

Montville Township Public Library  
Board of Trustees Meeting  
May 9, 2005, 7:30 p.m.  
Montville Township Public Library  
90 Horseneck Rd., Montville, NJ

---

Summary of Actions Taken

1. Approved Minutes of April 11, 2005
  2. Approved Check Register for April 1, 2005 to April 30, 2005
  3. Ratified Action to Renew Option for HVAC Maintenance Contract
  4. Authorized Investment to Kearny Bank Certificate of Deposit for 397 days
  5. Approved Posting of Minutes on the Website
  6. Emergent Resolution to Authorize HVAC Maintenance Contract
  7. Approved Unattended Children's Policy
  8. Adopted Breast Feeding Policy for the Library
  9. Authorized Township Committee to Draft a Fine & Lost Property Ordinance
  10. Ratified Actions from April meeting to Donate Computers for Township Auction
- 

The meeting was called to order by President Alison Porter at 7:31 p.m.

Present: Alison Porter Julie Cohan Randee Fox  
Ed Ernstrom Susan Max Dave Dalia  
Patricia K. Anderson, Library Director  
David Dixon, Attorney for Board  
LaVerne Becker, Administrative Assistant  
Absent: Charles Schmidt, Benjamin Weng, Township Representative  
(Joe Rompalo in attendance)  
Guests: MaryEllen Piel

---

Ms. Porter 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

Mr. Ernstrom made a motion to accept the Minutes of the April 11th, 2005 meeting; seconded by Ms. Cohan  
APPROVED, Unanimously  
Abstain: Ms. Porter

PUBLIC COMMENTS

No Public Comments

REPORTS OF THE OFFICERS

President

No Report

Treasurer

No Report

Secretary

No Report

#### COMMITTEE REPORTS

##### Finance

Ms. Cohan reported that four nine-month CD's were purchased at Lakeland Bank in denominations of \$100,000, \$300,000 and two \$200,000 (\$800,000) total. The CD's are for nine months for the 2.7 percent rate. No penalty will be assessed when the CD's are cashed in; therefore, the funds are available to the Library as they are needed.

##### Personnel

Ms. Max reported that the Personnel Committee had a meeting. Mr. Ernstrom was not able to attend the meeting, but he was given all the information and had a chance to offer suggestions. The Assistant Library Director, Mary Ellen Piel, wrote a memorandum to the Director, Patricia Anderson, requesting a salary increase to \$67,185 (\$34.45 an hour). A copy of the memorandum was given to the Board members.

The committee discussed many issues regarding Ms. Piel's work performance, and felt it might be cost effective to consider an increase in Ms. Piel's salary, because if she were to take a job somewhere else, and a new Assistant Director had to be hired, the salary that would have to be offered would more likely than not be as much as, or more than, what might be considered were Ms. Piel to be given a raise. The Committee discussed her job performance, and the consensus was she was doing a good job in a lot of ways. First of all, she is supervising a lot of employees. She is working diligently on improving customer service. She has been a very good organizer and a motivator, especially in the area of scheduling employees. Ms. Piel is organizing the staff training for the new computer system that Morris County will be using, and she will supervise that transition. Her schedule for her working hours is compatible with the needs of the library. She works two evenings a week and every other Saturday.

The committee is recommending offering Ms. Piel a 10 percent increase in salary (\$57,200), and then a merit increase of 4-1/2 in September (\$59,874 approximately) when she has her evaluation, with the caveat that there will be no further increase until January 2007.

It should be noted that Ms. Piel was issued a Rice letter and has chosen to have this discussion in open session, rather than in an Executive Session.

Ms. Piel said she has passed the Civil Service Test for this position, and was the only candidate on the list. The Board discussed whether she is considered a temporary employee or a permanent employee. They discussed the size of the library and whether there is a need for an assistant director in Montville. Ms. Piel said the circulation numbers for the Library reflect larger than the 21,000 patrons.

Ms. Max said the Personnel Committee discussed the fact that there are union personnel at the library who may not be working as effectively or efficiently as they might be, and having an Assistant Library Director supervising them is very good for the functioning of the library and, at present, seems to be working very well.

Ms. Piel said she has applied for a position with another library and is being considered for that position. Mr. Dalia said he feels a certain percentage of turnover in employees is healthy. Ms. Fox said she doesn't feel that a turnover after nine months of employment is healthy. Ms. Cohen said the library is being managed better than it has been over the years. Ms. Max said in the beginning she was against giving Ms. Piel the increase in salary, but after hearing and considering all the facts, she decided that it was a good idea because of the cost effectiveness (recruiting for this position was difficult). Ms. Porter said the agenda for next month will reflect a resolution for this increase.

