

Montville Township Public Library
Board of Trustees Meeting
DECEMBER 8, 2008
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

The meeting was called to order by President, David Dalia at 7:30 p.m.

Julie Cohan David Dalia Edward Ernstrom Peter King
Donald Kostka Deborah Nielsen Charles Schmidt

Vincent Sacco – Acting Director
Mark Tabakin, Attorney for Board
Elaine Wood, Recording Secretary

Absent: Gary Bowen
Randee Fox

David Dalia 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

Meeting was opened at 7:30 p.m.

ADOPTION OF MINUTES

Edward moved
Peter seconded

The following corrections were noted for the November 10, 2008 Minutes:

Page 4 – Hudson Bank, Kearny Bank and Bank of American should be CDs, not “Money Market”.

All were in favor of the amended Minutes.

PUBLIC COMMENTS

Bernice Bailine, 31 Gabrielle Drive, Montville, NJ addressed the Board with some comments and concerns. (Copy of statement attached).

David informed Ms. Bailine that she had every right to voice her opinions and concerns but the Board was not obligated to answer each question. Mark advised Ms. Bailine that if she wanted to secure public information she could make an OPRA request.

REPORT OF OFFICERS

President – (David Dalia)

George Bateman, Vice President of LSSI (Library Systems & Services, LLC) gave a presentation detailing the improvement of library operations and planning. At this time he presented each member with a packet detailing the benefits of using LSSI. He gave a DVD and Power Point presentation highlighting the benefits as well as customer satisfaction as well as providing the information tools needed to determine if a library management partnership with LSSI is an option the community should consider. Some of the highlights were as follows:

- Improved hours of operations
- Increased programming
- More convenient self service options
- Improved customer service
- Lower operation cost
- Diversified founding sources
- Automated checkout

Some facts Mr. Batement wanted to note about LSSI are:

- They are the first and largest library management company founded by librarians, 27 years old and have been operating public libraries for 11 (eleven) years.
- They currently manage sixty-four community libraries for fourteen library systems across five states.
- They provide contract services to ten major government organizations.

Mr. Bateman closed with stating that while it was a difficult decision to make, the libraries that have chosen to use LSSI have unanimously said it was the best thing that they did. He said should they choose to use LSSI they would start by asking for a line item budget for the library and then overlay it with the staffing pattern currently in use as well as the circulation and hours of operation to come up with a cost.

Treasurer – (provided by Julie Cohan)

Julie advised the Board that two CDs were purchased last month each in the amount of \$235,000.00. Atlantic Stewardship is paying an APY of 4.35% (13 mos.); and Lincoln Park is paying an APY of 4.26% (12 mos.). It was noted that an account would be set up in the Sovereign Savings Bank this week and would be used as a fill-in to the Lakeland bank account. It was further noted that the P & L Statement has not been reviewed as Julie just recently received it.

As a side-note Julie brought to Deborah Nielson's attention the fact that they had not yet received payment from the Township for November and there should be a December check as well. Deborah said that they had a meeting the next evening and she would take it up with Fran VanderHoof who is responsible for cutting the checks.

Secretary – (provided by Charles Schmidt)

Charles reported that he had attended the NJSA Meeting and basically what they did was go over the rules and responsibilities of a Board. He stated that the Board is on track and they have lived up to their responsibilities.

Report of Committees

Finance

No Report

Personnel – (Provided by Edward Ernstrom)

Edward noted that there were two items but would fall under the category of Resolutions.

Buildings and Grounds

No Report

Patron Services

No Report

Negotiating Committee – (to be reserved for Executive Session)

Nomination Committee Report – (Provided by Edward Ernstrom)

Edward reported that the Nominating Committee recommended the following Trustees for 2009:

David Dalia – President	Donald Kostka – Treasurer	Edward Ernstrom - Secretary
Peter King – Vice President	Julie Cohan – Assistant Treasurer	

It was further noted that as in the past the President would serve as Chairman during meetings and the Vice President would serve as Vice Chairman. The aforementioned will be brought up at the January 2009 Reorganization Meeting.

