

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

**Montville Township Public Library
Board of Trustees Meeting
December 10, 2007 – 7:30 p.m.
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045**

Summary of Actions Taken

1. December Meeting Minutes has not been approved.
2. Approved Resolutions:
 - a. Resolution to accept check register from November 1, 2007 through November 30, 2007 approving checks exceeding \$400 in the amount of \$32,194.63 or not exceeding \$400.00 in the amount of \$8,609.16. Variance between check register, cash disbursements and value of checks drawn is attributed to voided checks numbers 5333, 5276.
 - b. Resolution to increase the signing authority of the Business Manager to \$750.00. All checks are to be listed separately.
 - c. Resolution to pay the regularly scheduled part time employees scheduled to work between the hours of 10:00 a.m. thru 3:00 p.m. their earnings for December 24, 2007.
 - d. Resolution to approve the closing of the Library December 24, 2007.
 - e. Resolution to approve a one-year cleaning contract with Executive Building Services (formerly Statewide Sanitation) in the amount of \$1,780.00 a month effective January 1, 2008.
 - f. Resolution to designate a rolling 12-month period to determine employee leave entitlement under the Federal Family and Medical Leave Act. The use of the rolling 12-month period shall be effective sixty (60) days from adoption. This resolution shall be posted in a conspicuous manner to ensure all employees have notice of this designation.
 - g. Resolution to designate a rolling 24-month period to determine employee leave entitlement under the New Jersey Family Leave Act. The use of the rolling 24-month period shall be effective sixty (60) days from adoption. This resolution shall be posted in a conspicuous manner to ensure all employees have notice of this designation.
 - h. Resolution to establish the position of Honorary Past President.

David Dalia 1st
Peter King 2nd

Not hearing any further discussion, **Charles** asked for all in favor.

All were in favor.

Motion was carried and **Charles** asked that all Executive Session Minutes be turned in to **Patricia Anderson** to be kept confidential for 2 years.

PUBLIC PORTION

In attendance were 2 High School Civics' Class Students who sat in to observe how a Board Meeting was conducted. **Charles** invited them to observe and feel free to ask questions, as this would be the time for "outside" participation. Not hearing anything from the public, **Charles** closed the public portion of the meeting.

REPORTS OF THE OFFICERS

President

Charles had nothing to report other than this would be the last meeting in which he would attend as president. He stated he enjoyed his term but he would still be on the Board serving in the capacity as Secretary.

Treasurer

Julie Cohan brought the Board up to date on the matter of the CD. She got one at Lakeland Bank for \$125,000 at the rate of 4.6%. There would not be a penalty if there was a need to withdraw the money and there would also be the option of a one-time upgrade. Should the rates go up we would have the ability to convert. The balance sheet reflects that there is a CD for \$125,000.00 and there is \$350,000 in the operating account.

Secretarial Report

No

Finance

David Dalia – No report

Personnel

Ed Ernstrom – noted routine Personnel reports were conducted during the month but no substantial actions.

Buildings and Grounds

Peter King stated that **Patricia** covered all areas in her report and they are self-explanatory.

In the matter of the “water testing report” the following was noted:

- The samples were found to be of excellent quality.
- No evidence of corrosion.
- No evidence of nitrate, phosphate or glycol.
- An inhibitor is needed in the water.
- Wasak, Inc., a company that Central Pack hires, conducted tests.

Concerns:

- Water is hard; therefore coils are more susceptible to corrosion.
- Glycol can be poisonous if it gets in the drinking water.
- Does the glycol keep bacteria down?

It was noted that while there is nothing wrong with not having glycol, some sort of an inhibitor needs to be added to the system as suggested by Central Pack since there could be problems in the future. A tap was put in the line so that the chemical could be injected. Glycol is a corrosion inhibitor, not for freezing protection and only a minimal amount would be needed. The theory of the design is that if it is very cold outside, below 34 degrees, the coils that heat the makeup air that comes in from outside would be flooded with hot water so they wouldn't freeze. **Ed Ernstrom** stated that we did contact Ashland Chemical in Boonton but that have not responded to date.

Looking at the report by Wasak, Inc. the hot water loop had a reading of 8.28, to which **Ed** commented, “it is above 7.5, therefore we are still above the area in which it would be considered corrosive”.

