

Montville Township Public Library
Board of Trustees Meeting
February 13, 2006, 7:30 p.m.
Montville Township Public Library
90 Horseneck Rd., Montville, NJ

Summary of Actions Taken

1. Approved Minutes of December 12, 2005
 2. Approved Minutes of January 9, 2006 - Annual Meeting
 3. Approved Minutes of January 9, 2006 - Regular Meeting
 4. Approved Minutes of February 6, 2006 - Special Meeting
 5. Approved Check Register for January 1, 2006 to January 31, 2006
 6. Approved 2006 Operating Budget
 7. Approved Going Out to Bid on HVAC Project
 8. Approved Contract for Computer Training at the Library
 9. Approved Criminal Background Checks
 10. Ratified Resolution Authorizing Director to Pay Periodic Expenses
-

The meeting was called to order by President Charles Schmidt at 7:40 p.m.

Present: Charles Schmidt Julie Cohan Marianne Dispenziere
 Susan Max Ed Ernstrom Stephen Moscone
 Peter King David Dahlia
 Patricia K. Anderson, Library Director
 LaVerne Becker, Administrative Assistant

Absent: Randee Fox

Guests: Mary Ellen Piel, Lorenza Vidris, Robert Waters, Vince Sacco,
 Art Rosenfield

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

ADOPTION OF MINUTES

December 12, 2005

Ms. Cohan made a motion to accept the Minutes of the Meeting of December 12, 2005; seconded by Mr. Dalia.

The paragraph detailing part time holidays and closings is inaccurate and will be deleted. The statement stating in-kind services will be deleted, since it does not accurately reflect what is paid.

APPROVED, unanimously

Abstentions: Peter King, Mayor Moscone

January 9, 2006 - Annual Meeting

Mr. Ernstrom made a motion to accept the Minutes of the Annual Meeting of January 9, 2006; seconded by Mr. King.

APPROVED, unanimously

January 9, 2006 - Regular Meeting

Mr. King made a motion to accept the Minutes of the Regular Meeting of January 9, 2006; seconded by Mr. Ernstrom.

Ms. Anderson offered the following correction: to correct the misspelling of Ms. Cohan's name.

APPROVED, unanimously

February 6, 2006

Mr. King made a motion to accept the Minutes of the Special Meeting of February 6, 2006; seconded by Mr. Ernstrom.

Ms. Anderson offered the following correction: to correct the misspelling of Mr. Rompala's name.

APPROVED, unanimously

Mr. Schmidt said the Minutes will be completed within a two-week period and mailed to the Board members, along with information in each Board member's mailbox.

PUBLIC COMMENTS

Mary Ellen Piel, Assistant Director, addressed the Board concerning the Personnel Section of the Annual Budget for 2006. She specifically asked how the figure of \$22,000 in employees' salaries was arrived at. Mr. Dalia said that was the figure the Finance Committee came up with in trying to balance all the needs of the community, the patrons and all Library expenses. No formula was followed to arrive at that figure. Ms. Piel asked if the Board could consider a figure less than \$22,000, and Mr. Schmidt said it can be adjusted, but it would be the decision of the Board as to whether to do it or not. She stated that the it was a Board decision to increase the personnel in 2005, and the cuts this year are, in many cases, more than those adjusted increases. Mr. Dalia said that it is a necessity, at this time, to cut personnel hours. Ms. Piel suggested the Board consider increasing revenue through fund raising campaigns and charging for video rentals. Mr. Dalia explained that funds need to be contributed to the capital budget in order to save for future repairs of the building. Mr. Ernstrom said the Library receives an amount of monies from taxes, the equivalent of one-third of a mil, and that figure is based on the equalized value of property, not the assessed valuation.

Ms. Piel asked the Board about its long-term and short-term goals for the Library. She asked how the Board felt about increasing revenue versus cutting the budget. She asked what message the Board wished the staff to convey to the public and the rest of the staff about the decreases in personnel. Mr. Dalia said the Staff should address its questions through the Library Director.

Lorenza Vidris next addressed the Board and read from a prepared letter. A copy of this letter is attached to the Minutes.

There were no further comments from the public. Mr. Ernstrom made a motion to close the Public Comments section of the meeting; seconded by Mr. King.

