

**MONTVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
PROPOSED AGENDA FOR MEETING
October 15, 2007**

- I. Open Public Meetings Act Statement**
(Meetings will be tape recorded; Minutes will be available to the public at the Montville Library)

- II. Pledge of Allegiance**

- III. Moment of Silence**

- IV. Adoption of Minutes**

- V. Public Comments**

- VI. Reports of Officers**
 - A. President**
 - B. Treasurer**
 - C. Secretary**

- VII. Reports of Committees**
 - A. Finance**
 - B. Personnel**
 - C. Buildings & Grounds**
 - D. Patron Services**

- VIII. Library Director's Report**

- IX. Resolutions/Motions**

- X. Old Business**

- XI. New Business**

- XII. Executive Session**

- XIII. Adjournment**

-- End --

Note: These minutes have not been formally approved by the Board and are subject to change at the next meeting.

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

Summary of Actions Taken

1. September Minutes Meeting have not been approved.
2. Approved Resolutions:
 - a. Approved Resolution to accept check register from August 8 to August 31, 2007.
 - b. Approved Resolution to approve Audit for the year 2006.
 - e. Approved Resolution to accept the resignation of Jennifer Larrinaga effective July 13, 2007.
 - f. Approved Resolution to accept resignation of Robin Crownover effective July 13, 2007.

The following have not been approved:

- c. Resolution to approve Minutes from July 9, 2007 meeting.
- d. Resolution to approved Minutes from August 13, 2007 meeting.

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

Present: Gary Bowen Ed Ernstrom Peter King Charles Schmidt
Julie Cohan Randee Fox Susan Max

Patricia K. Anderson, Library Director
Mark Tabakin, Attorney for Board
Elaine Wood, Secretary

Absent: Dave Dalia
Art Daughtry
James Sandham

Public: Carolyn Klabin – Montville, NJ
Tom Norton – Pine Brook, NJ

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

PUBLIC COMMENTS

Charles Schmidt opened the meeting to the public for comments.

At this time both Ms. Carolyn Klabin, residing at 6 Robin Court, Montville, NJ and Mr. Tom Norton (Lorenza Vidris' husband), residing in Pine Brook, NJ chose to separately and individually address the Board, protesting the firing of Ms. Lorenza Vidris. Their comments were heard and they were given appropriate time to voice their concerns. The Board advised each party, separately that their decision was final and was unable to comment beyond that.

Hearing no further Public comment, Charles Schmidt closed the Public portion of the meeting and went on to **Reports of the Officers.**

OFFICERS' REPORTS

Treasurer

Bernice Bailine, Business Manager, was unable to do the financials due to an accident she had the prior week. They will be completed and mailed out when she returns.

COMMITTEE REPORTS

Finance

No Report

Personnel

No Report

Buildings and Grounds:

Peter King: Addressed at last meeting there was concern with how large the linkage in the fence was. That was reviewed – the mesh has been placed in the fence and the problem has been taken care of.

Patron Services:

Patty Anderson updated the Board, advising them that results were received from the professor at the College of St. Elizabeth regarding the Patron Survey but has not had the time to summarize as there were quite a number of pages and a lot of open-ended responses that needed to be put into groupings. She felt that by next meeting there should be a summary of it.

Charles Schmidt stated it was his belief that everyone had received the Library Director's report and unless anyone had something to specific to add, the report would suffice as is.

Patty Anderson updated the Board on Pete's comments regarding the fence, stating that PSE&G was marking out the gas line and upon completion the fence would be installed. Patty also advised the Board that we are getting additional quotes on the doors and in the meantime we are doing temporary repairs to the doors. Also, electrical lights have been installed in the front but they are too bright and now we will be getting covers for them to tone them down.

Charles Schmidt: Resolution(s) C & D were not moved as they were sent to Board members electronically but not received as of the date of this meeting.

Peter King made a motion that A, B, E and F be moved.

Susan Max seconded the motion.

Not hearing any further discussion, **Charles Schmidt** called for a Roll Call.

In favor: Gary Bowen, Julie Cohan, Ed Ernstrom, Randee Fox, Peter King, Susan Max, Charles Schmidt, Dave Dalia

Opposed: None

Charles Schmidt: All moved.

OLD BUSINESS

Edward Ernstrom advised the Board that the new "minutes" book, entitled "Mina's Guide to Minute Taking" by Eli Mina, has arrived and found it to be informative and excellent in content. He gave his copy to Elaine Wood, the Board Secretary for review. It was his understanding that Elaine Reise was going to look over the book as well and requested that Patty get extra copies for the Board's review.

