

Final Approved Minutes

Montville Township Public Library
Board of Trustees Meeting
February 12, 2007, 7:30 p.m.

Summary of Actions Taken

1. Approved Minutes of January 15, 2007 Annual Meeting
2. Approved Minutes of January 15, 2007 Regular Meeting with corrections
3. Approved Check Register for January 15, 2007 through January 31, 2007.
4. Approved Resolution to approve change order from KAPPA Construction in the amount of \$129,800.86.
5. Rescinded Resolution to approve Application #8 from KAPPA Construction in the amount of \$30,350.00.
6. Approved Resolution to to approve the hiring of full-time Library Assistant Howard Hull.
7. Approved Resolution to approve a Heating and Air Conditioning maintenance Contract with Central Park Service Corporation in the amount of \$6,992.00, effective for one year, February 13, 2007 through February 12, 2008.
8. Approved Amended Resolution to approve increased compensation for Vince Sacco to \$80.00 per session including administrative tasks with an option for a contract for \$85.00 per session for 2008.
9. Approved adoption of Library Budget of \$1,781,559.00 with a Township In Kind Service increase of \$5,000 and a Capital decrease of \$5,000.
10. Executive Session

The meeting was called to order by President Charles Schmidt at 7: 30 p.m.

Present: Gary Bowen Julie Cohan Art Daughtry
David Dalia Ed Ernstrom Randee Fox
Peter King James Sandham Charles Schmidt
Patricia K. Anderson, Library Director
Bernice Bailine, Business Manager
Mark Tabakin, Attorney for Board
Claire Trogani, Secretary

Absent: Susan Max

Guests: None

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

MINUTES OF MEETING

Mr. Schmidt asked for a motion to accept the Minutes of January 15 Annual Meeting.
Ed Ernstrom made the motion, seconded by Art Daughtry. All in Favor.

Mr Schmidt asked for a motion to accept the Minutes of January 15 Regular Meeting.
Patricia Anderson asked for a correction to place the resolution to offer the Library
Director an increase after the Executive Session.

Mr. Schmidt asked for a motion to accept the Minutes with corrections.
Ed Ernstrom made the motion, seconded by Art Daughtry.

PUBLIC COMMENTS

No Public Comments

REPORTS OF OFFICERS

President

Charles Schmidt: I have no report other than the HVAC, which we'll discuss later, but I
would like to appoint David Dalia to be on our Personnel Committee.

Mr. Dalia agreed to be on the committee

Ed Ernstrom, Peter King and David Dalia will make up the committee.

Treasurer

Julie Cohan: I wanted to report on where we stand on Kappa. The bid was \$1,155,000.
With the two bills which we are approving tonight which total \$160,000, up until and
including that brings the total to \$1,236,000. The budget was \$1,155,000. We overran by
7% which we can cover with our capital.

Actually right now we have \$457,000 on our balance sheet. When we finish paying our
bills which are approximately \$100,000 and Kappa which is \$155,000, we have some left
to operate with. We'll get a check for February from the Township. We're kind of tight.
We're not going to have a lot left over, but we'll have something .

Secretary

No report

COMMITTEE REPORTS

Finance

David Dalia: In the New Business, we'll talk about the budget.

Personnel

This report will be discussed in Executive Session

Building/Grounds

Peter King: Patty will do a survey starting next week. At various times of the day, what the temperature is and what the thermostat is set at. We'll see how it varies. Then we'll have some logical reasoning to go to the engineer and tell him what's going on. This is the first time we are actually going to record it. We have to check the outside temperature.

Patty Anderson: Sometimes it's comfortable and other times it feels like there's a breeze blowing.

Art Daughtry: It's dependent on the outside temperature. It depends if it's sunny or cloudy. It's probably a damper pulling in the outside air and there will be cold air coming out of the vents

Peter King: To answer a request from the Director regarding the parking lot. I spoke with Joe Mianeki, an engineer from Lincoln Park and for \$1,350, he will prepare a feasibility study on what needs to be done to eliminate the ice problem. Fortunately, he has a client in Lincoln Park with the same kind of problem. He will use the same design to intercept the underground springs.

Art Daughtry: I think we should see if we can save a few bucks and see if our Township Engineer can do this. Tony and Ed can get together and Ed can explain the problem.

Peter King: I think Joe has already talked to Tony.

Art Daughtry: Tony should be able to do that. I'll bring it up at the Township Meeting and see if Tony can look at this and save you some money.