APPROVED, unanimously

REPORTS OF OFFICERS

President

No Report

Treasurer

No Report

Secretary

No Report

COMMITTEE REPORTS

Finance

Mr. Dalia reported that the budget will be discussed and voted on later in the meeting, Resolution B.

Personnel

Mr. Ernstrom reported the committee met during the month and a resolution proposed by the committee will be addressed later on in the meeting, Resolution E.

Buildings/Grounds

Mr. King reported that testing of the pipes, as requested by the Board, was conducted by Centralpack. Mr. Ernstrom said at the present time Centralpack's report is that the pipes seem to be okay, and nothing unusual appears on the visual chemical test but they are waiting for the laboratory results. The recommendation is that the new system should have a chemical program for periodic testing and treatment, if necessary, to control sludge. Mr. Ernstrom is recommending that the maintenance contractor stay in contact with the general contractor during the construction phase at the Library.

Mr. King said the Library needs to purchase a new float control on one of the boilers, the costs amounting to \$1930 for a new float control and \$2168 for the actuator. Since the new system is counting on the boilers being in good working order, this needs to be taken care of. The funds for this item were not designated in the 2006 operating budget.

Mr. King also reported that there is a "weed tree" growing along the side of the building and hitting the overhang that needs to be cut down.

Future Vision

No report. Mr. Dalia said the committee can't really make any recommendations until the budget is approved and the HVAC renovations are completed.

Patron Services

Ms. Max said the committee plans to meet in the near future.

LIBRARY DIRECTOR'S REPORT

Ms. Anderson said the most significant meeting she attended this month was the one she had with a representative from the State Library who came to address the Library Directors of Morris County on the Pay to Play legislation. The Library is no longer exempt for certain purchases over \$17,500. Library purchases for books, audio tapes and "materials" previously were exempt from going out to bid and exempt from the Pay to Play legislation. That's changed, and now there is a form detailing four areas that need to be complied with, one of which is a Business Entity Disclosure Form calling for a vendor to certify that no more than \$300 was donated to any political legislature. A Business Certificate must be on file. The Board will have to pass a resolution at the next meeting where all the vendors will be listed on a form called a "determination of value" statement. This resolution has to state that the Library is anticipating spending over \$17,500 in a given year and the vendors must be approved. The Board must also pass a resolution for each individual vendor, stating that the Library is contracting with that vendor for an anticipated amount of money over \$17,500. This process will create an open and fair bidding process.

The State has made a changed to the per capita state aid legislation. Ms. Anderson included a summary in the Board's packet that was distributed for the meeting this evening. It is state mandated that the most current technology for interlibrary loans be used. They State is also requiring that Board members have three hours of training for the year.

The Library has started classes for the public regarding the new ibistro catalog. A member of the Montville Police Department was at the Library today to conduct a CPR and Defibrillator course. In

attendance were Ms. Anderson, Ms. Piel, Ms. Reise and Ms. Coffey. The police department donated a Defibrillator to the Library.

Ms. Anderson said that Vince Sacco, the computer trainer, plans to come to the meeting this evening to ask the Board to open his classes to non-Montville residents (priority given to Montville residents), and to consider charging for his classes. Mr. Schmidt suggested the fee for this class be \$10 for Montville residents and \$20 for non-Montville residents, effective June 1, 2006.

RESOLUTIONS/MOTIONS

Approved Check Register for January 1, 2006 to January 31, 2006

Ms. Max offered a resolution that the Board approve the check register for January 1, 2006 to January 31, 2006, approving checks exceeding \$400 in the amount of \$84,339.38 and ratifying checks not exceeding \$400 in the amount of \$9,015.58 for a total of \$93,354.96. Variance between check register, cash disbursements and value of checks drawn is attributed to one credit - invoice for \$15 (3323); seconded by Ms. Cohan.

