

## Final Amended Adopted Minutes

Montville Township Public Library  
Board of Trustees Meeting  
September 11, 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 July 10, 2006
  2. Approved Check Register for July 1, 2006 through July 31, 2006
  3. Approved Check Register for August 1, 2006 through August 31, 2006
  4. Executive Session
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The meeting was called to order by President Charles Schmidt at 7:40 p.m.

Present:      Charles Schmidt      Steven Bowen      Julie Cohan  
                  Ed Ernstrom      Randee Fox      Peter King  
                  Steve Moscone  
                  Patricia K. Anderson, Library Director  
                  Mark Tabakin, Attorney for Board  
                  Claire Trogani, Secretary

Absent:      David Dalia      Susan Max  
Guests:      None

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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 MOMENT OF SILENCE IN HONOR OF 9/11**

### **MINUTES OF MEETING**

Mr. Schmidt made a motion to accept the Minutes of July 10, 2006: seconded by Ms. Fox.

APPROVED, unanimously

### **PUBLIC COMMENTS**

None

### **REPORTS OF OFFICERS**

President

Mr. Schmidt stated that at the last meeting there was a discussion to form a committee to negotiate with the Union. Ms. Cohan volunteered to be on the committee. David Dalia will be asked to chair the committee.

Treasurer

Ms. Cohan reported that another CD was cashed in and there was nothing more to report.

Secretary

No Report

**COMMITTEE REPORTS**

Finance

No report

Personnel

Mr. Ernstrom reported that the personnel committee spoke with Pequannock Library and Lincoln Park Library regarding the requirements for substitutes. Pequannock has a substitute pool and it is the intention of the board to establish that in Montville. As new people are hired, it will be a condition of their employment.

Ms. Anderson explained that in the pool, if an employee is sick, there will be people in the pool available to work available hours.

Mr. Schmidt suggested that if Ms. Anderson is doing any hiring for managerial positions, that there be another board member present during the interviews, so the total responsibility is not Ms. Anderson's. Mark Tabakin was asked to look into this issue.

Buildings/Grounds

Mr. King reported that in July, there was a meeting between Ed Rosenbergen, Steve Toth, Lorenza Vidris, Patricia Anderson and himself to discuss various items that have been plaguing the library, such as in the children's area, men's restroom in the front, the front of the building, air conditioning units outside, rails that are wobbly, tree rings, Library signage, children's garden and as of now only one or two of the items have been taken care of. He thought the town was trying to be more cooperative. The parking lot and lawn is not a problem and when we get a new Township Administrator, we'll have a meeting about what has been done, what should be done and what will be done.

As far as the painting, I spoke with Dan Pagano about the peeling and he explained why the problem occurred. It was a chemical reaction from the zinc galvanization, a zinc

coating, which was applied to protect from rust. The wrong type of paint was used and it created a chemical reaction over time that formed a powder and made the paint peel and defeated the rust protection purpose. The paint has to be taken off manually and the right paint has to be applied. He will come and look at the problem and let us know what he thinks. There is also a coating engineer that will come from the paint company and make sure that is the problem.

Ms. Anderson stated that there are a number of paint problems. All the paint is peeling, including the wind screen and the metal straps and it is very unsightly. We're trying to follow the right procedures. We don't want to make the same mistake twice.

Mr. Schmidt asked Steve Moscone if we are getting close to getting a new Administer, because we'd like to sit down with someone and discuss some major issues that need ironing out as to who is responsible for what, this and that. We've been holding off since you and the township asked us to wait for the new Township Administrator. Patty has been waiting for some light bulbs to be changed and she was told that she had to send a requisition up. These are some of the issues that have to be ironed out. Is the town responsible for the changing of light bulbs or are we responsible for it? If we sit down with Tom Mazzacarro and we write up a list of responsibilities and who should be responsible for what, will that be carried through with the new Township Administrator?

Steve Moscone stated that it would.

Mr. Schmidt stated the reason that we do need a blessing from the Township Committee is because the Township Committee is looking for us to reimburse the town for certain aspects of this and we need to know who we are going to sit down and negotiate that price with.

Steve Moscone said that Tom Mazzacarro will sit down with them and then submit their requests to the Township Committee.

Mr. Schmidt requested that Ms. Anderson draw up an outline with a list of the different procedures that she would like to see the township do as maintenance to the building. Once you get that, sit down with Pete and keep me abreast of what's going on and when you feel comfortable with it, then you can sit down with Tom. If you want, I'll gladly be there and then we'll iron it out. Tom can then let the Township Committee know what he's agreed to and we can go on from there. We're going to proceed in this manner. Patty will put together the outline, speak with Pete, then we'll make a presentation to Tom Mazzacarro and if there's a problem, we'll discuss it. Any more on Building/Grounds?

