

Montville Township Public Library
Board of Trustees Meeting
February 11, 2008
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

The meeting was called to order by President, David Dalia at 7:33 p.m.

Julie Cohan David Dalia Ed Ernstrom Peter King Donald Kostka
Susan Max Deborah Nielson Charles Schmidt

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

Guest: Bernice Bailine, Business Manager

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 7:33 p.m.

David asked for a motion to adopt the January 14, 2008 Minutes.

Charles: Moved the Motion
Susan: Second

All were in favor.

David asked for a motion to adopt the January 14, 2008 Annual Minutes.

Charles: Moved the Motion
Julie: Second

All were in favor.

David asked for a motion to adopt the January 14, 2008 Executive Session Minutes.

Charles: Moved the Motion
Peter: Second

All were in favor.

Executive Session Minutes were handed in to Elaine Wood, Recording Secretary.

PUBLIC COMMENTS

In attendance was Dennis Sandow, Trustee of the Long Hill Library. Mr. Sandow was going through the County Libraries to appeal to other libraries regarding the services they were receiving. Some of the issues and concerns were as follows:

- Last week their computer was down for three (3) days, the week before that they were down for two (2) days.
- The people who are responsible for running the computers schedule their conversions and cut-overs for 9:00 a.m. on Tuesday, while most libraries do their cut-overs on Sunday morning.
- The organization responsible for this work is not responsive to the needs of the staff, public or directors.
- Long Hill experienced problems with the prior and current heads of this organization as neither seems responsive to their needs, claiming neither one is responsible.

Mr. Sandow asked for a list of patrons who are borrowing books regularly and can not find that out. No priority for custom reports. No control over this organization at all.

It is his intention to go to the Freeholders and ask them to listen to the public. The directors have tried to manage this effort through the MAIN consortia, but they are not heard.

Patricia said she is not a voting member of the Planning Council but agreed with Mr. Sandow completely.

Dennis said what he would like to propose to the Freeholders is that they create an advisory panel, someone to give them advice on a piece of the organization that isn't being managed. The latest crisis has to do with the configuration of computers in libraries. There is now an edict coming down that says if you don't set your computers up exactly the way you are told, then you will not be serviced any longer. The presumption being that the person who runs this is smarter than any one or all of the directors and their own technical advisors. He said they happen to have a method of protecting their computers that doesn't involve an anti-virus and are quite happy with it and do not want to do it his way. He said he was prepared to ask the Freeholders, "please, before you allow this edict to affect relationships between the libraries and the county, get an independent review by some commission or committee or panel that is competent to look at the way this is being run and to offer their advice. He stated that the director of social services is by title a member of the MAIN Planning Council and never showed up at a meeting. The head of the OLIS organization shows up but his boss isn't there and he doesn't listen. He stated he wanted to give his director a hand in getting this under control and came here tonight to ask if there would be anyone that would feel competent and comfortable participating in this crusade.

Charles said he didn't know enough about this.

Patricia said this is an ongoing discussion at every planning council meeting. She spoke up in support of their director and the reason being was because Montville has a separate network as well. The cable network is not owned by MAIN Inc., therefore they do not have the right to dictate how the network is run. It is interesting that they did hire an independent company about

4-5 years ago and they did a report and the person who was in charge of that report is the person that they then hired to run the department.

David inquired how many meetings Dennis had attended to which Dennis replied that out of 25, Montville was the second one but he was going to try and attend one a night.

David said he shared his concerns and Dennis suggested that possibly the way to get this under control is to suggest they impose a filtering standard.

Charles thought that perhaps sending a letter to the Freeholders requesting that this become a priority issues with them. **David** agreed and thought this was a good direction but first wanted the Patron Services Committee to look into this and discuss with **Patricia** first before moving forward.

Dennis said that he has in fact drafted a letter to the Freeholders but would wait until more libraries were visited before he sent it. Also he had not as yet spoken with John Bonati.

David expressed that it was a good thing that he was doing, but didn't want to jump in without it going through the proper channels, such as having the Patron Services Committee look into it further and then the Board will vote.

Patricia said the outage last week was more than just a down time. The entire database was being transferred to Sirsi, the vendor in Alabama and under the premise that they would have more time to work on special customized reports, things of that nature.

Dennis asked the Board who knew that all of Montville's computer records for every book was in Alabama now?

Peter said that they had received a letter. **Susan** asked for a copy of the letter to which Dennis agreed that by the end of next week he would send it out. **Patricia** noted that the former president wrote a letter expressing some of the concerns that Dennis brought up.

The Public Comments Section concluded at 7:45 p.m. and Mr. Sandow left.