VOTING YES: Cohan, Dalia, Dispenziere, Ernstrom, King, Max, Moscone, Schmidt

VOTING NO: None

APPROVED, 8:0:0

January 2, 2006 to January 31, 2006 at or Above \$400

<u>Check</u>	<u>Recipient</u>	<u>Amount</u>
3287	Brown & Brown Metro, Inc.	\$ 1,575.00
3289	Montville Township	10,759.51
3290	State of New Jersey	2,368.03
3297	PIP Printing	920.70
3301	Daily Record	405.51
3307	Verizon	794.42
3309	PIP Printing	920.70
3312	Random House, Inc.	666.30
3313	Recorded Books	1,603.09
3316	World Book, Inc.	1,593.00
3317	Superior Books, Inc.	1,072.17
3322	Heinemann Library	635.01
3323	Ingram Library Services	486.00
3325	Gumdrop Books	570.60
3327	Elsevier	597.52
3328	Johnston Communications	412.50
3333	Brownworth Engineering	14,880.00
3334	Boonton Electric Supply Co	466.82
3337	American Library Association	481.38
3341	NJ Natural Gas Co.	2,232.41
3343	Centralpack Service Corp.	1,469.45
3344	BWI	1,065.31
3346	Floyd Vivino	600.00
3347	Demco, Inc.	1,118.52

3348	Jersey Central Power & Light	3,052.60
3351	J&L Computer Service	607.50
3359	Montville Township	11,486.00
3362	Staples	699.28
3366	Statewide Sanitation Service	1,751.25
3374	The Gale Group	8,074.50
3375	Vincent Sacco Computer	462.00
3379	Centralpack Seservice Corp.	654.00
3384	Baker & Taylor	9,416.68

Approved 2006 Operating Budget

Mr. Ernstrom offered a resolution to approve the budget in the amount of \$1,673,258, a 12 percent increase over the 2005 annual budget; seconded by Mr. Dalia.

Mr. Ernstrom expressed concern that the personnel budget is up 80 percent over the past four years, and feels that that type of increase is really unwarranted in that no additional hours of service have been provided to the public. He stated that in his opinion this evening's proposed budget shows a movement in the right direction for the Library Board to be acting responsibly with its funds.

Ms. Anderson said that during the past three years there was a conscious effort of the Board to increase staff. When she first began her employment at the Library, there was an insufficient amount of staff at the front service desk, and there was a four-to-five month lag getting books on the shelf. At that time, the Board agreed that getting the books on the shelf was a priority and, therefore, added staff to the Technical Services Department. As a result, productivity last year was increased by 30 percent. The hourly wage for that position was increased to be competitive with other libraries. A tremendous amount of thought and work went into making these changes.

Ms. Max explained that the Board was faced this year with having to do the HVAC renovations. This is a project that has been talked about for a very long time. At the same time, she, as a user of the library, and as chairman of the Patron Services Committee, after listening to the remarks made during the Public Comments section of the meeting this evening, realizes that the Board has to be fiscally prudent and responsible and aware of the consequences that may come about to the services provided at the Library.

Mr. Dalia said he needed to clarify that the Board is not cutting the budget to pay for the HVAC project. The HVAC is paid for already because over the years the Board has made a conscious effort to put money into capital improvements, and has been able to pay for improvements in the building. Ms. Max said she and Mr. Dalia have a philosophical difference because she does not know if it is the Library's job to save money, but rather to provide services. The Board should be fiscally responsible, but she does not feel that the Board's purpose is to increase the budget. If there is a goal, then the Board should move toward that goal to save the money. Mr. Dalia said funds need to be accumulated because as the building deteriorates

over time and repairs and renovations must be paid for. Therefore, the monies need to be budgeted for capital expenses. Ms. Max said the Board cannot take away patron services and move backwards.

Mr. Ernststrom said in Montville the Library money is based on market value, not assessed value. The Library gets one-third of a mil based on the past three-year rolling average of market value as determined by the sale prices from a market survey conducted by the county and by the state. Montville has about the highest points valuation from the state per annum. He feels if we look at the figures of the population in Montville, that the Library is overstaffed at this time. These figures are available on the State Website.

Mr. Ernststrom said there are 180,000 books in the Library with a circulation of 120,000. Ms. Anderson said the circulation is 185,287. Mr. Ernststrom calculated that using these figures, on average, each book goes out once a year. Ms. Anderson said this is not a correct assessment. Patron visits are way above the state average and circulation here is the third highest circulation of any library in Morris County.

Mr. Dalia said the bottom line is if we don't have a building, we don't have a collection. By having a prudent budget in the past, the Board was able to maintain the building for the benefit of our patrons, taxpayers and employees. Ms. Max said the Board has to find a way to compromise so that the library does not change from the way it is now, a place people use, enjoy and appreciate. Mr. Schmidt said the 2006 budget does not anticipate cutting staff and does not change any employee's salary. What is being done is cutting back a few hours where the Budget Committee felt there was an overlap in duties. The Board is not looking to cut back on services. It is looking to try to increase productivity.

