on top of the \$88,128.?

Patricia reminded the Board that this was discussed at the last meeting in the Executive Session and the Board came up with the recommendation.

David asked for a roll call.

David Dalia: Yes
Charles Schmidt: Yes
Julie Cohan: Yes
Ed Ernstrom: Yes
Peter King: Yes
Deborah Nielson: Yes
Don Kostka: No
Susan Max: Yes

David called for a motion to approve Resolution (e) “to approve a _____% increase in Bernice Bailine’s annual salary of \$45,000 retroactive to _____2007 cost of living increase, a merit increase and a one time lump sum payment of _____.

Mark: “Forgive me but there is no way that this resolution can be acted on, as it is indefinite in its terms.

David was in agreement.

Mark: “In order to deal with the issue that is clearly on the table for this, you need to go into Executive Session and come out with something more than this.”

Bernice informed the Board she was not riced for this meeting. She was told she was not going to be.

Patty said they did not want to rice her.

Bernice :... “and I wanted to be”.

Mark: “Then it is impossible to act on this, whether it’s Executive Session or in Public.”

David asked how we fix it.

Mark: “You fix it by recessing. You have to withdraw this motion and under New Business, if someone has something to bring forward, we could deal with it then.”

It was determined that Legal counsel withdraws resolution (e).

David called for a motion to approve Resolution (f) ‘to approve the continuation of the Webmaster contract through December 31, 2008 with a yearly sum of \$2,100.00 payable in monthly installments of \$175.00”.

Ed: Moved for discussion

Pete: Second

Ed: “Since we did not receive this contract in our Board package, I would like to do it at our February meeting so everybody had time to read the contract and if we need the service in the meantime we can always do a purchase order.”

Mark accepted responsibility for providing the contract this evening.

Patricia said she would e-mail it everybody (except Pete).

Mark suggested that resolution (f) be withdrawn administratively.

Charles had a question on Resolution (e), suggesting that the person claimed to not be riced and the Board members did not want her to be riced????

David said we are going to go into Executive Session.

OLD BUSINESS

Susan requested that Patricia give the Board an amended version of the Board Meeting dates since they were corrected.

Patricia said she would e-mail the corrected date.

NEW BUSINESS

David requested a motion to go into Executive Session

Ed informed the Board he had items to discuss regarding Personnel in Executive Session.

Pete: Motion

Charles: Second

Mark: “For purposes of being personal collective bargaining, attorney/client privilege action may be taken at the conclusion of Executive Session”.

Mark called for a brief recess at 9:00 p.m.

Back into Open Session 9:20

CS Are there any actions to take in open session

Pete: inquired if they were going to be riced.

David” the personnel committee will work on it.

Mark: “Just give me direction and I will do whatever you instruct. They will be riced for the next board meeting. They will receive a rice notice and they will make an election as to whether to compel a discussion.”

Charles noted that Patricia’s decision had been voted on, there was no need to rice her.

Mark said he would rice Bernice for the next meeting.

David: “We need to approve Executive Session for last meeting December 10, 2007”

Charles: Moved.

Pete: Second

All were in favor with the exception of Deborah Nielson, who abstained.

Adjourned at 9:25 - Executive Session copies were turned in.