

Montville Township Public Library
Board of Trustees Meeting
August 8, 2005, 7:30 p.m.
Montville Township Public Library
90 Horseneck Rd., Montville, NJ

Summary of Actions Taken

1. Approved Minutes of July 11, 2005 meeting
 2. Approved Check Register for July 1, 2005 to July 31, 2005
 3. Set Maximum Mileage Reimbursement
 4. Closed Library for Training Session
 5. Recognized Ben Weng, Trustee, for Service to the Board
 6. Set Rate for Part-Time Children's Librarian
 7. Executive Session
 8. Accepted Terms of the Collective Bargaining Contract
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The meeting was called to order by President Alison Porter at 7:32 p.m.

Present: Alison Porter Julie Cohan Ed Ernstrom
 Mr. Dalia Ms. Max Charlie Schmidt
 Marie Cetrulo
 Patricia K. Anderson, Library Director
 LaVerne Becker, Administrative Assistant

Absent: Rande Fox

Guests: None

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

Ms. Max made a motion that the Minutes of the Meeting of July 11th, 2005 be approved; seconded by Mr. Dalia.

Ms. Anderson offered the following correction:

Page 3, Library Director's Report, Line 4, add "and an MBA degree," after "degree in accounting."

Mr. Dalia offered the following correction:

Page 2, Reports of Officers, President, to "by Ms. Porter" after "fill the vacancy."

APPROVED, Unanimously

PUBLIC COMMENTS

None

REPORTS OF OFFICERS

President

Ms. Porter reported on July 21st, the firm of Scangarella, Feeney and Dixon submitted a letter resigning as counsel to the Board of Trustees. The firm would continue to represent the Board and provide professional legal services and consultation where required on all pending matters until new counsel is selected and retained. Also, the firm will not appear or participate in any new matters, unless specifically retained, therefore, at its regular hourly rate.

On July 29th, the firm sent another letter stating immediate resignation as counsel. Ms. Cohan said Mr. Dixon told her (while they attended the arbitration meeting), there was too much of a conflict with boards in Lincoln Park meeting also on Monday evenings.

Ms. Porter said there was no other correspondence concerning this matter with the firm. He will be missed. Mr. Dixon has a history with the Board, since he has served as the Board's attorney since its inception 15 years ago.

A new Board attorney will need to be selected.

Treasurer

No report

Secretary

No report.

COMMITTEE REPORTS

Finance

Ms. Cohan reported that the Library is behind in Township payments, \$190,000, according to the last P&L statement. The Board's operating account has a balance of only \$78,000, and the library's operating expenses for a month are about \$100,000. The Board should be keeping about two months in liquid assets. Mayor Cetrulo will discuss the matter at the Township Committee meeting tomorrow evening.

Ms. Cohan also said the gas line item in the budget will run over for the year by about \$1,000.

Personnel

Ms. Max said the committee met on June 18th. The meeting was attended by Ms. Cohan, Mr. Ernstrom, Ms. Anderson and Ms. Max. The committee discussed the financial impact on the Library that part-time employees would have at retirement when claiming their unused sick days. Ms. Cohan explained that if six employees continued to work until 2010, the

financial liability would be about \$11,600 at 4-1/4 percent. Ms. Anderson explained that the contract language says for employees to take advantage of this benefit they must have ten years of continuous service at the library and eligible to retire into the PERS system.

Ms. Anderson has asked the Township to review the Township policy manuals that reflect on the library, since she was not here when the policies were adopted and needed clarification on several sections.

Buildings & Grounds

Mr. Schmidt reported on the life expectancy of the HVAC units if they are enclosed or not enclosed. Brownworth said the outside units would last about 15 years, inside units about 20 years. There are six units involved. Replacement cost on the outside units would be \$6500 a unit; the inside units would run \$4500. Outside units would need an anti-freeze system costing \$15,000 to get the system up and running, and would require a 55 gallon drum be kept on hand at a cost of \$550.

Mr. Schmidt said, according to other contractors he has contacted, the construction fees for building the enclosed units quoted by Brownworth seem to be on the high side. Mr. Ernstrom said the Library should ask for bid options, rather than delay the design process. Mr. Schmidt hasn't tried to negotiate with Brownworth on their fees.