Patty Anderson informed the Board that in reviewing the past Meeting Minutes, to date, the construction project audit has not arrived. It was to be done "free of charge" by Ralph

Fredericks. There has been no success in reaching him as he does not return any of the calls made by our Business Manager, Bernice Bailine. It was decided that Pete King would give him a call himself.

Charles Schmidt informed the Board that when the town began work on the parking lot, they hit rock and inquired if they were now thinking about a new proposal as to how to proceed.

Patty Anderson, having not heard anything, agreed to contact Tony Barila, the Town Engineer, She informed the Board that the Town Administrator was going on vacation but she planned to meet with the JIF Insurance person to go over the insurance policy. She advised the Board that Ed Ernstrom planned to attend the meeting once it was set up, most likely within the next month or two.

Ed Ernstrom: Informed the group that the panels have arrived to keep sun out of our eyes.

NEW BUSINESS

Patty Anderson gave a quick review of the Summer Reading Program, stating that that Ann Job did a great job. Over 1,800 people attended the various programs throughout the summer. There were 550 children registered in the Reading Program.

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

Charles Schmidt: Moved by Peter King, seconded by Randee Fox.

Approved unanimously.

EXECUTIVE SESSION: (See Attached)

Executive Session began at 8:00 p.m.

Charles Schmidt, requested a motion to go out of Executive Session and into Open Session.

8:15 p.m. - Motion was made by Peter King and seconded by Ed Ernstrom. All were in favor.

Charles Schmidt called for Open Session at 8:15 p.m.

OPEN SESSION

There was a motion to increase a performance stipend to \$12.00 per hour by Gary Bowen when Elaine Reise serves in the capacity of Acting Director for the library.

Randee Fox made the motion and was seconded by **Peter King**.

A Roll Call vote was ordered by **Charles Schmidt** and the vote was as follows:

In favor: Gary Bowen, Julie Cohan, Ed Ernstrom, Randee Fox, Peter King, Susan Max, Charles Schmidt, Dave Dalia

Opposed: None

ADJOURNMENT

Charles Schmidt asked for and accepted a motion to adjourn the meeting. All are in favor.

The meeting was adjourned at 8:20 p.m.

Please note that the Board has requested using a different “Minutes Meeting” format from the one used formerly in the past. I respectfully submit the above in the hopes that this format is acceptable to the Board and welcome any and all input.

Respectfully submitted,

Elaine Wood

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

Present: **Gary Bowen Ed Ernstrom Peter King Charles Schmidt**
 Julie Cohan Randee Fox Susan Max

Patricia K. Anderson, Library Director
Mark Tabakin, Attorney for Board
Elaine Wood, Secretary

Absent: **Dave Dalia**
 Art Daughtry
 James Sandham

EXECUTIVE SESSION:

Called to order at 8:00 p.m. by Charles Schmidt, President

The topics of discussion were:

Increase in salary for Elaine Reise; and

How to proceed in the matter of Mary Ellen Piel

Patty Anderson brought before the Board Members the issue regarding Elaine Reise's position of acting Active Director when Patty is out of the library due to meetings, vacations, etc.. It was requested that a \$2.00 per hour "performance stipend" be granted during the time Elaine steps in in that capacity.

The following was brought to the Board Members' attention:

- Elaine has been working in this capacity for four years without an increase.
- Elaine is very competent and dependable and handles her responsibilities with professionalism.
- This stipend has been given to her in the past.

The Board's concerns were as follows:

- Since Elaine is a Union member, will this create a legal "negotiating" issue?
- Can the Union file a grievance?

It was recommended that since this has been done in the past, and there was never an issue, it is well worth the \$2.00 per hour stipend. The benefits of an employee doing a good job far outweigh a "possible" grievance and the Board would deal with that, when and if the need arises.

The next matter that came before the Board was regarding Mary Ellen Piel, a former employee of the Montville Library. Ms. Piel has come to learn that a position has now become available and she would like to apply for it. She has been harassing Patty Anderson, to the point of contacting her at home, via telephone, intimating that she had connections and threatened to actually come to her home late in the evening.

The Board recommended to Patty that she should by all means contact her local police department, placing these events on record and if necessary, Mark Tabakin would write a formal letter to Ms. Peil, addressed to her home, advising her that she must cease and desist from having any further communication with Patty Anderson, at her home or the library.

It was also noted that Montville, being a civil service library, would have a "state-wide" posting for this position, which means anyone can apply. Ms. Piel could take the exam, along with any other possible candidates and should she qualify, she would be considered for the position.

Executive Session concluded at 8:15 p.m.