Charles Schmidt: Patty has the authorization to sign off on this. Ed and Tony can discuss it and Art, maybe you can key in on this and if Tony doesn't want to do this, maybe Ed and Patty can go authorize it.

Mark Tabakin: I'd feel better when the time comes, if we had a formalized vote under New Business

Ed Ernstrom: The second item I spoke with Joe about was the cupola and a design for an overhang. Joe Miannecki spoke to Jim Cotillo, who is a roofing architect and was our expert advisor during the roofing case.. They will put together a drawing of what needs to be done. They'll do a sketch . That's a long range project.

Charles Schmidt: Do we have any information on the doors.

Patty Anderson: We got one quote of \$14,000. There is another for \$15,000 that is a different concept.

Charles Schmidt: Do you think we'll be able to get going on the doors

Peter King: We need another quote and then we'll compare them to see what the best one is.

Charles Schmidt: I personally would like to see the doors finished this year and the parking lot finished this year.

Future Vision

No Report

Patron

Patty Anderson: No Report, but we are in the process of putting together a survey and we're almost ready We're targeting 600 surveys.
We've made up a long list of people and organizations to send it to, and we're just about ready to send it out.

Negotiating Committee

Mark Tabakin: There's really nothing to report. I'm in the effort of trying to coordinate our first meeting. I spoke with the attorney representing Morris Council 6. I need to coordinate for the three dates in March to have our first negotiating session.
I met with the union representative on another matter that is for Executive Session, and they were not concerned about the time involved. The contract expires 12/31/06

Library Director's Report

Patty Anderson: We continue to have background problems with our new software. Bergen and Passaic Counties are having problems, too.
We hired Howard Hull and the first day went very well.
We have no Administrator for the Library System. There was an ad in the Star Ledger and we're hoping to get someone soon.
Bernice and Jeanne Ivy went to an ADP training class.

Tomorrow there is a meeting about the HVAC. A representative from Central Park Service and a Township representative will be there.

I'm waiting for Tim Braden to get back to me about the cupola.

We're having a lot of problems with the cleaning company. They're not vacuuming properly and the trash is not picked up. Tom Mazzacarro is on top of that. I think the problem is that they don't have the manpower needed for the job.

We're also concerned about so many people with keys to the building.

I got a letter off to Dick Feld about the problems we have and how chilly it is in the building and he sent a letter back saying it wasn't clear, so he sent a diagram and wants me to mark it and he'll change or adjust the registers to a different direction

Our Library Programs are doing very well. We have good attendance. Cablevision is coming to tape the Belly Dancing Class.

The Baby Group is going well. We're gearing up for Dr. Seuss. Up to 100 children will be coming. The Key Clubbers from the high school will come in to help.

Charles Schmidt: Can I have a motion to accept the Library Director's report?

Ed Ernstrom made the motion, seconded by Randee Fox. All in favor

Charles Schmidt: I understand we're waiting for the Township to get back to us about the meeting regarding what our responsibilities are and what the Township's responsibilities are.

Ed Ernstrom: We met with Frank Bastone last year. He said after the new mayor was selected, he was going to get a new sense of what was needed and he was going to bring up the issue of the direction they wanted to take.

We were looking for some consideration for the Pio Costa building. It's really controlled and managed by the town.

Jim Sandham: By State Statute, the Library Board itself doesn't have the responsibility for capital improvements. Which means it falls back to the town. The library can agree to take on capital improvements. If the town says, we can't afford to do capital improvements and you want to do them, you have to find a way to fund them yourselves. The Library Board has to make that decision to either find a way to fund it or capital improvements don't get done.

Charles Schmidt: What I'm getting at is, we need a little more dialogue. I want to get on paper is, if the town's responsible for the parking lot and we're responsible for the buildings, or is the town responsible for the building and we're responsible for the parking lot. Once we have that down, then we can budget ourselves and go for that and the town can do the same. There's different things we have to iron out. There's no swapping until we know who's responsible for what. If we end up being responsible for the parking lot, then we have to capital projects and if we can't do it with our budget. All I picture is an understanding between the library and the town, of who is responsible for what. Once we get that understanding, then we can perceive on how to finance them. Jim has already said what the State Statute is, now we're looking for some kind of gentlemen's agreement.

After a discussion session, Jim Sandham suggested a meeting between himself, Frank Bastone, Ed Ernstrom and Peter King concerning the responsibilities and capital improvement.

Patty Anderson will supply a list of capital improvement such as the parking lot, cupola, front doors & the sign, with priorities and estimated costs.