REPORTS OF OFFICERS

President

David's report consisted of the assignment of the Committees for 2008 – they are as follows:

Personnel: Edward Ernstrom, Charles Schmidt, Donald Kostkas and Peter King

Finance: Julie Cohan, Donald Kostkas and Peter King

Buildings and Grounds: Peter King, Randee Fox and Ed Ernstrom

Patron Services: Susan Max, Randee Fox and Charles Schmidt.

Each Committee will decide who is to chair their own committee.

Treasurer's Report

No Report

Secretary's Report

No Report

REPORTS OF COMMITTEES

Finance

No Report

Personnel

No Report

Buildings and Grounds

Peter noted that he is still waiting for the architect to pick up the plans so he could move forward on the doors.

Patron Services

No Report

David moved on to **Resolutions/Motions:**

Resolution (a)...to accept check register for January 1, 2008 through January 31, 2008, approving checks exceeding \$750.00 in the amount of \$19,258.49 not exceeding \$750.00 in the amount of \$11,085.01.

Edward moved for discussion.

Charles: 2nd

David asked for a roll call

All were in favor.

Resolution (b) – Variance between check register, cash disbursements and value of checks drawn is attributed to voided check Number 5514 for \$925.36.

Charles made a motion to amend Resolution (b) to correct check number 5514 to read “5504”.

Peter: 2nd.

David asked for a roll call.

All were in favor.

Resolution (c)...to accept the AME Contract (Temperature Control Maintenance) that runs from January 1, 2008 to December 31, 2008 for an annual price of \$3,890.00 plus tax. Price breakdown: Once every (3) months, maintenance, diagnosis and inspection.

Charles made a motion to move Resolution (c).

Donald made a motion for discussion.

Edward noted that we are tax exempt so “plus tax” should be removed from Resolution (c).

A friendly amendment was made to remove “plus tax” from Resolution (c).

Donald asked why we don't have the system serviced three times a year rather than four.

Patricia noted that the HVAC system is serviced quarterly as well and all inspections have been done on a quarterly basis but it is not something that cannot be explored. Due do problems in the past, it was determined that quarterly was preferable but since the current system is new and still under warranty, three times a year was worthy of exploring.

Donald felt that there could be a savings of \$800.00.

Charles expressed his concern that since the system is new it might be a good idea to have it serviced four times just to be certain it is running properly and once it is determined that things are running smoothly, perhaps then it could be cut down to three times per year.

Another issue brought up was the fact that there is other “older” equipment, such as the boiler and it might be advantageous to have a quarterly inspection performed.

David asked for a roll call.

All were in favor.

Resolution (d)...to renew the Webmaster, Todd Lattig, contract for \$2,100.00 a year total of no more than 60 hours paid in monthly installments of \$175.00. Over 60 hours the rate is \$35.00 an hour. Contract will run from January 1, 2008 through December 31, 2008.

Charles made a motion to move Resolution (d).

Julie: 2nd

Peter asked if this was the Agreement that seemed to be for '07 instead of '08?

Patricia said it was an option to renew and exactly the same, with no change.

David asked for a roll call.

All were in favor.

Resolution (e)...to renew Vince Sacco's contract from \$80.00 a session to \$85.00 as per the original contract. Con ract will run from February 1, 2008 through January 31, 2009.

Charles asked for clarification before he made a motion. He asked, “if we've already had a contract that stipulated the second year...

Mark said we still needed to renew the annual contract.

Charles made a motion to move Resolution (e).

Susan: 2nd

Charles wanted to clarify as to whether we needed to do two years, since we already agreed to a two-year contract. It was noted that the contract was being renewed.

David asked for a roll call.

All were in favor.

Resolution (f)...to increase mileage reimbursement for non-union personnel to \$.50.5 per mile based upon prevailing IRS rates retroactive to January 1, 2007.

Edward made a motion to move resolution (f) for discussion

Charles: 2nd.

Peter was curious as to why this resolution was being made retroactive to January 1, 2007 to which **Patricia** noted it was the Union contract that was to be retroactive to January 1, 2007.

Julie inquired as to when the government rate changed.

Patricia said he changes every year.

Donald said it was not necessary to use the rates – you could use more or less.

David noted that the IRS allows up to \$50.5 for purposes of not being income. This is the rate as of January 1, 2008. It was also noted that the maximum allowable reimbursement has always been the tradition.

Patricia said that it has been at \$.40.5 per mile for approximately four years – in the non-union. The union is \$.28.

Deborah asked how much money they were talking about and if f this was applied retroactively back to January 2007? **Patricia** – “not a lot”.