The issue of bacteria in a closed system is not as important as an open system with a cooling tower and since our system is closed we don't have algae growth. The most important issue this year is that we need to put in some type of inhibitor.

Moving on to the issue of the doors, **Peter** noted we are still working on it and we are getting an architect to look at it.

PATRON SERVICES

Susan Max recommended forming a Youth Advisory Committee, the thought being it might be nice to see high school students interact with the Library Director as well as it being a good opportunity for the students to see what other institutions in the community are like. The age group would be grades 9 through 12.

Another program that is in the works is something Ron Rizzio is working on. He is working on purchasing some game material that would be appropriate for the teens.

Regarding the survey conducted by Patricia

- 825 people responded – 675 responded on the web.
- Over 750 were Montville residents.
- There was “open-borrowing” – people that live outside the county.
- Some were Boonton Township residents.
- 150 turned in paper surveys (which were coded to match web surveys).
- \$300-400 was saved due to the fact that a Professor at St. Elizabeth College printed out all the data for free as a community service.
- There were more positive responses than negative.

The survey validated a number of things – the major groups that we serve are the teenagers’ ages 13-18, and other large populations, 49% of the survey respondents are in the 35-59 age range. Ten percent of the respondents were seniors over 60 and almost 10% were under the age of 12. The number one reason they come to the library (over 35% of the respondents) said recreational reading. That matches the results of a survey **Patricia** did over ten years ago. The number 2 reason they use the library is for homework/school assignments and the third reason they use it is for technology and reference material. Pre-school and story time programs were further down the list. There were quite a bit of “open-ended” responses to the survey, which is very informative. Another question was “do you have a general comment about the library”? Over 280 people had a general comment. Comments are still being sorted into categories. Many of them were focused on services. Many said they loved the programs. Many said the front desk staff could be friendlier. Copy of data will be provided at a later date

TV Monitors

Charles noted that he often finds teenagers “socializing” in the library and inquired as to the cost of installing a small closed circuit TV system to enable monitoring from **Patricia** or **Bernice’s** offices. While the visibility of the cameras would instill a feeling of accountability in the patrons, it would also enable the library to keep an eye on certain situations. The hook up would be relatively easy, and the cost possibly \$300 per location.

Four cameras would be most beneficial due to the angles of the room. **Art** had some cameras he could donate and suggested **Patricia** call S&S Alarm Company.

NOMINATING

Ed Ernstrom informed the Board that there is a Nominating Committee, which consisted of himself, **Julie** and **Pete**. They met and the following were nominated for the year 2008:

David Dalia – President	Julie Cohan - Treasurer
Peter King – Vice President	Randee Fox – Assistant Treasurer
Charles Schmidt – Secretary	

As in past practice, the President will serve as Chairman during meetings and the Vice President will serve as Vice-Chairman.

Another item to be brought up on the Agenda was to establish an honorary position to recognize the work of **Charles Schmidt** during his position as president. It will be an emeritus position for the outstanding contributions to the honorary position of past president.

Library Director's Report

The following items were noted in the Library Director's Report:

Patricia reported that during the past month Esther Choi returned from her family leave and is back working on a modified schedule.

The Bloomingdale situation is still going on as far as closing their library but it was ruled unconstitutional – they can't just close it, it must be done by referendum. They have the option of getting their service from MAIN, who has not been receptive to that idea since they are out of the county and already have a library. They are looking to contract services from Riverdale.

There was a very detailed meeting for Buildings and Grounds, the doors being the number one priority and was included in the 2008 capital projects submitted to the township. The preliminary cost estimate is \$40,000 since major work needs to be done on the entranceway.

Trees have been trimmed along Horseneck Road and on other parts of the property. Bushes and shrubs have also been removed.

Electrical conduits in the parking lots have been repaired and 99% of all lights are working. The bill has been received.

The drainage project has also been completed with the township having done all the work. They went approximately \$1,000 over their estimate. **Charles** had used his presidential authority to approve \$2,300 but it came in at \$3,000 – the library is paying for material cost and to date it appears to be a major improvement. A big snowstorm or rainstorm will be the test. The bill has been received.

There are still some smaller projects such as cracked sidewalks and installation of weather stripping on some doors. The pots in the nursery need to be removed and new blinds are needed in some areas in the library, particularly the biography room as it is used as the computer-training lab as well. Carpet quotes are currently in process and **Ed** has supplied the name of a new contact.