Resolution/Motions

Mr. Schmidt offered the following resolutions:

- A. Resolution to approve check register for January 15, 2007 through January 31, 2007, approving checks exceeding \$400. in the amount of \$65,154.84 and ratifying check not exceeding \$400 in the amount of \$8,353.33, for a total of \$73,508.17.
- B Variance between check register, cash disbursements and value of checks drawn is attributed to voided check numbers 4411/12/13/14/15 & 33.
- E. Resolution to approve the hiring of full-time Library Assistant Howard Hull @ \$9.00 per hour effective Monday, February 12, 2007. Howard's hours are from 9:30 am to 5:30 pm, Monday thru Friday and one Saturday per month.

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

VOTING NO: None

- C Resolution to approve change order request(s) from KAPPA Construction in the amount of \$129,800.86

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

VOTING NO: None

- D Resolution to approve application #8 from KAPPA Construction for the period up to January 31, 2007 in the amount of \$30,350.00.

After discussion during Old Business the Library Board decided to rescind Resolution D

Resolution to Rescind Resolution D

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

VOTING NO: None

- F Resolution to approve a Heating and Air Conditioning maintenance contract with

Central Park Service Corporation in the amount of \$6,992.00 payable in four installments . The contract is effective for one year, February 13, 2007 through February 12, 2008.

VOTING YES: Bowen, Cohan, Dalia, Ernstrom, Fox, King, Daughtry, Schmidt
VOTING NO: None

- G. Resolution to approve increased compensation for Vince Sacco to \$80.00 per Session including Administrative Tasks with an option for a contract for \$85.00 next year.

VOTING YES: Bowen, Cohan, Dalia, Ernstrom, Fox, King, Daughtry, Schmidt
VOTING NO: None

Old Business

Charles Schmidt: As far as the HVAC, we have a punch list. We're not totally satisfied with the balancing, but we're working on that. I would say we're 99 ½ %.

Art Daughtry: You still have a retainer?

Mark Tabakin: There is a performance bond. Geoff is not here and I have no idea if you paid them the net or the gross.

Art Daughtry: The performance bond is one thing, protection against bankruptcy ,etc. The retainage is something totally separate. The concern I have here is, if there is a \$20,000 bill eventually, you should have that, and it should be in a holding account somewhere. If you don't have retainage, you should.

Charles Schmidt: If this last payment of \$30,000 does not have a retainer in it, can we back out of Resolution D and use that as retainage?

Mark Tabakin: Certainly, you just make a resolution to rescind Resolution D. The mover has to make the motion.

Ed Ernstrom: I make a motion to rescind Resolution D, seconded by Randee Fox.

VOTING YES: Bowen, Cohan, Dalia, Ernstrom, Fox, King, Daughtry, Schmidt.
VOTING NO: None

Patty Anderson will speak to Geoffry Evans about this matter.

Charles Schmidt: Is there any other Old Business?

David Dalia: I would like to discuss the Patron Counter we purchased. The counter counts in and out. Patty gave me a report once, but it wasn't very sophisticated. I was wondering if I could look at the owner's manual?

Patty Anderson will give that to him.

New Business

Charles Schmidt: We all have this budget before us. How do we want to proceed with this? Do we want to hold it over to next month? We're already in a temporary budget.

Mark Tabakin: We should do this now.

The library board had a discussion session regarding the budget and the final decision was to agree to adopt the budget.

Charles Schmidt: Can I have a motion to approve the amended budget of \$1,781,559.00 to reflect a \$5,000.00 increase for Township In Kind Service, with a corresponding reduction of \$5,000.00 out of total Capital expenses?

Ed Ernstrom made the motion, seconded by David Dalia.

VOTING YES: Bowen, Cohan, Dalia, Ernstrom, Fox, King, Daughtry, Schmidt
VOTING NO: None

Charles Schmidt: Is there any other New Business?

Art Daughtry: You might want to take a look at the Web Posting. The web posting business prices are dropping. I'm not suggesting you change, but take a look.

Patty Anderson: I have been asked to tell you that there are tickets for the Library Foundations fundraiser at the Barn Theatre. It will be on Thursday, March 29 and the tickets are \$25.00 each.

Charles Schmidt asked for a motion to close open session and go into executive session.
Julie Cohan made the motion, seconded by Art Daughtry. All in Favor.
The board went into executive session at 9:00 pm.

Charles Schmidt asked for a motion to go from closed session into open session and adjourn the meeting:
Peter King made the motion, seconded by Art Daughtry. All in Favor.

The meeting was adjourned at 9:16 p.m.

Respectfully submitted,
Claire Trogani,
Secretary