

July 11, 2005, 7:30 p.m.
Montville Township Public Library
Board of Trustees Meeting
Montville Township Public Library
90 Horseneck Rd., Montville, NJ

Summary of Actions Taken

1. Approved Minutes of Meeting for May 9, 2005 & June 13, 2005
 2. Elected Secretary to the Board
 3. Approved Check Register for 6/1/05 to 6/30/05
 4. Approved Hiring Temporary Business Manager
 5. Approved Salary Range for New Business Manager, to Be Recruited
 6. Hired New Library Assistant
 7. Approved Procedure for Board Members Requesting Items to be placed on the agenda
 8. Approved Month-to-Month Maintenance Contract
 9. Authorized Interlocal Service Agreement for Maintenance with the Township
 10. Executive Session
-

The meeting was called to order by President Alison Porter at 7:33 p.m.

Present: Alison Porter Randee Fox Julie Cohan
 Ed Ernststrom Dave Dalia Susan Max
 Charlie Schmidt Marie Cetrulo
 Patricia K. Anderson, Library Director
 David Dixon, Attorney for Board
 LaVerne Becker, Administrative Assistant

Absent: None

Guests: None

Ms. Porter 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

Ms. Fox made a motion to accept the Minutes of the Meeting for May 9, 2005; seconded by Ms. Cohan.

The following correction was made on Page 7, first paragraph, Line 2:
"Brownworth" should be "Centralpack"

APPROVED, Unanimously

Ms. Fox made a motion to accept the Minutes of the Meeting of June 13, 2005; seconded by Mr. Schmidt.

The following corrections were made:

Page 3, under Library Director's Report, third paragraph, Line 3, "Sersi" should be "Sirsi" and last line on that page, "B&R" should be "D&R"

Page 7, under New Business, Line 2, "June" should be "July"

APPROVED, Unanimously

NOMINATION AND ELECTION OF BOARD SECRETARY

Ms. Fox nominated Charles Schmidt as Secretary to the Board; seconded by Mr. Ernstrom. There being no other nominations from the floor, nomination were closed by Ms. Porter.

VOTING YES: Cetrulo, Cohan, Dalia, Ernstrom, Fox, Max, Porter, Schmidt

VOTING NO: None

APPROVED, 8:0:0

REPORTS OF OFFICERS

President

Ms. Porter reported that Mr. Weng has resigned from the Board. As a result, two people have been suggested to the Township Committee to fill the vacancy. No person has yet been appointed.

Treasurer

No Report

Secretary

No Report

COMMITTEE REPORTS

Finance Committee

No Report

Personnel Committee

No Report

Building/Grounds Committee

Mr. Schmidt has been in contact with Brownworth, discussing the design and the costs of the HVAC system. After questioning Brownworth about the high engineering fees, Mr. Schmidt was told that \$16,000 of it was for the architectural design. There seemed to be some confusion over the concept of the new design. Mr. Schmidt has contacted a general contractor and an architect to get other opinions on what the figures should be and how the design should proceed. Putting the HVAC units outside the building, without an enclosure, reduces the life expectancy of the units, and the fill in the units themselves would have to keep the units from freezing in the winter. The Board asked for the costs of building these utility rooms versus the cost for replacing the

units more frequently if the HVAC Units were covered with a roof and then surrounded by shrubs.

Ms. Max inquired if Brownworth should split the architectural fees with the Library, since they were partially responsible for changing the specifications for the job after the preliminary plans were drawn. Mr. Schmidt will try to get the figures needed on the architectural fees and the building costs and his committee will report at the next meeting.

Mr. Schmidt said he is also investigating the Board's hiring a handyman-type person on a one-day-a-week basis to do the maintenance jobs that are needed in the Library that cannot be done by the Township Maintenance people. Mr. Ernststrom suggested contacting Leads Industry. This would be a nonunion position.

Future Vision

No Report

Patron Services

No Report

LIBRARY DIRECTOR'S REPORT

Ms. Anderson highlighted her report which was contained in the Board packet. She reported that Judy Williams, Business Manager, has resigned. Her position has been temporarily filled by Joan Meeh, a Library Assistant who has an undergraduate degree in accounting and an MBA degree. Ms. Meeh spent six days working with Ms. Williams before her resignation became effective. Ms. Meeh works from 7:30 a.m. until noon, and says she is willing to work from 7:30 a.m. to 2:30 p.m. on Thursdays and Fridays.. She is interested in filling the position full time in the fall. She took a 120 day leave of absence from her union position. Ms. Anderson said she has received about 15 resumes for the position and about 5 or 6 of those look like promising candidates. She will begin interviewing for the position within the next two weeks.