Peter made a friendly amendment to \$50.5

Julie wanted to continue discussion. **Julie** asked **Patricia** “how many miles are we actually talking about if we were to change it retroactive to 2007”, to which **Patricia** replied “a couple hundred miles”. **Dave** wanted to know why we would want to do that – re-do mileage rates that have already been submitted for the past 12 months. He suggested to keep it at \$.50.5 and move on.

Mark: “We have a motion to amend to \$.50.5 for 2008 – you have a second and now you have a motion on the floor to amend the original motion? If that’s the way you two gentlemen wish to....”

David said that’s the way he would like to move on with it. He asked if there was further discussion.

Mark: “Now you vote on the motion to amend, and if that passes then the amendment gets voted on”.

Deborah asked of **Patricia** and Bernice if it were 200 miles a year combined between them both.

Patricia said Bernice doesn't have far to go but it would be 200 miles per year for herself, perhaps less, she would have to look it up.

David asked **Mark** for clarification on the motion to which he replied, "you have a motion to amend to read "...to January 1, 2008".

There was no further discussion on the amendment.

Mark continued, "then you vote on the amendment, that changes the motion and then you vote on the motion".

Roll Call was taken on the amendment

Julie Cohan – Yes
David Dalia – Yes
Edward Ernstrom – Yes
Peter King – Yes
Donald Kostka – No
Susan Max - Yes
Deborah Nielson – Yes
Charles Schmidt - Yes

Mark: "Now the motion has been amended as though it reads 'retroactive to January 1, 2008'. It already moved and seconded as amended now. If there is any further discussion, you may have it, otherwise have a roll call".

David asked if there was any further discussion and **Julie** needed clarification as to if what they were currently voting on "is the only motion is that will increase will be effective to 2008?" "If anybody cares to do it for a prior year, that comes up as another resolution"?

Mark: "Correct".

David asked for a roll call.

Julie Cohan – Yes
David Dalia – Yes
Edward Ernstrom – Pass
Peter King – Yes
Donald Kostka - No
Deborah Nielson - Yes
Susan Max – Yes
Charles Schmidt - Yes
Edward Ernstrom – Voted No on the Pass

Mark: "Motion passes".

Resolution (g)...to permit registration for story-time by out-of-town residents at a rate of \$10.00 per class, space permitting.

Charles made a motion to move Resolution (g)

Susan: 2nd

David asked for some background on Resolution (g).

Patricia said she had spoken with the Patron Services Committee, via e-mail primarily. This is a result of some of the comments received on the Patron Survey. There were a number of complaints to which she was unaware of. The out of town residents could not get into the Montville Library story time. They were told no, they needed to have a library card. It seemed rather unfriendly. After looking into the story times to see what the registration was, there seemed to be room for some extra people. It varies. We can always take a little more children. The fee is \$20 for non-residents with computer classes.

David asked what town primarily are the people coming from?

Patricia said definitely Boonton Township and possibly Lincoln Park. After speaking with the Patron Services Committee, they agreed that it would not be a problem. We have to wait for the next enrollment.

David agreed and felt it was a step in the right direction.

David asked for a roll call.

Julie Cohan – Yes

David Dalia – Yes

Edward Ernstrom – Yes

Peter King – Yes

Donald Kostkas – Yes

Susan Max – Yes

Deborah Nielsen – No

Charles Schmidt – Yes

Resolution (h)...to increase the salary of Bernice Bailine, Business Manager, by 2.0% retroactive to May 1, 2007 and a 2.4% retroactive from January 1, 2008. An additional \$850.00 lump sum performance stipend shall be paid.

Resolution (h) was skipped at this time.

Resolution (i) – To correct resolution (b) of the January minutes to read as follows: Variance between check register, cash disbursements and value of checks drawn is attributed to voided checks number 5413 for \$0.00, 5475 for \$0.00, 5478 for \$0.00, 5501 for \$0.00, 5502 for \$40.00.

Charles: Made a motion to move Resolution (i)

Susan: 2nd

Donald felt that there was not adequate information on resolution (i) to vote affirmatively.

Peter asked if it was the format that was his concern.

Donald said that there is a standard reconciliation format generally used and was missing in the current preparation. As “a reviewer” he would not be able to determine that everything reconciled properly.

Charles felt that **Donald's** input at the last meeting was beneficial and inquired what kind of information we need to make a logical decision in the forthcoming meetings. He suggested that perhaps **Donald** could look into this matter.

Bernice said she would like very much to sit with **Donald** and go over the statements with him – all suggestions would be helpful and appreciated.

David recommended that the Finance Committee get together. That committee would determine if **Bernice** were to be invited to attend.

Donald made a motion to table Resolution (i) until further notice.

Susan: 2nd

Not hearing any further discussion on tabling Resolution (i) **David** asked for a roll call.