Ms. Anderson said the impact in the cuts will result in less coverage for certain areas, especially on the weekends. Cutting back on five and a half hours in the Interlibrary Loan Department will have an impact on the processing of books. She also feels that productivity will go down when you cut the staff.

Mr. Dalia explained that the adult program line was cut since there wasn't a large correlation between the amount of money spent for a program and how many people attend a program. He also explained the newsletter budget will be cut back from \$10,000 to \$4500, which will allow the Library to continue with the current format. Ms. Anderson said the library will cut back on the number of best sellers that are purchased and lease the books. Leased books are available for only Montville patrons, and not part of the Interlibrary Loan system. She said that she is having difficulty getting circulation statistics and fines statistics. Overdue notices are not being sent and fine reports are not available. Thus, the Library is losing about \$3,000 a quarter. This information is provided from the Morris County Department of Library and Information Systems. Ms. Anderson will compose a letter to the Morris County Department of Library and Information Systems stating the need for these reports, and the Board

president will sign it so Morris County knows the request is coming directly from the Board.

VOTING YES: Dalia, Dispenziere, Ernstrom, King, Max, Schmidt

VOTING NO: None

ABSTENTIONS: Moscone, Cohan

APPROVED, 6:0:2

Approved Going Out to Bid on HVAC Project

Mr. Ernstrom offered a resolution that the board approve going out to bid on February 25, 2006 to solicit bids for a renovation of the heating and air-conditioning system. Bid quotations will be opened at 1:30 p.m. on March 8, 2006 at the Montville Township Public Library; seconded by Mr. King.

Ms. Cohan expressed her concern that there is a definite risk that the capital will not cover the money for the project, and the Board may have to use the capital funds from the 2006 budget. Mr. Schmidt said that the bids need to be received in order to see the costs, since right now all the costs are guesstimates. Mayor Moscone said there is no reason not to go out to bid, since the Library can reject all the bids and go back and revisit the project. Ms. Cohan said the Library is up against time constraints because the project has to be started soon, since it involves the air conditioning and heating of the building. Ms. Anderson said the bid package that went to the DCA was incomplete, and permits cannot be awarded to the contractors without DCA approval. There is a prebid meeting planned for February 21 at 1:30 p.m. at the library. Board members are encouraged to attend this meeting. The bid will be advertised in The Daily Record, The Star-Ledger, and The Bergen Record, and on the Internet. Mr. Ernstrom suggested advertising in the "F.W. Dodge Report". The bids will be opened on March 8. The Board can then award the contract at its meeting on March 13, if it chooses to do so.

VOTING YES: Cohan, Dalia, Dispenziere, Ernstrom, King, Max, Moscone, Schmidt

VOTING NO: None

APPROVED, 8:0:0

Approved Contract for Computer Training at the Library

Ms. Max offered a resolution that the Board approve a one-year contract, effective February 1, 2006 through January 31, 2007, with Vincent Sacco Computer to provide computer training for Montville residents and Library staff at a rate of \$25 per hour; seconded by Mr. Ernstrom.

The resolution was amended: That the Board approve a one-year contract, effective February 1, 2006 through January 32, 2007 with Vincent Sacco Computer to provide computer training for Montville residents, non-Montville residents and Library staff at a rate of \$25 per hour.

VOTING YES: Cohan, Dispenziere, King, Max, Moscone, Schmidt
VOTING NO: Dalia
ABSTENTION: Ernstrom

APPROVED, 6:1:1

Approved Criminal Background Checks

Ms. Cohan offered a resolution that the Board approve conducting criminal background checks on all current trustees, employees, and volunteers, as well as prospective trustees, employees and volunteers; seconded by Mayor Moscone.

The fee for this service is \$30 per person and can be done at the Montville Police Station.

The resolution was amended: That the Board approve conducting criminal background checks on all current trustees, employees, and volunteers, as well as new trustees, employees and volunteers.