June 15th was staff development day and it was successful. The staff started today with the Sirsi training, the new system implemented by the Morris County Library. From now until August 6th there will be training of different sorts at Morris County. A total of 13 Montville Library employees are receiving the training. These people will then train the rest of the staff. Since it will take approximately eight hours to train the weekend and evening staff, Ms. Anderson is asking for the Library to closed on September 10. However, Montville Day is September 11, and this would mean the Library would be closed two days in a row. Discussion followed as to what date to close the Library, because the training has to be sometime between August 11th and October 5th. Ms. Anderson said staff members have been postponing vacation time in order to accommodate the training sessions. Ms. Porter asked Ms. Anderson to come back in August with options for closing, so that the Library wouldn't be closed two days in a row, especially at the beginning of the school year.

Ms. Anderson said the Building/Grounds Committee needs a meeting to carefully discuss the grounds keeping options for the Library, in case the Library decides to hire a contractor to take care of the grounds, both snowplowing and lawn

maintenance. Ms. Anderson says the Township does a good job as far as snowplowing during the winter.

The Women's Club donated \$350 for processing and purchasing books.

RESOLUTIONS/MOTIONS

Approved Check Register for June 1, 2003 through June 30, 2003

Ms. Fox offered a resolution that the Board approve the check register for June 1, 2005 to June 30, 2005, approving checks exceeding \$400 in the amount of \$33,022.72 and ratifying checks not exceeding \$400 in the amount of \$7,225.63, for a total of \$40,248.35. Variance between check register, cash disbursements and value of checks drawn is attributed to four voided checks; seconded by Ms. Max.

VOTING YES: Cetrulo, Cohan, Dalia, Ernststrom, Fox, Max, Porter, Schmidt

VOTING NO: None

APPROVED, 8:0:0

June 2005 Transfers at or Above \$400

Check	Recipient	Amount
2694	Casey Carle	\$ 525.00
2695	Chux Landscaping, Inc.	596.19
2696	Erin P. Coffey	1,346.11
2697	Daily Record	412.80
2698	Demco, Inc.	820.17
2699	The Gale Group	871.80
2703	Jersey Central Power & Light	4,697.01
2705	J&L Computer Service, LLC	1,229.15
2685	Baker & Taylor	8,118.41
2687	AEC One Stop Group, Inc.	497.79
2688	Patricia K. Anderson	746.23
2690	Audio Editions	663.18
2706	J&L Computer Service, LLC	1,002.50
2708	M.A.I.N., Inc.	2,066.75
2711	PIP Printing	896.80
2714	Random House, Inc.	684.75
2718	Staples	1,271.32
2720	Statewide Sanitation Service	1,776.50
2728	Centralpack Service Corp.	810.00
2730	Centralpack Service Corp.	810.00
2732	The Penworthy Company	913.76
2733	Dean Quilici	1,458.00
2737	Vincent Sacco Computer	616.00

Approved Hiring Temporary business Manager

Ms. Fox offered a resolution that the Board approve the hiring of a temporary employee for the position of Business Manager at an hourly wage of \$21, for a period not exceeding 120 days; seconded by Ms. Cohan.

Mr. Ernststrom suggested making the resolution retroactive to the day she started, June 28th. Mr. Dalia suggested naming the employee, Joan Meeh. Mr. Dixon said this was not a hiring, but rather a temporary reassignment of this employee.

The resolution was revised to state: the Board approve the temporary reassignment of Joan Meeh for the position of Business Manager at an hourly wage of \$21, for a period not to exceed 120 days, effective June 28th or until the permanent employee is hired, whichever shall first occur.

Mr. Ernststrom asked for a package containing her resume and her salary history, et cetera, be included in next month's packet.

VOTING YES: Cetrulo, Cohan, Dalia, ERnststrom, Fox, Max, Porter, Schmidt

VOTING NO: None

APPROVED, 8:0:0

Approved Salary Range for New Business Manager, to Be Recruited

Ms. Fox offered a resolution that the Board approve the hiring of a permanent Business Manager at an annual salary of \$30,000 to \$50,000; seconded by Mr. Schmidt.

Mr. Ernststrom said the action would be to recruit, not to hire. A discussion followed regarding the hours that this employee would work. Ms. Anderson said she needs the Board to set parameters for the hours, because that information is requested when she is interviewing candidates.

The resolution was revised to state: the Board authorize the recruitment for the position of Business Manager at an annual salary of \$30,000 to \$50,000.

VOTING YES: Cetrulo, Cohan, Dalia, Ernststrom, Fox, Max, Porter, Schmidt

VOTING NO: None

APPROVED, 8:0:0

Hired New Library Assistant

Ms. Fox offered a resolution that the Board approve new hires: Veronica Coladarci, Library Assistant, as of 5/17/05, at \$9; Nina Zarin, Library Assistant, as of 6/20/05, at \$9.94 and George G. Strawley, Library Assistant, as of 5/27/05, at \$9; seconded by Mr. Schmidt.

