

Final Amended Minutes

Montville Township Public Library
Board of Trustees Meeting
April 16, 2007, 7:30 p.m.
Montville Township Public Library
90 Horseneck Rd., Montville, NJ

Summary of Actions Taken

1. Approved Minutes of March 12, 2007 meeting
2. Approved Check Register for March 12 through March 31, 2007
3. Approved Resolution to retain the services of Weiner Lesniak (represented by Mark Tabakin, Esq.) as legal counsel for remainder of 2007.
4. Approved Resolution to continue to retain services of Claire Trogani at the current rate of \$325.00 per meeting.
5. Approved resolution to accept quote from Central Pack for additional work to be performed on refrigerant leaks.
6. Approved resolution to accept that check #4635 in the amount of \$1,308.19 covering three invoices that were sent out before the meeting for overdue invoices.
7. Approve Resolution to include the following checks for signing that are not on the present check register report:
Montville Township Ck#4716 \$7,664.60 Quarterly billing for PERS & CINS
Montville Township Ck#4715 \$1,440.00 Quarterly billing for Dental & Vision
New Jersey Natural Gas Ck#4717 \$5,081.29 Monthly billing for Feb & Mar.
Brownworth Engineering Ck#4718 \$1,440.00 BEA Project.
8. Approved Resolution for final payment to Kappa Construction in the amount Of \$5,000.00.
9. Defeated Resolution not to post meeting minutes on website
1. Executive Session

The meeting was called to order by President Charles Schmidt at 7:32 p.m.

Present: Julie Cohan David Dalia Ed Ernstrom
 Peter King Susan Max Charles Schmidt

Patricia K. Anderson, Library Director
Bernice Bailine, Business Manager
Mark Tabakin, Attorney for Board
Claire Trogani, Secretary

James Sandham arrived 7:40

Gary Bowen arrived 7:55

Randee Fox arrived 8:10

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

Mr. Schmidt asked everyone to keep in mind the students that were murdered on the Virginia Tech campus.

MINUTES OF MEETING

Susan Max made a motion to accept the Minutes of March 12, 2007 seconded by Peter King. All in favor.

APPROVED , unanimously

PUBLIC COMMENTS

None

REPORTS OF OFFICERS

President

Mr. Schmidt: I don't have too much to say. We'll have a discussion in Executive Session

Treasurer

No Report

Secretary

No report.

COMMITTEE REPORTS

Finance

No report

Personnel

Will be discussed in Executive Session.

Buildings/Grounds

Peter King: We had a few leaks with the rain with only a few drops over the computers. We had a meeting with the engineer and went over the items Patty had. We addressed them and they were taken care of.

Ed Ernstrom: The parking lot ordinance is being amended to change the time from 9 to 10, when a permit would be required to park and change the definition to only “when school is in session.”

Patty Anderson: The Township is having an open hearing on that April 24.

There was a discussion on the parking in the library parking lot concerning vendors, patrons, students parking in the library parking lot and concerning the township ordinance and what the Library’s position should be.

Mark Tabakin: The Library Board has nothing to say or do with enforcement of this ordinance. This is strictly a Township Ordinance which is enforceable as a Motor Vehicle and a police issue. The Library Board should stay out of it, because it could become an issue if they become involved.

Future Vision

No Report

Patron Services

Susan Max: I think the survey went very well. We did get a good response.

Patty Anderson: Some are still out, so it’s not completed yet.

Negotiating Committee

Mark Tabakin: We had a meeting scheduled, but the union attorney was unable to leave his home because of the flooding. He did ask for 2 or 3 dates going forward for any future meeting. I will send out an email to the committee asking them for 2 or 3 dates.

Library Director’s Report

Patty Anderson: Lorenza Vidris and I attended the viewing for James Glick, founding member of the Montville Township Library Endowment Fund. The family requested, in

lieu of flowers, that donations be sent to the library foundation. Checks have been coming in for the past few weeks.

We put in the invoice tonight for the final payment to Kappa Construction for \$5,000. There are still two hot spots in the library that are well over 78 degrees. They are the Reference office and the ILL department, and they are stifling. We may have to install an exhaust fan to pull out the hot air. There's nothing they can do system wise to alleviate the problem. Ed gave me some information which might help.

Ed Ernststrom: It's basically an isolated area where air doesn't mix with the return air. We don't have a central return air system. There's the same problem with Patty's office.

Patty Anderson: Sandy Calderone complains about the draft problem where she sits and she complains about the blower noise. There's nothing I can do about this. Sandy has been out sick with walking pneumonia. I spoke to Dick Fell and to Chris Riley and there is really nothing more they can do regarding re-directing airflow. The drafts were somewhat alleviated the last time Chris Riley was here, but not entirely.

Central Pack made numerous repairs to the boiler room. They were here for a day and a half. We can't say it's working, because we haven't had any hot weather to test the chillers and the valves. The cost to repair the valves was between \$5000 and \$6,000.

There was a smoke detector alert where something was burning. I checked all the alarms. When I checked #18-7, there was a red light which meant there was smoke. You could smell it burning. It was about 4:00 pm on a Friday. I asked Chris Riley about it and he said to call Central Pak, because they might have to shut the system down. They did come at 5:00 pm. He spent about half an hour and he checked the system. They did disable the unit. I went through the warranties, but I couldn't find anything. We're waiting for the manufacturer to come out and fix it

I'm waiting to hear back from Tony Barile, township engineer, regarding his opinion about the parking lot issues.

There's also a dedication for the "Purple Heart Monument" Sunday, April 22 at 12:00 noon. Everyone is welcome to attend. It's a great project.