Ms. Piel said she has been looking for other positions in case she was not one of the top three candidates on the Civil Service list and, therefore, by law could not be chosen, she would not be unemployed for a long period of time. One of these libraries has contacted her for an interview, both in telephone and in person. She would be supervising three employees and with the pension would be making \$62,000. Here in Montville she supervises two departments, comprising 19 people. She is in charge of the volunteers. She has increased productivity, although this has not been an easy process. She said she is set in moving forward but needs to know the Board is "behind" her. One of the ways to show support is the salary increase.

Ms. Fox asked if there is any part of the job she does now that was not part of the job description when she was hired. Ms. Piel said being the volunteer coordinator, making the work flow enhancements, changing the calendar, improving the cash register, improving the book drops procedure and changing the cards are some of these areas. Listening to the staff has become a big responsibility, as has hiring staff and scheduling the work hours.

Mr. Dalia asked to see Ms. Piel's original resume', starting salary and current salary by the next meeting. He asked for Ms. Anderson's analysis for this year's budget, the budgeted figure for the anticipated increase for Ms. Piel in September, and the original survey of other libraries for salaries of assistant directors. The Personnel Committee will prepare a report for the Board.

Ms. Max said it is important to remember that the Board has to do what is best for the library, and that means meeting the needs of the population that uses our library in the most effective, efficient way. Ms. Cohan said when presented with all the facts of the difficulties of managing the staff, she has to think what is best for the Library. Mr. Dalia asked Mr. Dixon to check on the length of time for the Civil Service position to become permanent. The Board can vote on hiring Ms. Piel as a permanent employee as soon Ms. Anderson receives the paperwork from Civil Service.

#### RESOLUTIONS/MOTIONS

Approved Check Register for April 1, 2005 to April 30, 2005

Ms. Max offered a resolution that the Board approve the check register for April 1, 2005 to April 30, 2005, approving checks exceeding \$400 in the amount of \$73,801.34 and ratifying checks not exceeding \$400 in the amount of \$9,703.46 for a total of \$83,504.80. Variance between check register and cash disbursements is attributed to four vendor credits and three voided checks.

VOTING YES: Cohan, Dalia, Ernstrom, Fox, Max, Porter

VOTING NO: None

APPROVED, 6:0:0

April 2005 Transfers at or Above \$400

Check	Recipient	Amount
2501	L. Becker dba Secretarial Solutions	\$ 400.00
2506	Americana Lectures	450.00
2511	R.A. Fredericks & Co.	7,500.00
2512	Gumdrop Books	1,200.15
2514	Jersey Central Power & Light	2,946.46
2515	The Library Store, Inc.	767.00
2517	Township of Montville	3,915.30
2518	Township of Montville	8,303.89
2519	Township of Montville	4,085.00
2531	Bristol ID Technologies	605.00
2534	Centralpack Service Corp.	1,680.50
2537	Ellison Educational Eqpt. I	530.25
2538	Encyclopedia Britannica, I	995.00
2543	Johnston Communications	1,680.00
2545	NJ Natural Gas Co.	899.84
2547	Dean Quilici	1,761.16
2550	Scangarella, Feeney & Dixon	531.70
2551	Staples	1,023.99
2552	Thomson West	435.57
2554	Wild Jersey	400.00
2562	Comp USA, Inc.	10,656.22
2564	Demco, Inc.	649.91
2565	Facts On File	1,676.85
2567	The Gale Group	1,540.58
2569	Gaylord Bros.	581.54
2571	J&L Computer Service	1,783.00
2573	Midwest Tape	988.55
2574	Random House, Inc.	489.60
2575	Recorded Books	886.15
2576	Vincent Sacco Computer	418.00
2577	Scholastic Library Publish	2,077.47
2581	Verizon	1,153.98
2584	Baker & Taylor	10,588.68

Authorized Investment to Kearny Bank Certificate of Deposit for 397 days

Ms. Fox offered a resolution authorizing the Treasurer to invest \$105,000 currently held in Merrill-Lynch Money Market Account into Kearny Bank Certificate of Deposit for a term of not more than 397 days at the highest rate of return. This investment is subject to the provisions of GUPDA. Signatories designated are Alison Porter, Julie Cohan and Charles Schmidt; seconded by Mr. Dalia. The resolution was amended to read "invest the balance of monies as of the last statement" rather than "\$105,000.