Mr. King: No

Future Vision

No Report

Patron Services

No Report

Director's Report

Ms. Anderson stated that there was a number of resignations recently. In fact, there was another one that wasn't on her report, which has left the library short staffed. She is trying to keep the desk fully staffed, but it will be difficult until she has more staff.

She attended the MAIN Planning Council meeting on July 13<sup>th</sup> and August 10<sup>th</sup>. Over 28 libraries have made their new fiction and DVD's non-holdable and it's not working as well as they expected. We are a non-holdable library and the library has been buying only one copy of new bestsellers and leases three copies from Baker & Taylor. The leased copies are shadowed and are not seen by the other libraries. This seems to be helping patrons and there are many copies available on the new book shelves.

The construction is not progressing as quickly as was expected. The workers have been working steadily and have been trying to keep the noise down.

The summer reading program was a big success with over 550 children participating. We didn't have any of the larger rooms available and all these programs were on-site, yet all these children participated.

There is a running battle with the cleaning people. Since this is a township contract, I have been keeping Fran Vanderhoof up to date with the problems. There have been a few issues, such as bringing a minor with them among other things.

Resolution/Motions

Mr. Schmidt offered the following resolutions: seconded by Mr. King;

Approved Check Register for July 1, 2006 through July 31, 2006

Resolution to approve the check register for July 1, 2006 through July 31, 2006, approving checks exceeding \$400 in the amount of \$22,387.44 and ratifying checks not exceeding \$400. in the amount of \$7,643.84, for a total of \$30,031.28. Variance between check register, cash disbursements and value of checks drawn is attributed to voided check with check numbers 1971, 3737 and 3692 and vendor credits.

Resolution to approve check register for August 1, 2006 through August 31, 2006, approving checks exceeding \$400 in the amount of \$470,060.56 and ratifying checks not

exceeding \$400 in the amount of \$8,804.03 for a total of \$478,864.59. Variance between check register, cash disbursements and value of checks drawn is attributed to voided checks with check numbers 3775, 3694, 3737, 3972, 3936, 4000, 4001 and 4028 and vendor credits

Resolution to approve five additional hours per week to Jeanne Ivy, payroll clerk from July 24 through October 24, 2006.

Resolution to approve library closing August 31 and September 1, 2006 due to HVAC renovations.

Resolution to approve a six month contract for web maintenance with Tom Lattig @ \$35.00/hr. up to five hours per month, not to exceed \$1,050.00.

VOTING YES: Cohan, Fox, Ernstrom, Schmidt, King, Bowen, Moscone

VOTING NO: None

Resolution to approve payment to Kappa Construction of \$183,984.42.

Resolution to approve payment to Kappa Construction in the amount of \$257,515.95

Discussion: Mr. Ernstrom wondered if the payments are being paid too soon. It was explained that once the engineer states that the work has been done and the workmanship is in full compliance with the specifications and standards, an invoice is submitted and the Library has 30 days in which to pay it. Mr. Tabakin stated that it depended on how the contract was drafted as to when it is going to be paid.

VOTING YES: Moscone, Cohan, Fox, Ernstrom, Schmidt, King, Bowen

VOTING NO: None

## **OLD BUSINESS**

No Report

## **NEW BUSINESS**

Outdoor Marquee

Mr. King: The first time I heard about it was when Patty said the town would not come up to change the letters.

Ms. Anderson: The town doesn't have the manpower to send someone to change the letters. They don't feel it's necessary to send Fred or Al to simply change letters. It's a broken sign. You can't open it up. The hinges are broken and the Plexiglas is gone. It no

longer exists. There's no protection. When you put the letters in, the wind can move them. In the winter, it will be frozen and you won't be able to keep the letters in. Another problem is people can play with the letters. It does require the letters being changed a couple of times a week. No one is going out there with an umbrella. It would cost \$10,000 for a new sign like we have and \$22,000 for an electronic sign.

Mr. Shmidt: Maybe Mr. King and Mr. Ernstrom could look at the sign and see if there is a quick fix for a time until next year when we could look for a new budget to pay for a new sign, possibly an electronic sign.

**Holiday Party**

Ms. Anderson will look into a date and location to have the holiday party.

**EXECUTIVE SESSION**

Mr. Schmidt asked for a motion that the Board close the Regular Session of the meeting and go into executive session to discuss personnel and negotiations. Mr. King made the motion; seconded by Mr. Ernstrom.

No action will be taken upon the conclusion of the executive session.

VOTING YES: Moscone, Cohan, Ernstrom, Schmidt, King , Bowen

VOTING NO: None.

APPROVED, 6: 0: 0

The Executive Session convened at 8:40 p.m

**ADJOURNMENT**

Ms. Cohan made a motion to adjourn the meeting; seconded by Mr. Bowen

APPROVED, unanimously

The meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Claire Trogani,  
Secretary