We're in the middle of a lot of programs. Flyfishing on the 17th and invasive plant species on the 18th. We will also be conducting "behind the scenes tours".

L & N Janitorial Services has been doing the cleaning and it is working very well.

A few of us will be attending part of the New Jersey Library Spring Conference in Long Branch, NJ, April 24 – 25. Again any of the board members are invited to attend

Resolution/ Motions

Charles Schmidt: We have added a resolution. Resolution to include the following checks for signing that are not on the present check register report:

Montville Township Ck#4716 \$7,664.60 Quarterly billing for PERS & Cins

Montville Township Ck#4715 \$1,440.00 Quarterly billing for Dental & Vision

New Jersey Natural Gas Ck#4717 \$5,081.29 Monthly billing for Feb & Mar

Brownworth Engineering Ck#4718 \$1,440.00 BEA Project

These checks came in after the March meeting and need to be paid.

Paid electronically to the State of NJ for Health Benefits \$6,146.47. Due 15th of the month.

This is an added resolution.

Mark Tabakin: Can I say just for the record to mark it as Item H?

Charles Schmidt: Can I have a motion to approve the following resolutions?

David Dalia: I would like to make a motion that Resolution D be put for discussion.

Charles Schmidt: So, you want to group Resolutions A,B,C,E,F,G & H.

David Dalia: Yes, I would like to make that motion. Ed Ernstrom seconded the motion.

- A. Resolution to accept the check register for March 12, 2007 through March 31,2007, approving checks exceeding \$400 in the amount of \$37,637.30 and ratifying checks not exceeding \$400 in the amount of \$19,635.37, for a total of \$57,272/67.
- B. Variance between check register, cash disbursements and value of checks drawn is attributed to voided checks with numbers 4464/4706/4702/4670/4624/4585/4595 and credits from Boonton \$12.20, Staples \$56.69, Baker and Taylor \$63.79, Ingram \$24.00.
- C. Resolution to retain the services of Weiner Lesniak, (represented by Mark Tabakin, Esq.) as legal counsel for remainder of 2007 at the current rate of \$140.00 an hour.
- E. Resolution to continue to retain services of Claire Trogani at the current rate of \$325.00 per meeting.
- F. Resolution to accept quote from Central Pack for additional work to be performed on refrigerant leaks at a cost of \$3,992.00
- G. Resolution to accept that check #4653 in the amount of \$1,308.19 covering three invoices that were sent out before the meeting for overdue invoices.
- H. Resolution to include the following checks for signing that are not on the present Check register report:
 - Montville Township Ck#4716 \$7,664.60 Quarterly billing for PERS & Cins
 - Montville Township Ck#4715 \$1,440.00 Quarterly billing for Dental & Vision
 - New Jersey Natural Gas Ck#4717 \$5,081.29 Monthly billing for Feb & Mar

Brownworth Engineering Ck#4718 \$1,440.00 BEA Project

These checks came in after the March meeting and need to be paid.

Paid electronically to the State of NJ for Health Benefits \$6,146.47. Due 15th of the month.

VOTING YES: Bowen, Cohan, Dalia, Ernstrom, King, Sandham, Schmidt

VOTING NO: None

Susan Max had stepped out of the room

Randee Fox had not yet arrived.

Patty Anderson: Resolution G does not say who that check was to. I think it should . We don't have a motion on the final payment to Kappa Construction.

Charles Schmidt: We've already passed a resolution on the others. Why don't we go to Resolution D, then we'll do Resolution I?

D. Resolution not to post meeting minutes on website. Ed Ernstrom made the motion, seconded by David Dalia

Discussion: The library board discussed whether or not it should post the minutes on the website.

Decision to discuss the format and style of the minutes at the next meeting.

VOTING YES: King

VOTING NO: Bowen, Dalia, Ernstrom, Sandham, Shmidt.

PASSED: Cohan

Susan Max was out of the room

Resolution Defeated

I. Resolution to approve final payment to Kappa Construction in the amount of \$5,000.00. Peter King made the motion, seconded by Randee Fox.

VOTING YES: Bowen, Cohan, Dalia, Ernstrom, Fox, King, Max, Sandham, Schmidt

VOTING NO: None

Susan Max was out of the room.

Old Business

Progress Report on HVAC Renovation Project

No Report

Progress report on Library parking lot

Patty Anderson: There's not much to report. We're waiting for the Township engineer to get back to us.

Ed Ernstrom: Mianeki's proposal is for the interception of the ground water without ripping up the parking lot.

The library board will wait for Tony Barile to get in touch with them.

New Business

Discussion of return air system

Ed Ernstrom: I gave Patty the numbers for a return air system. It usually works efficiently and should alleviate the problem.

Charles Schmidt: Do we want to wait until we know the system works before we redesign it.

Ed Ernstrom: It's just for that one room to provide some relief for the summer coming.

Charles Schmidt: We'll still wait for a little while.
Is there any other New Business?

Patty Anderson: We went into a contract with Central Pak for maintenance. They sent us an invoice adding \$10.00 for a surcharge. How do you want me to handle it?

Charles Schmidt: I would just cross it off and say "not as per contract"
Is there any other New Business? Not hearing any, I would like a motion to go out of open session and into closed session. Randee Fox made the motion, seconded by James Sandham. All in favor.
Executive Session convened at 8:30 p.m.

ADJOURNMENT

Ms. Cohan asked for a motion to go from executive session and adjourn the meeting.
Peter King made the motion, seconded by Susan Max.

APPROVED, unanimously

The meeting was adjourned at 9:50 p.m.

Respectfully submitted,

Claire Trogani,
Secretary