VOTING YES: Cohan, Dalia, Dispenziere, Ernstrom, King, Max, Moscone, Schmidt
VOTING NO; None

APPROVED, 8:0:0

Ratified Resolution Authorizing Director to Pay Periodic Expenses

Mr. Ernstrom offered a resolution that the Board ratify action taken at the January Board meeting that the Board authorize the Director to pay periodic expenses between meetings for the Board for the ensuing year; seconded by Ms. Max.

VOTING YES: Cohan, Dalia, Dispenziere, Ernstrom, King, Max, Moscone, Schmidt
VOTING NO: None

APPROVED, 8:0:0

OLD BUSINESS

Ms. Anderson said the potential Webmaster, Joyce Ann James, has certain objections to the contract drawn up by the attorney. She wants certain paragraphs removed and some of the wording changed relating to indemnification and hold harmless. The changes were e-mailed to the Board Attorney, and Mr. Tabakin is advising the changes not be made. He said he had no problem to the clause: "All changes to be sent to the Library for written approval prior to being posted on the Web site. Montville Township Public Library must assume any and all liability." Also the clause: Upon notifying the library staff that it will be more than five business days, contractor will include an estimated time of completion; the contractor must receive written acknowledgement within 24 hours, can be added. The Board will follow the advice of the attorney and only make the changes he recommends.

NEW BUSINESS

Mr. Schmidt addressed the Board concerning the attorney fees received from the Weiner Lesniak firm. Since the attorney was not present at the meeting, the Board could not discuss the charges on the bill. The costs incurred are about four times more than those of the previous law firm. Scangarella, Feeney and Dixon charged for one-tenth of an hour. Weiner Lesniak is charging in 20-minute increments. Mayor Moscone suggested hiring the law firm, paying a monthly retainer fee. The Township has a flat fee with their attorney. This matter will be an agenda item for the March meeting.

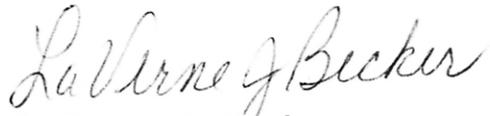
Mr. Schmidt said the Township Committee has asked if the Library can contribute additional funds to the Township. They are asking the Board to pay the interest on the funds borrowed against the debt service for the building, about \$90,000 a year. Mr. Schmidt will explain to the Township Committee that it is not feasible at this time for the Board to contribute those funds at this time. The Board has cut \$22,000 in part-time wages this year. However, the Board will gladly consider this request for next year.

ADJOURNMENT

Mr. Ernstrom made a motion that the meeting be adjourned; seconded by Ms. Dispenziere.

The meeting was adjourned at 10:07 p.m.

Respectfully submitted,



LaVerne J. Becker
Confidential
Administrative Assistant

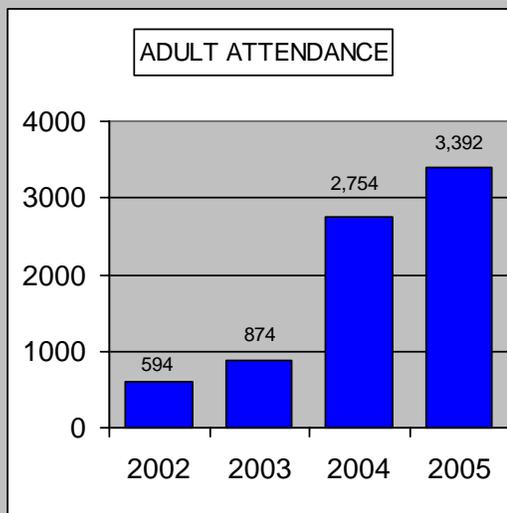
MONTVILLE TOWNSHIP PUBLIC LIBRARY

ADULT PROGRAMS COMPARISONS 2002 - 2005 (compiled by Lorenza Vidris)