Acting Directors Report – (Provided by Vincent Sacco)

Vincent distributed his report to the Board members for their review but gave a brief summary, as this was his first report as Acting Director since the resignation of Patricia Anderson. Some of the items noted were that he had met with everyone on the staff to explore their interests and needs and made himself available for any questions they might have. Also, he has issued the first in a series of Staff Reports to his people noting one of the concerns being the decrease in the percentage of Montville Library cardholders. With regards to keeping the library opened for longer periods, Vince stated that he needed a bit more time to evaluate. It was also noted that there was a heating problem over the weekend but the problem (boiler failure) was rectified first thing Monday morning. They would be looking into hooking up to an alarm system that would alert them of any future heating failures. On December 11, 2008 Vince would be meeting with MAIN. Overall Vince felt the staff was very receptive and cooperative in all areas.

Resolutions and Motions

(a) Resolution to accept check register for November 1 through November 30, 2008 in the amount of \$494,437.10.

Edward moved, Seconded by Donald

All were in favor

There was a motion to table Resolution (a) as checks #6239 and 6240 were missing from the sequence.

Motion made by: Edward Ernstrom, Seconded by Donald Kostka

All were in favor

(b) Variance between check register and cash disbursements and the value of checks drawn is attributed to voided check number 6252 in the amount of \$299.00.

Informational item only

RESOLUTION NO. 2008-12-01

Date Passed: December 8, 2008

(c) Resolution to remove "Provisional" from the job titles of the following employees:

Ann Job
Veronica Coladarci
Joan Meeh
Amy Resnikoff
Eve Voelkner

Motion made by Peter King, Seconded by Deborah Nielson

All were in favor

Motion Passed

RESOLUTION NO. 2008-12-02

Date Passed: December 8, 2008

(d) Resolution to promote Nina Zarin to Senior Library Assistant effective December 8, 2008.

Motion to accept resolution: Edward Ernstrom, Seconded by Peter King

All were in favor

Motion Passed

RESOLUTION NO. 2008-12-03

Date Passed: December 8, 2008

There was a motion to approve Jeanne Ivy to endorse checks up to \$700.00 subject to ratification by the Board.

Motion made by: Peter King, Seconded by Julie Cohan

All were in favor

Motion Passed

There was a motion to approve the closing of the Library at 3:00 p.m. on Christmas Eve, Wednesday, December 24, 2008.

Motion made by: Peter King, Seconded by Charles Schmidt

All were in favor

RESOLUTION NO. 2008-12-04

Date Passed: December 8, 2008

There was a Resolution to accept the resignation of Patricia Anderson in accordance with the terms set forth in the Separation Agreement, which is hereby contemporaneously approved. Effective November 18, 2008 – Dated December 4, 2008.

Motion made by David Dalia, Seconded by Charles Schmidt

All were in favor

Motion Passed

OLD BUSINESS

Nothing to report.

NEW BUSINESS

1. Julie noted that she would research what checks were missing from the check register. It was determined that there should be a special meeting. David was waiting on the availability of the Board members to schedule the meeting.
2. There was a two-year audit mailed to each Board member (Ending December 31, 2006 and December 31, 2007). Mark noted that legally the body was supposed to accept the audit and asked if they desired the auditor to come in to do a presentation. David suggested putting it on the Agenda for the special meeting.
3. Julie brought to the Board's attention that they required an authorized signature for all small checks not exceeding \$700.00. Jeanne Ivy was recommended.
4. Peter requested a motion to close the Library at 3:00 p.m. on December 24, 2008, Christmas Eve.
5. Lastly, David asked that the Finance Committee work on the budget and the Personnel Committee work on the proposal for legal services for 2009.

David made a motion to move into Executive Session for the purposes of litigation, attorney/client privilege and personnel.

Seconded by Donald

All were in favor

9:30 p.m. Open Session closed to go into Executive Session

9:40 p.m. Open Session reconvened.

Mark Tabakin announced “the Library hereby accepts the resignation of Patricia Anderson in accordance with the terms set forth in the Separation Agreement which is hereby contemporaneously approved”. Dated December 4, 2008 – Effective November 18, 2008.

At this time David Dalia read Recording Secretary’s (Elaine Wood) second request (per the advice of the Board) for a \$50.00 per month increase due to increased volume and time spent on minutes. It was noted in the letter that she has been the Recording Secretary for the past 18 months and she felt the request was not unreasonable. Edward stated that at this time, the importance of continuity and the work she was doing, he believed that the Board should look at the increase for 2009. David said that it was part of the 2009 Budget and it would be voted on in January 2009 and made retro active to January 2009.

David made a motion to adjourn – Seconded by Julie

9:45 p.m. Open Session adjourned.