VOTING YES: Cohan, Dalia, Ernstrom, Fox, Max, Porter  
 VOTING NO: None  
 APPROVED, 6:0:0

Mr. Ernstrom offered a resolution that the Board approve beginning each meeting with a nondenominational prayer; seconded by Mr. Dalia. Discussion followed. Ms. Max said she felt it would be inappropriate to say a prayer because it would be difficult to find a prayer that would be appropriate to reflect all the denominations, as well as agnostics and atheists. Mr. Ernstrom said the Township Committee says a prayer before their meetings. Ms. Max said the Board of Education does not say a prayer. Ms. Fox felt she does not want to put anyone in an uncomfortable position of doing something he or she does not feel comfortable doing. Ms. Cohan said this Board is not a governing body, and saying a prayer, in her opinion, is not appropriate.

VOTING YES: Dalia, Ernstrom  
VOTING NO: Cohan, Fox, Max, Porter  
NOT APPROVED, 2:4:0

Discussion was held concerning the setting of the agenda for the Library Board meetings. Mr. Dixon said the Chairman sets the agenda. However, matters can be moved to be listed on the agenda during a meeting. The Board is not bound by Robert's Rules because this is a public body, and a public body can raise any issue it wants, as many times as it wants. Robert's Rules is a guideline. It is not a substantive determination of whether a matter can or should be discussed at a meeting. This Board is bound by the Open Public Meetings Act. Mr. Dixon said the Board, at a meeting, can agree by motion to suspend Robert's Rules. Ms. Alison said this Board works through committees, who then make recommendations for resolutions to the Chairman. Mr. Dixon said the procedure is that the Chair sets the agenda. The Board can make requests of the Chair to place items on the agenda, as anyone has the right to do, but the Chair has the authority to say no, not to have it listed on the agenda. If the Chair does not want to put it on the agenda, the Board, at a regular meeting, during New Business, can make a motion to have it listed on the agenda, and then the Chair is bound by that. Mr. Dalia asked if the Board can pass a resolution that says at the end of any meeting any Board member can request an agenda item for the next meeting, and it will appear on the next agenda. Mr. Dixon said, yes, a motion can be made changing the procedure. If that was accepted, that would be the new procedure. This would not be done as an ad hoc basis, but rather would be a permanent change in procedure.

#### Approved Posting of Minutes on the Website

Ms. Fox offered a resolution that the Board approve posting Library Board Minutes and Resolutions on the Library Website after approval of Minutes at the next meeting; seconded by Mr. Dalia.

Mr. Dalia said to do this, the Library needs to have a copy of Acrobat Professional, and the Minutes and Resolutions would have to be scanned into a computer.

VOTING YES: Cohan, Dalia, Ernstrom, Fox, Max, Porter  
VOTING NO: None  
APPROVED, 6:0:0

Ms. Porter asked Mr. Dixon about the status of the contract. He said there still is no contract.

(Ms. Porter leaves the meeting and Ms. Fox now chairs the meeting)

#### CONTINUATION OF REPORTS OF COMMITTEES

##### Buildings/Grounds

Ms. Anderson said Mr. Schmidt called her today and apologized that he hasn't had time to converse with Brownworth and hopes to have a recommendation for next meeting. The Centralpack contract expires at the end of May. Centralpack would not recommend a six-month contract, but rather go along with a one-year contract with a 30-days' notice of termination. Mr. Ernstrom said renewing the contract with Centralpack is an emergent matter because the Library cannot be without an HVAC maintenance contract. The amount of money for this contract falls below the threshold for competitive bidding. Competitive quotes for the same or similar service have been obtained over time. The Director is certifying that this is the lowest competitive quote. An emergent contract needs to be passed, for a sum not to exceed \$10,000.

#### CONTINUATION OF RESOLUTIONS/MOTIONS

##### Emergent Resolution to Authorize HVAC Maintenance Contract

Mr. Ernstrom offered a resolution authorizing that the Board approve entering into a contract with CentralPack as an emergent matter because the current contract will expire prior to the next regularly schedule meeting, and competitive quotes have been obtained, and the Library Director has certified that the quote obtained from this company is the lowest competitive quote for the same or similar service, and it falls below the bid threshold, and she is certifying that there are funds for this purpose, and the exact number will become available, the expenditure will not exceed \$10,000, for the award of the contract for HVAC Maintenance for one year, terminable on 30 days' notice, the action to be ratified at the June meeting; seconded by Ms. Max.

VOTING YES: Cohan, Dalia, Ernstrom, Fox, Max

VOTING NO: None

APPROVED: 5:0:0

#### CONTINUATION OF COMMITTEE REPORTS

##### Future Vision

No Report

##### Patron Services

Ms. Fox said the Committee has decided to put the 10-year gala on hold because there was a lack of interest on the part of the community, and finding a good date and time was becoming difficult because the summer is coming upon us.