The Personnel Committee met to discuss self-checkout. Some drawbacks are as follows:

- Not cost effective as our security system is not compatible (i.e., Parsippany's check-out)
- Our entire security process would have to be changed.
- Very costly and time-consuming to change over.

A better alternative would be to install RFID tags on all books. The benefits are as follows:

- The bar code would not only be the security tag, but would also encapsulate all the bibliographic information about the book.
- The books could just go down a chute and automatically be checked in.
- There would be no need for staff/contact with the book
- An entire stack of books can be read when placed on the scanning surface at once.

The cost is \$.50 per book and we have 110,000 volumes, not including magazines or media. There is a questionnaire entitled "Return on Investment" that needs to be completed to give an idea of what the return on the investment would be if the change did occur.

Patricia noted that she attended the township meeting and was reminded that any assets that the library has must be disposed of through the fixed inventory assets form. Some computers have been replaced and they will be going to Town Hall and eventually they will either be given to other departments in the township or they will be sold at the annual auction. Three new computers have been purchased for the front desk and because the library purchased three, they received a free laser printer.

The ESL Computer needs to be replaced. It is for people who want to learn English as their second language. New programs have been purchased, such as Rosetta Stone, (which is the top of the line language literacy program for learning another language); hardware needs to be updated to accommodate the sophistication of the program.

Patricia will put together a grant proposal for the Literacy Foundation as well as for the Montville Education Foundation. Montville is open to many different ideas. One idea that was discussed between **Patricia** and **Charles** was to get a new marquee. The survey indicated that a sign came in as being the number one public relations vehicle.

Everything else came in equal. The Buzz was used for information as well as the Montville Messenger. The Board is welcome to submit their own suggestions. For the literacy program **Patricia** noted she "would like to acquire more Rosetta Stone programs, only having Spanish at the moment, it would be nice to have a couple other languages available for people".

Some of the recent programs were attended fairly well, such as the Gershwin Program and the Lakeland Youth Symphony with 40-50 people in attendance. The children's program

the “Reptile Man” was also a hit. Over 82 children came out to see snakes, turtles and lizards. Drop-in crafts are also available, being especially popular during school vacations. The Baby Group is in recess currently. Exercise programs are still meeting and will continue throughout the holiday period. There is a Nutcracker Exhibit in the library on loan from the mother of one of the Board members of the Foundation.

The next business roundtable is Friday, December 14th, starting at 8:30 with a continental breakfast. There are flyers in the library – it’s called “From the Battleground to the Board Room” – lessons learned from Gettysburg. There is a fair amount of people responding.

Donations received during the month were \$1,000 from the Randy and Barbara Frankel Foundation; \$1,000 from Shook’s Cedar Grove Funeral Home, and \$100 for Mrs. Swanson.

Patricia concluded her portion of the report.

Ed inquired of **Art** if there was any information on Montville and Boonton Township Joint library services and **David** asked for more background information.

Art noted he had directed administrator Frank Bastone to be sure to keep **Charles** and the Board in the loop. There have been negotiations and discussions regarding shared services with Montville Library. There are 4,000 people in Boonton that have no library through the township. They can use the county library but must pay a fee. It would be a minor impact on Montville as we already serve a number of people from Boonton Township. There is a fee of \$165.00 for the card and quite a few people have taken advantage of that but they are paying for it themselves. Frank did approach **Patricia** about it and she will get back to him. Montville would collect the money since we are servicing their base anyway and then we would establish a real rate going forward. We would get back to Frank on what we spend on a capita expenditure basis, just to give him an idea of what our costs are. Currently, Boonton can only pick up their books at the county library. It was suggested that **Patricia** and Frank speak to someone from Boonton Township for more information before going to the county. It was also noted that Boonton residents who work for Montville receive a free card.

Charles requested a consent agenda on the resolutions, noting there was an additional (j) and (k).

Ed Ernstrom 1st
Susan Max 2nd

Charles noted he brought (b) onto the agenda because Bernice is authorized to sign up to \$400.00. Many of the programs are now \$500 and it might be wise to raise it to \$750.00. “It is up for discussion and does anybody have any feelings on that?”

