

PUBLIC COMMENTS

Dr. Soo, 47 Gabriel Drive, Brandywine, former Fairleigh Dickinson University professor, introduced himself and asked how he could become a Library Board member. Mr. Schmidt advised him that he should contact the Township Committee for appointment to the Library Board. Mr. Dalia said appointments are made in January, so a resume' should be submitted in December, addressed to the Township Committee. Ms. Anderson suggested contacting the Court Clerk, Trudy Atkinson.

REPORTS OF OFFICERS

President

Mr. Schmidt said he had a discussion with the board attorney, Mark Tabakin, who has agreed to bill the Board based on a per-meeting charge of \$315 a meeting. Any phone calls to Mr. Tabakin will be based on a .2 of an hour or 12 minutes per call, when actual contact is made. Board members who call Mr. Tabakin asking for a legal opinion will be advised in advance if it is anticipated that charges of \$250 or more may be incurred. Although it is not necessary, out of courtesy, Board members can contact Mr. Schmidt before calling the attorney.

Treasurer

No report

Secretary

No report

COMMITTEE REPORTS

Finance

No report

Personnel

Mr. Ernstrom reported the Committee met to discuss background checks of employees and volunteers. The Committee recommends using the New Jersey State Police Volunteer Organization check, which applies to organizations in New Jersey that are Title 15A, and since the Library is considered a "quasi-15A," the courtesy will be extended to the Library for the paid employees and volunteers, as long as the Library certifies it is a youth-serving organization. Ms. Anderson says the process has begun.

Building/Grounds

Ms. Anderson reported the second round of bids for the HVAC renovation project were opened, and results of the bids were distributed to Board members.

Mr. King said some minor repairs to bathroom fans were made. Maintenance had not been done on the fans for an extended period of time. Ms. Anderson said all of the fan motors have to be cleaned.

Future Vision

No report. Mr. Dalia said once the HVAC contract is awarded, the committee will meet.

Patron Services

Ms. Max said the committee met and discussed Friends of the Library, National Library Week, and publicity and Cablevision Channel 78. Ms. Max said she and Ms. Cohan will be going to the Trustee conference in April. Attendance at this conference should acquire enough hours to meet the Board's requirement for training this year. The Committee discussed a community assessment questionnaire to be distributed to see if the Library is meeting the community needs. Staff training to be held on June 7 will concentrate on team building and conflict resolution.

LIBRARY DIRECTOR'S REPORT

Ms. Anderson highlighted areas of her report. She attended a meeting in Trenton with the State Librarian and regional directors where open borrowing was discussed. There are 150 towns, including Montville, that participate in the program. The sentiment at the meeting was to keep the program going since it is an important public service, but it will have to be self-funded in the next two years in order to keep it going.

National Library Week was last week. The Library celebrated by having a number of programs and free refreshments all week supplied by the Friends' hospitality table. Ms. Anderson conducted six tours last week, providing her a way to connect with patrons who haven't used the Library for a while. She is considering offering the tours every other month on a Saturday.

Ms. Anderson and Ms. Piel, Assistant Director, provided a staff luncheon for daytime workers and a dinner for evening staff last week in honor of National Library Workers Day. Ms. Reise, Research Librarian, has invited Supreme Court Justice Alito to visit the Library, and he has responded, saying he would try to schedule a visit.

Ms. Anderson, several staff members, Ms. Cohan and Mr. Schmidt attended the opening ceremonies for the Parsippany-Troy Hills Library.

The packet this month contains quarterly statistics for patron use of all the data bases at the Library.

Ms. Anderson said Mr. Daughtry is working on assigning fire captains and fire evacuation procedures. A fire drill is planned for the future.

RESOLUTIONS/MOTIONS

Approved Check Register for March 2006; Approved Funds to Repair Boilers; Accepted the 2005 Audit and Approved the Determination of Value and Vendor Resolutions Pertaining to New Jersey "Pay to Play" Legislation

Ms. Fox offered a resolution to approve the following resolutions:

Resolution that the Board approve the check register for March 1, 2006 through March 31, 2006, approving checks exceeding \$400 in the amount of \$34,350.47 and ratifying checks not exceeding \$400 in the amount of \$8,005.89 for a total of \$42,356.36. There is no variance between the check register, cash disbursements and value of checks drawn;

Resolution that the Board approve the cost to repair the Library boilers by Centralpack Service Corp. as follow: 1. Supply and install one new Actuator Mixing valve \$2,168; 2. Supply and install one new B&G Flo-Control Valve, \$1,930, total, \$4,098;

Resolution that the Board accepts the 2005 Audit performed by R.A. Fredericks and Company, LLP; and

Resolution that the Board review and approve the Determination of Value and Vendor Resolutions pertaining to the New Jersey "Pay to Play" legislation;

seconded by Mr. Dalia.