#### LIBRARY DIRECTOR'S REPORT

Ms. Anderson said the Sersi training for transition into the new Morris County System is the main issue. All cataloging will cease in the middle of September in order to transition to the system. There is no provision in this new piece

of software on how to handle uncatalogued items. This would include the entire Chinese collection and all periodicals.

She will attend training at Morris County on REF-USA, a major data base used by many patrons. Ms. Job, Children's Librarian, will be meeting with school media librarians to promote the summer reading program.

Ms. Anderson reports that some problems have been encountered with the behavior of the younger patrons who have been coming to the library right after school is dismissed. In addition to creating problems within the library, they are loitering and smoking right outside the building. The Board will be addressing rules of contracts this evening.

The Bollard lights have been replaced. There are some problems encountered with the building in that the flashing is falling off the roof of the building. On Wednesday the Friends of the Library will host a tea from two to four. All Board members are invited. There were 116 new registration of patrons this month and the reference transactions in March show a 30 percent increase.

#### CONTINUATION OF RESOLUTIONS/MOTIONS

##### Approved Unattended Children's Policy

Mr. Dalia offered a resolution that the Board approve the Unattended Children's Policy; seconded by Ms. Cohan.

The proposed policy was distributed to the Board in the packet. The Policy will be posted in the Children's area and published in the newsletter and on the Website.

VOTING YES: Cohan, Dalia, Ernstrom, Fox, Max  
VOTING NO: None  
APPROVED, 5:0:0

##### Adopted Breast Feeding Policy for the Library

Ms. Max offered a resolution that the Board approve a Breast Feeding Policy; seconded by Mr. Dalia.

The proposed policy was distributed to the Board in the packet. Mr. Ernstrom asked if the Montville official in charge of breast feeding in public, John Wozniak, had seen the policy. Mr. Ernstrom said there is a New Jersey Law on Breast Feeding. Mr. Dixon said the Board, through this policy, is not prohibiting mothers from breast feeding at the Library. Mr. Dalia suggested that Mr. Wozniak review the policy after it has been adopted, and changes can be made if need be.

VOTING YES: Cohan, Dalia, Ernstrom, Fox, Max  
VOTING NO: None  
APPROVED, 5:0:0

##### Authorized Township Attorney to Draft a Fine & Lost Property Ordinance

Mr. Dixon offered a resolution that the Board request the Township Attorney to draft a Fine & Lost Property Ordinance; seconded by Ms. Cohan. The resolution

was amended to request that the Township Committee adopt a form of ordinance dealing with collection of fines and theft or loss of materials.

An ordinance is necessary because there are patrons who have borrowed books and materials and have never returned them. They have ignored phone calls and letters that are sent. A sample of a like ordinance will be given to the attorney.

VOTING YES: Cohan, Dalia, Ernstrom, Fox, Max

VOTING NO: None

APPROVED, 5:0:0

Ratified Action from April meeting to Donate Computers for Township Auction

Mr. Ernstrom offered a resolution to ratify action taken at the April meeting that the Board provide eight to ten used Dell computers (Pentium III's, Win 98 software, mixed memory capacity) to Montville Township for public auction in accordance with bidding laws in New Jersey; seconded by Mr. Dalia

VOTING YES: Cohan, Dalia, Ernstrom, Fox, Max

VOTING NO: None

APPROVED, 5:0:0

OLD BUSINESS

No Old Business

NEW BUSINESS

Mr. Dalia made a motion requesting that a resolution be included in the agenda for June that would say that in a meeting any Board member can require, as part of the new business section of the meeting, a resolution be added on the agenda for the next meeting; seconded by Mr. Ernstrom. Any Board member would have an opportunity to say, "I require this to be added." If this resolution is approved, discussion will be had at the next meeting as to whether to adopt that resolution and thereby allow Board members to request items to be placed on the agenda.

Ms. Cohan and Ms. Fox said they will not be at the June meeting, and, therefore, since they wanted to be part of this discussion, would not vote in favor of this motion this evening.

VOTING YES: Dalia, Ernstrom

VOTING NO: Cohan, Fox, Max

NOT APPROVED, 2:3:0

Mr. Dalia made a motion requesting that a resolution be included in the agenda for June that would require that any committee meeting be held in the evening in the spirit that Board members are all volunteers and, as such, joined the Board on the basis of our spare time. To his knowledge all Board meetings are in the evening and as such the committees should be also; seconded by Mr. Ernstrom

VOTING YES: Dalia, Ernstrom

VOTING NO: Cohan, Fox, Max

NOT APPROVED, 2:3:0



ADJOURNMENT

Mr. Ernstrom moved to adjourn the meeting; seconded by Ms. Max

The meeting was adjourned at 9:53 p.m.

Respectfully submitted,

LaVerne J. Becker  
Confidential  
Administrative Assistant