Ed had a comment on Item (c) regarding pay and the Christmas Eve closing. It was noted that the library will be closed for the day and the question was “will people be paid because it is a full day closing as opposed to a 3:00 o’clock closing”? Since it was decided prior that the library would have closed at 3:00, it was determined that the pay would be for only 5 hours and not 8 hours. It was recommended that resolution (c) read: Resolution to pay the regularly scheduled part time employees scheduled to work between the hours of 10:00 a.m. thru 3:00 p.m. their earnings for December 24, 2007 with the word “emergent” taken out.

Susan Max asked for an explanation on item (g).

Maggie Miller explained that (f) would pertain to the Federal Family which is the twelve weeks each year and (g) applies to the New Jersey Family Leave which is twelve weeks in every 24 month period. Usually (g) doesn’t even come into effect because most times the Federal trumps and gives you more rights than the State does.

It was recommended that “Federal” be inserted in resolution (f) to read: ...“Federal Family and Medical Leave Act.” **Charles** suggested that it be written as such in the resolutions.

Charles asked **Ed** to explain item (h) further.

Ed explained that with **Charles**’ retirement coming up, the Board would like to recognize his work with an honorary position. In the past, the Board has recognized outstanding people with an emeritus title but since **Charles** is remaining on the Board it would be more appropriate to have a past President Honorary title instead.

Not hearing any more discussion on resolutions, **Charles** asked **Julie** to amend motion to reflect changes that have been made on the resolutions.

Julie Cohan 1st

Peter King 2nd

Charles asked for a Roll Call:

Gary Bowen – Yes	Randee Fox – Yes
Julie Cohan – Yes	Peter King – Yes
David Dalia – Yes	Susan Max – Yes
Art Daughtry – Yes	Charles Schmidt – Yes
Ed Ernstrom	

OLD BUSINESS

Contract from Central Pack for Heating and Air Conditioning

The contract for heating and air conditioning has been received from Central Pack. The estimated cost is \$7,342.00, which includes four (4) installments of \$1,835.50 each. The contract expires December 31, 2007; therefore the maintenance agreement must be renewed.

It was believed to have been covered under the township, per Frank Vanderhoff, but it is not. When the bid went out, the library was included in error.

Art asked why we wouldn't bid this as a township.

Ed explained that one of the reasons was that the services that we need from Central Pack was not available under the contract.

Since after December 31, 2007 the contract will have expired, it was suggested that the Library take out a contract on a 60-day basis as it can always be extended.

Currently the cost of this contract is basic repair and maintenance, which does not include overtime. It was recommended that we get off this and get into a bulk contract that gets us the best deal.

Charles asked do we have a motion for that resolution.

David Dalia 1st

Peter King 2nd.

Charles asked for a Roll Call for a resolution for the 60-day contract.

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|--------------------|-----------------------|
| Gary Bowen – Yes | Randee Fox - Yes |
| Julie Cohan – Yes | Peter King – Yes |
| David Dalia – Yes | Susan Max - Yes |
| Art Daughtry – Yes | Charles Schmidt – Yes |
| Ed Ernstrom – Yes | |

Patricia asked to clarify – does this proposal reflect new rates? Are we extending the contract we had at the old rate?

Charles: “No – it would have to be current”.

NEW BUSINESS

Charles asked for a schedule of Board meetings for the year 2008.

Bernice Bailine: January 14, February 11 and March 10.
All were in favor – none opposed.

Charles advised **Patricia** that they would be discussing her review and since she had not been riced, asked if she were willing to waive her right to stay. At this time he also explained to the students in the audience that when the Board went into Executive Session, the public must leave.

Art advised the Board that Deputy Mayor Deb Nielson, will more than likely be the Mayor next year and she was looking for the last three months meeting minutes and asked if we could get them to Trudy at town hall.

It was noted that **Elaine Wood** would e-mail the minutes to Trudy.

There was an announcement that the Holiday Party is Friday, Dec. 14th - 18 people were coming, including guests (3); 5 Board members, making it 10 employees.

It was suggested that perhaps the party should have been held at the Library but brought to the Board's attention that last year there was a luncheon at the library. It is a lot of work as the responsibility falls on the staff.

Charles asked for a motion to go out of Open Session and go into Executive Session

Peter King1st
David Dalia 2nd.

Open Session closed at 8:50 p.m.