All were in favor.

OLD BUSINESS

Peter had a question on the conversion of the series Migration.

Patricia said it was not a conversion. She was not sure how many errors came up. When you load the offline transactions into the database, you get an error report. She had not been told what that is yet as it takes time to keep uploading the data.

Peter asked how the patrons reacted to this.

Patricia said “not great”. They were tolerant since it occurs so frequently, they have come to accept it.

Patricia also commented that the Pet Parents' Book Drive was being handled in an excellent manner. The books were being removed on a daily basis. It comes to a conclusion on February 29, 2008. The Kiwanis Club Book Drive will begin the very next day.

NEW BUSINESS

Bernice Bailine donated file cabinets from her prior business to the Montville Library. She informed the Board that they would have to make arrangements to have them picked up from her home.

Peter inquired as to how much we are charged for storage space (REA, Changebridge Road) to which **Bernice** replied “over \$1,000.00 per year”.

Peter asked if we had space in the basement that we could utilize. It was noted by **Deborah** that everyone uses that space. **Patricia** said that the space is overcrowded and it really wasn't that much space once you began filling it with books, computers, chairs.

Patricia said that if the Township Administrator approves it, someone from Public Works could pick up the cabinets from **Bernice's** home, which happens to be very close.

Edward made a motion to accept **Bernice's** offer of the file cabinets.

All were in favor.

David asked if there was any other New Business.

Julie inquired about the budget.

Mark noted that at the last meeting the Board approved a ninety-day extension.

David noted we wanted to give the Board members more time, rather than just four days to review it. He suggested that it be placed on next month's agenda

A copy of the budget was included in each Board member's packet.

Patricia spoke about the Library Foundation requesting permission to institute something of a policy change within the library. They are very interested in creating a quiet study space in the library. They would like to institute a new policy, (which is the Board's domain) regarding the Biography room. Currently people are using it randomly. The problem is that it is not organized; there is no sign-in or sign-out. Their feeling is that the library is lacking since we do not have a quiet study room. They want the Board's permission to institute a sign-in and sign-out reservation system.

David said that this is not a part of what we expect out of the Endowment Fund.

Patricia said that the reason they are doing this is because they wanted to donate money to that room. Initially they wanted to give money for "study carols", but they realized that would not be a good system because many people like to spread out their papers and if you have more than 3 or 4 people, a study carol doesn't work. They also want to rename the room the "James Glick Quiet Study Room".

David wanted more information on the subject and felt a drafted proposal would be fine.

Edward inquired as to how much money the donation would be.

Susan suggested we wait to see their proposal and then move forward.

Bernice noted that there is open enrollment on the health insurance and will be coming to an end in February. Everyone who was on New Jersey Plus cannot just go to Direct Ten and Direct Fifteen. There are some people who would automatically go into Direct Fifteen, which would be people in New Jersey Plus. Some people who had the traditional would go into Direct Ten. Everyone has elected to go to Direct Ten with the exception of two people. One person is opting out of the insurance coverage altogether. With that said we have a savings of \$314.00.

Motion to move into Executive Session for the purpose of discussing Resolution (h).

Charles: 2nd

All were in favor.

Meeting adjourned at 8:30 p.m.

David suggested, out of fairness to everyone, that **Bernice** step out during the Executive Session.

Edward asked that **Bernice** be informed that the Personnel Committee invites her to attend a

portion of the Executive Session.

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Open Session reconvened at 9:05 p.m.

David asked for a motion to reconvene.

All were in favor.

David asked for a motion to move Resolution (h)...to increase the salary of **Bernice Bailine**, Business Manager, by 2.0% retroactive to May 1, 2007 and a 2.4% retroactive from January 1, 2008. An additional \$850.00 lump sum performance stipend shall be paid.

Charles moved the resolution with the exception of the additional \$850.00 lump sum performance stipend shall be paid.

Edward: 2nd

David asked for a roll call:

- Julie Cohan – Yes**
- David Dalia – Yes**
- Edward Ernstrom- Yes**
- Peter King – Yes**
- Donald Kostka – No**
- Susan Max – Yes**
- Deborah Nielsen – Abstain**
- Charles Schmidt – Yes**

Mark: “Motion carries”

David asked for a motion to go back into Executive Session.

Charles: Moved

Peter: 2nd

At this time **Bernice** asked why the stipend was taken out to which **David** responded that he would prefer she discuss it with **Patricia**, as it was not a topic of discussion at the moment.

Board went back into Executive Session

At 9:20 a motion was made by Peter King to reconvene from Executive Session to Open Session

Julie: 2nd

Open Session adjourned 9:20 p.m.

All were in favor.