ADULT ATTENDANCE

2002	2003	2004	2005
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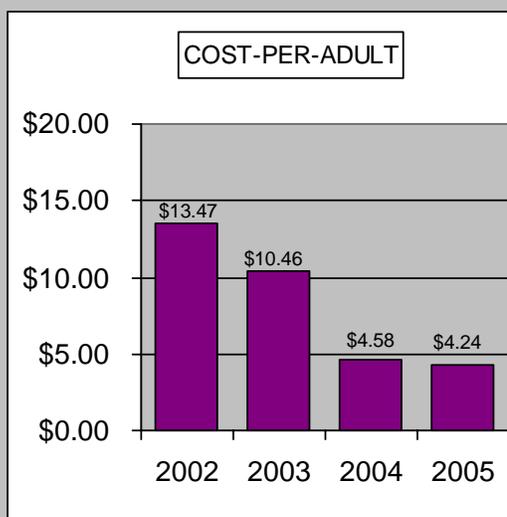
ADULT ATTENDANCE	594	874	2,754	3,392
INCREASE FROM PREVIOUS YEAR		147%	315%	123%
INCREASE FROM 2002				571%



COST-PER-ADULT

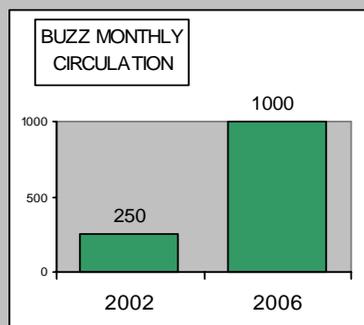
2002	2003	2004	2005
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ACTUAL \$ SPENT	\$ 8,000	\$ 9,142	\$ 12,616	\$ 14,366
\$ COST-PER-PATRON	\$ 13.47	\$ 10.46	\$ 4.58	\$ 4.24
COST DIFFERENCE FROM 2002				31%