Mrs. Becker pointed out that Veronica Coladarci and George G. Strawley were approved last month. Mr. Ernststrom said the hours need to be inserted for Nina Zarin.

The resolution was revised to state: the Board approve a new hire, Nina Zarin, part-time Library Assistant, as of 6/20/05, at \$9.94 an hour for 15 hours per week.

VOTING YES: Cetrulo, Cohan, Dalia, Ernststrom, Fox, Max, Porter, Schmidt

VOTING NO: None

APPROVED, 8:0:0

Approved Month-to-Month Maintenance Contract

Ms. Fox offered a resolution that the Board approve month-to-month extensions of contract with Statewide Sanitation Services at the same terms and conditions until a new contract is negotiated; seconded by Mr. Schmidt.

Ms. Anderson was excused from the meeting to go and retrieve the present contract with Statewide Sanitation Services so the Board could be apprised of the time period the contract covers. The Board will return to discussion of this matter.

Approved Procedure for Board Members Requesting Items to be Placed on Agenda

Ms. Fox offered a resolution that the Board approve that in a meeting any Board member can require, as part of the New Business section of the meeting, a resolution to be added on the agenda for the next Board meeting; seconded by Mr. Schmidt.

This resolution is being proposed as a common courtesy to a Board member who wishes to have something placed on the agenda for the next month's meeting.

VOTING YES: Cetrulo, Cohan, Dalia, Ernstrom, Porter, Schmidt
VOTING NO: Fox, Max
APPROVED, 6:2:0

Approved Month-to-Month Maintenance Contract (Continued)

After reviewing the contract, Mr. Dixon said the Board is already at the end of the renewal period, so the Board has to go out to bid and enter into a new contract.

The resolution was revised to state: the Board approve month-to-month extension of contract with Statewide Sanitation Services at the same terms and conditions until a new contract is negotiated, subject to the consent of the contractor and not to exceed a three-month period.

VOTING YES: Cetrulo, Cohan, Dalia, Ernstrom, Fox, Max, Porter, Schmidt
VOTING NO: None
APPROVED, 8:0:0

Authorized Interlocal Service Agreement for Maintenance with the Township

Ms. Fox offered a resolution to authorize the preparation of specifications and solicitation of bids for a new cleaning and maintenance contract; seconded by Mr. Schmidt

Mr. Ernstrom recommended making the agreement an interlocal agreement with the Township Committee, since the Township Committee's bid threshold is \$25,000.

The resolution was revised to read: the Board authorize an interlocal service agreement with the Township of Montville for the provision of cleaning and maintenance services at the Library.

VOTING YES: Cetrulo, Cohan, Dalia, Ernstrom, Fox, Max, Porter, Schmidt
VOTING NO: None
APPROVED, 8:0:0

Ms. Fox offered a resolution that the Board approve Library closing on Saturday, September 10, 2005, for staff training; seconded by Ms. Max. The matter was tabled.

APPROVED, unanimously

Ms. Fox offered a resolution that the Board set an adjournment time for its meetings; seconded by Mr. Ernstrom.

Mr. Ernstrom said he thought the Board could set a time for when the meetings would adjourn. This might encourage the Board to work faster. Mayor Cetrulo said the Board could set a policy that no new business would be entertained after a specific time.

VOTING YES: None

VOTING NO: Cetrulo, Cohan, Dalia, Ernstrom, Fox, Max, Porter, Schmidt

NOT APPROVED, 0:8:0

OLD BUSINESS

Ms. Anderson discussed the town auction. The library had donated 17 computers, and other items. Hours were spent transferring these items to the Town Hall. The auction was poorly publicized and many of the computers were left. The day after the auction a patron advised Ms. Anderson that the Township was selling the computers for \$5. Library employees had to go to Town Hall personally, with the money, to purchase the computers. At first these computers were going to be donated to a charity. Employees were willing to donate \$100 per computer. The staff lost an hour and a half of productivity. The Library will be billed for the workers who moved the computers, plus their supervisory time. It cost the Library money to do this, but the Library was in compliance with the law. Mr. Dixon said the Library could conduct its own auction.

Ms. Cohan asked Mr. Dixon to report on the status of the contract with the employees. Mr. Dixon said mediation has been scheduled for July for this matter.

NEW BUSINESS

None

EXECUTIVE SESSION

Mr. Schmidt made a motion that the Board go into an Executive Session; seconded by Ms. Cohan.

APPROVED, unanimously

The Executive Session was convened at 9:39 p.m.

The Regular Session reconvened at 10:04 p.m.

ADJOURNMENT

Mr. Schmidt made a motion to adjourn the meeting.

The meeting was adjourned at 10:05 p.m.

Respectfully submitted,

LaVerne J. Becker
Confidential
Administrative Assistant