Mr. Schmidt was authorized by the Board to ask for two options for bid; one for enclosed units and one for open unit with fencing. Mr. Ernstrom explained that Brownworth would be paid for producing the plans and specifications and the Board construction attorney or attorney would produce the bid package.

Mr. Ernstrom announced that the current library web site maintainer is resigning in the fall. Someone will have to replace her.

Mr. Schmidt said the committee is exploring the fire alarm system. Right now, there is no coverage because the current system does not work properly in the auditorium part of the building. He said the cost to fix the system would be approximately \$2900.

Future Vision

No report

Patron Services

No report

LIBRARY DIRECTOR'S REPORT

Ms. Anderson said the employees are being trained to operate the Morris County System software, SIRSI. Thirteen staff people have received essential training, and ten more staff attended the all-day circulation training. The next training will be for linking. The Library is doing its own in-house training. The Library will be closed on a Saturday in August for training of the weekend staff. No new books can be entered

in the system after September 5 until the new system is up and running.

She said the summer reading program ends this Thursday and has been very successful. Cablevision has taped the Library's accordion program and may tape others. The Seeing Eye program was attended by 70 people. There were more than 50,000 hits on the Website this past year (June '04 to July '05).

Ms. Porter asked for Board members to volunteer an hour or two of their time at the Library's booth for Montville Day, September 11, 2005. Mr. Dalia volunteered for eleven o'clock and Ms. Cohan for one o'clock. Mr. Schmidt said he will also try to help at the Library booth, although he is usually helping elsewhere.

Ms. Anderson said that Doris Greenberg is temporarily overseeing the Friends of the Library. Ms. Anderson said she needs someone to run the fall book sale.

RESOLUTIONS/MOTIONS

Approved Check Register for July 1, 2005 to July 31, 2005

Mr. Schmidt offered a resolution that the Board approve the Check Register for July 1, 2005 to July 31, 2005, approving checks exceeding \$400 in the amount of \$23,548.36 and ratifying checks not exceeding \$400 in the amount of \$7,824.63, for a total of \$31,372.99. Variance between check register, cash disbursements and value of checks drawn is attributed to five voided checks; seconded by Mr. Ernstrom.

VOTING YES: Cetrulo, Cohan, Dalia, Ernstrom, Max, Porter, Schmidt

VOTING NO: None

APPROVED, 7:0:0

July 2005 Transfers at or Above \$400

Check	Recipient	Amount
2804	Baker & Taylor	\$ 430.73
2809	AEC One Stop Group, Inc.	747.05
2738	Pitney Bowes Reserve Account	400.00
2747	J&L Computer Service, LLC	926.50
2753	Demco, Inc.	607.36
2754	Baker & Taylor	1,710.45
2757	L.Becker DBA Secretarial Solutions	725.00
2766	Verizon	846.25
2775	Recorded Books	541.21
2778	Statewide Sanitation Services	1,705.10
2791	Recorded Books	546.70
2797	J&L Computer Service, LLC	709.50
2798	Chux Landscaping, Inc.	1,493.40
2799	Jersey Central Power & Light	5,380.72
2800	Hickory Tree Chorus	400.00
2802	Staples	758.15

Set Maximum Mileage Reimbursement

Ms. Cohan offered a resolution to raise the mileage reimbursement rate for nonunion personnel to \$.405 per mile. This rate conforms to the recommended IRS reimbursement allowance; seconded by Mr. Ernstrom.

Mr. Dalia suggested changing the word "recommended" to "maximum." The resolution was amended to read: "to raise the mileage reimbursement rate for nonunion personnel to \$.405 per mile. This rate conforms to the maximum IRS reimbursement allowance."

VOTING YES: Cetrulo, Cohan, Dalia, Ernstrom, Max, Porter, Schmidt

VOTING NO: None

APPROVED, 7:0:0

Closed Library for Training Session

Mr. Dalia offered a resolution that the Board approve closing the Library on Saturday, August 20, 2005, for staff training; seconded by Mr. Schmidt.