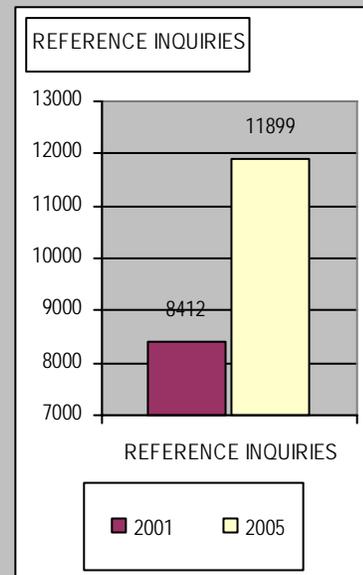
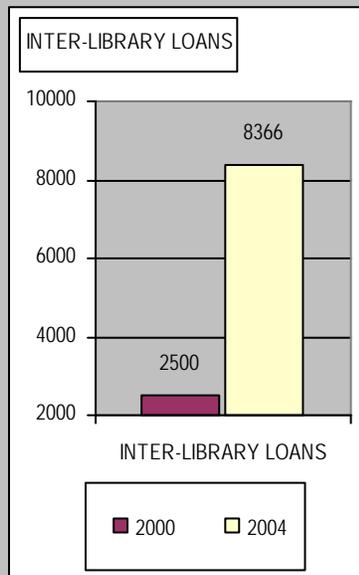
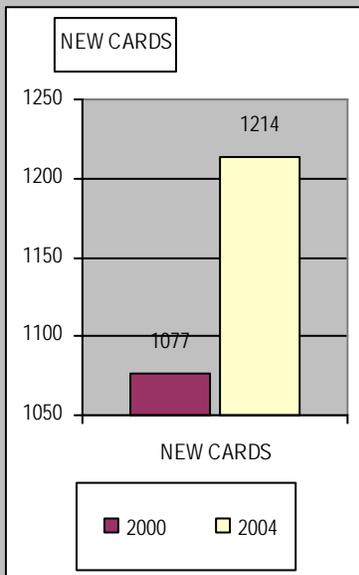
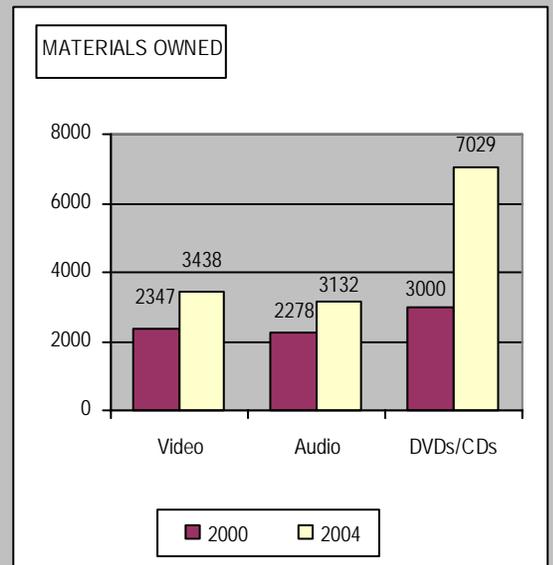
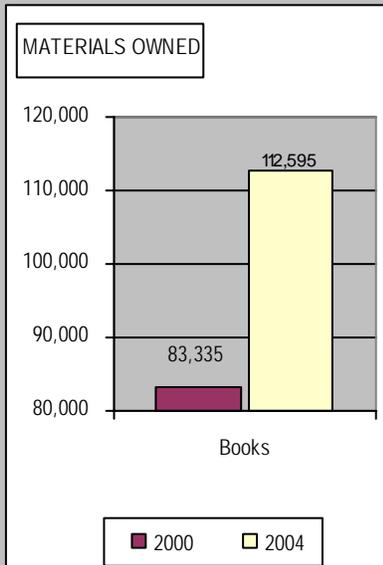
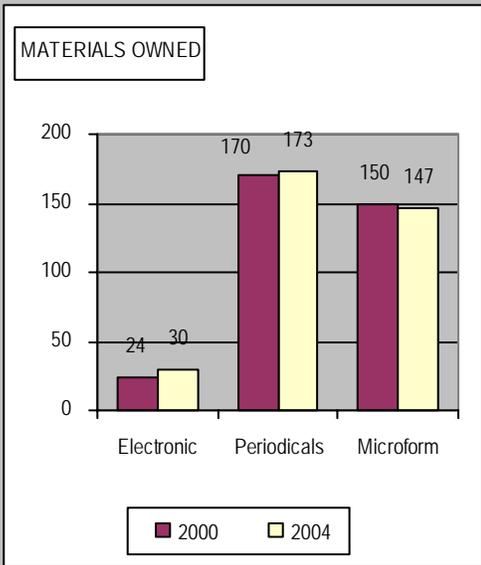
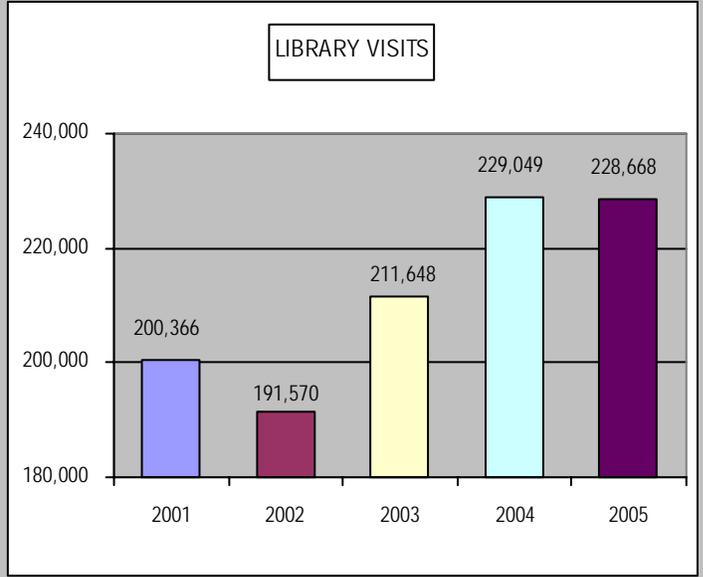
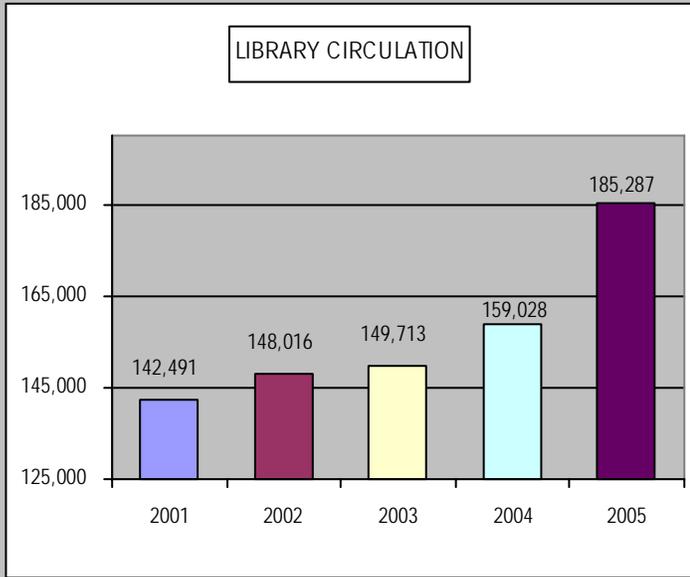
BUZZ - CIRCULATION

up 400%



In 2005, we ran **33 FREE** programs, including the ongoing Italian conversation classes and the materials-only craft classes that Lorenza herself now instructs, instead of hiring a teacher.

LIBRARY STATISTICS CHARTS 2001 - 2005 (compiled by Lorenza Vidris)



MEMO

Date: February 13, 2006
To: Library Trustees
From: Lorenza Vidris
Subject: PROPOSED BUDGET CUTS

(Please read into 2/13/06 Board Meeting minutes)

My name is Lorenza Vidris and I live in Pine Brook. To those who don't know me, I work here at the library, and my responsibilities include running the adult programs, creating the newsletter The BUZZ, and promoting the library to the community.

I am here to express my concern over the proposed budget cuts. Recently, at a staff meeting, Julie Cohan expressed concern about the fiscal environment, and told us we have run out of money.

When my husband, Tom, and I moved here 5 years ago, we were very turned off by the rudeness and lack of initiative at the circulation desk. When I came on board, there was a problem with very poor customer service as well as a huge backlog of non-processed items in technical services. Patron complaints were coming in by about 3 per week.

I read the notes that my predecessor had left. It seems every time a program was booked, it was cancelled due to "lack of interest".

As you have noticed, the library has made a 180 degree turnaround. In an environment where library statistics are even at best, this library is breaking all sorts of statistical records.

Upon compiling some numbers recently, I myself was amazed. All of the library stats are up in a big way. And speaking for myself, I have included in your packets a report of *Adult Program Comparisons*. From 2002 to 2005, Adult Program attendance was up by 571%.

By the same token, you would think the cost of these programs would have increase in the same manner. Actually, the contrary is true. By imaginatively finding ways of adding free, yet high-quality, programs, I have cut the cost-per-adult to 31% of what it was in 2002. There is

no "lack of interest" – in fact, the community craves more. The feedback has been excellent. We are known throughout the State for the quality of our adult programs.

Additionally, The BUZZ newsletter has become very popular and patrons routinely look for it. Circulation is up over 400% from what it was in 2002, and I just received a request from the high school for an additional 125 hard copies.

It seems to me that critical service-related items are being cut. If this happens, the community will suffer. These services help to make the library a very popular place to visit. We consistently get front-page coverage on the local newspapers.

In view of the fact that we have run out of money, I respectfully ask the board to please answer the following:

- (1) How is cutting essential services going to improve the library and how often does the board intend on cutting the budget?
- (2) Why hasn't the library ever considered fundraising? Last year, an anniversary celebration was proposed by the trustees. Some of us spent time researching old files and garnering information to create a proper invitation list. This would have been a great event for the trustees to demonstrate their appreciation to the donors and to set the stage for future fundraising. What happened to this project? There have been many successful fundraising projects in this township.
- (3) Cuts to personnel and patron services are being considered. In any sector, cuts to these areas are implemented only as a last resort. Is the board fully satisfied that they have scrutinized all other budgetary items before imposing such drastic measures?
- (4) A letter was distributed to the Township Committee by the former Board President, regarding the scope creep of the HVAC project. Would you say the HVAC project directly responsible for the present fiscal problem?
- (5) Please define clearly what the Township's financial responsibilities are with regard to the library. The library is a municipal building. Exactly who pays for what? Too often, we've heard off-handed comments from the municipality to the effect of "the library has all the money – let them pay". We trust that, as

trustees, you will work with officials to assure increased, rather than decreased funding for the library. Also, I don't understand how having the mayor as a trustee doesn't create a conflict of interest in this respect.

- (6) We think of the Trustees as library advocates who support the growth of the library. I invite the trustees to come to more of our events, visit the library on your day off, perhaps come in and have Reference show you the database and what you can do with it. We trust that you feel honored, not imposed upon, in your position. The more you learn about the library, the more you will see both its tangible and intangible assets.

I thank you in advance for addressing these questions.

Respectfully submitted.

Lorenza Vidris