VOTING YES: Cetrulo, Cohan, Dalia, Ernstrom, Max, Porter, Schmidt

VOTING NO: None

APPROVED, 7:0:0

Recognized Ben Weng, Trustee, for Service to the Board

Mr. Dalia offered a resolution that the Board recognize Benjamin Weng, who served as a member of the Board of Trustees since 2003; seconded by Ms. Max.

The date has to be corrected, since Mr. Weng had served on the Board before 2003. The resolution was amended to read: "that the Board recognize Benjamin Weng, who served as a member of the Board of Trustees."

VOTING YES: Cetrulo, Cohan, Dalia, Ernstrom, Max, Porter, Schmidt

VOTING NO: None

APPROVED, 7:0:0

Ms. Cohan offered a resolution that the Board accept the terms of the collective bargaining contract and in particular the following three items:

Sec. 4.2 -- The following language shall be reinserted into the contract: "Employees promoted to a position higher classification will receive a four (4%) percent increase or the minimum of the new classification, whichever is higher. Employees who receive a multi-level promotion shall receive a four (4%) percent raise for each of the minimum of the new classification, whichever is higher."

Sec. 4.10 -- No change (this section relates to the hourly wage of all current senior library assistants, which is \$11.25 per hour)

Sec. 7.4 -- Retirement/Unused sick days: The word "full-time" shall be struck from the first sentence and the remaining language per the Memorandum of Agreement shall remain intact; seconded by Mr. Schmidt.

The Board, needing additional information, will vote on this matter after closed session.

Set Rate for Part-Time Children's Librarian

Mr. Schmidt offered a resolution permitting the Director the ability to hire a part-time children's librarian at \$19 per hour effective September 6, 2005; seconded by Ms. Cohan.

Ms. Anderson explained that the Children's Librarian will work two evenings a week and every other Saturday, a total of 11 hours every other week and 23 hours a month, approximately.

VOTING YES: Cetrulo, Cohan, Dalia, Ernstrom, Max, Porter, Schmidt

VOTING NO: None

APPROVED, 7:0:0

OLD BUSINESS

None

NEW BUSINESS

None.

EXECUTIVE SESSION

Mr. Schmidt made a motion that the Board adjourn to an executive session; seconded by Ms. Max.

APPROVED, Unanimously

The Executive Session convened at 8:49 p.m.

The Regular Session reconvened at 9:27 p.m.

ADDITIONAL RESOLUTION

Accepted Terms of the Collective Bargaining Contract

Ms. Cohan offered a resolution that the Board accept the terms of the collective bargaining contract and in particular the following three items:

Sec. 4.2 -- The following language shall be reinserted into the contract: "Employees promoted to a position higher classification will receive a four (4%) percent increase or the minimum of the new

classification, whichever is higher. Employees who receive a multi-level promotion shall receive a four (4%) percent raise for each of the minimum of the new classification, whichever is higher."

Sec. 4.10 -- No change (this section relates to the hourly wage of all current senior library assistants, which is \$11.25 per hour)

Sec. 7.4 -- Retirement/Unused sick days: The word "full-time" shall be struck from the first sentence and the remaining language per the Memorandum of Agreement shall remain intact; seconded by Mr. Schmidt.

VOTING YES: Cetrulo, Cohan, Dalia, Ernstrom, Max, Porter, Schmidt
VOTING NO: None
APPROVED, 7:0:0

Ms. Cohan said the union needs to be contacted now that the Board has accepted the contract, but the Board has no attorney. Mr. Ernstrom suggested retaining the Township Labor Attorney on a 90-day task order. Ms. Porter suggested contacting Mr. Dixon first to see if he would contact the union. If he won't do it, then Ms. Cohan could contact the Township Labor Attorney, Mark Tabenkin. Mayor Cetrulo suggested contacting Marty Murphy of the Johnson Murphy firm, and there would not be a fee.

ADJOURNMENT

Mr. Schmidt made a motion to adjourn the meeting; seconded by Mr. Dalia.

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

Respectfully submitted,

LaVerne J. Becker
Confidential
Administrative Assistant