VOTING YES: Cohan, Dalia, Daughtry, Ernstrom, Fox, King, Max, Schmidt

VOTING NO: None

APPROVED, 8:0:0

March 2006 Transfers at or Above \$400

| <u>Check</u> | <u>Recipient</u> | <u>Amount</u> |
|--------------|------------------------------------|---------------|
| 3508 | Pitney Bowes Reserve Account | \$ 400.00 |
| 3515 | L.Becker dba Secretarial Solutions | 625.00 |
| 3523 | Capstone Press | 672.00 |
| 3532 | O'Dowd Advertising | 945.52 |
| 3534 | North Jersey Media Group | 400.02 |
| 3537 | NJ Natural Gas Co. | 1,602.79 |
| 3538 | The Gale Group | 523.00 |
| 3539 | Grey House Publishing | 469.00 |
| 3541 | The Creative Comp | 951.54 |
| 3542 | R.A. Fredericks & Co. | 7,500.00 |
| 3545 | Brownworth Engineering | 1,630.50 |
| 3546 | Ingram Library Services | 523.73 |
| 3547 | Staples | 466.26 |
| 3550 | J&L Computer Service, LLC | 1,032.50 |
| 3551 | Jersey Central Power & Light | 3,207.03 |
| 3554 | Statewide Sanitation Service | 1,743.35 |

| | | |
|------|---------------------------|----------|
| 3556 | Librarians' Book Link | 620.29 |
| 3560 | Rainbow Book Company | 1,225.86 |
| 3562 | Robert Walters | 527.53 |
| 3566 | Centralpack Service Corp. | 3,751.45 |
| 3575 | Baker & Taylor | 4,422.84 |
| 3577 | Casha & Casha | 1,363.50 |
| 3578 | Baker & Taylor | 546.78 |

Ms. Fox offered a resolution that the Board review the bids for the HVAC Renovation Project that were received at 1:30 p.m. on April 10, 2006 and that the Board proceed with the project using the lowest qualified and responsive bidder; seconded by Mr. Ernstrom.

Mr. Ernstrom reported about the meeting held today to receive the bids. He said there were four bidders, and the spread of the bids was very close. Right now the attorney and the engineer, are in the process of qualifying the apparent low bidder. \$30,000 was shaved off of the low bid from the last bid offerings. Ms. Anderson read the bids into the record in the order they were opened in: ACP Contracting, \$1,310,560; Envirocan, LLC, \$1,348,000; Kappa Construction, \$1,155,000; and C&E Contracting, \$1,185,640. Mr. Ernstrom said the low bid is very close to the original estimate made by the engineer. Adequate competition was received during this second round of bidder. At this point, the Board is required to certify that the funds are available to enter the contract.

Mr. Schmidt said right now there is a shortfall of \$275,000, including contingency funds, and the Board should ask the Township to guarantee the funds and to reimburse the Township for these funds. The Board discussed entering into negotiations with the contractors to see if the bids could be lowered. Mr. Evans, Construction Attorney, explained that the Administrative Code allows negotiations with the bidders, but the terms, conditions, restrictions and specifications set forth in the negotiated contract cannot be substantially different from those that were the subject of competitive bidding. Changing the project can result in the Board being challenged from the unsuccessful bidders. Negotiations could be entered into with all the bidders, but once changes are submitted, it must be determined whether the changes were substantial or not.

Mr. Tabakin, Board Attorney, recommended that if the Board were to decide to enter into negotiations with the bidders, that it do so with all the bidders, not just the lowest one. He also said the resolution, as stated, was deficient and could not be voted on as presented. He said that perhaps it might prove worthwhile to rewrite specifications and go out to bid again, losing perhaps a two-week time period. Mr. Schmidt said the engineer felt it would be impossible to complete the project by the beginning of the heating system if the project did not begin sometime in the near future. Mr. Schmidt was also concerned that if the project starts much later, the Library may have to be shut down for a few weeks because of lack of heat in the fall. Also the new design would cost more in engineering fees.

Mr. Ernstrom said the current project includes a complete retrofit of the Pio Costa wing, which is essentially a Township operated part of

the Library, operated by the Recreation Department. Mr. Daughtry said there was an error in the cost of the in-kind services fee to the Library, which would now cost the Library \$54,243. Mr. Daughtry also said on the Township Committee's agenda for its meeting tomorrow evening is an item to discuss supporting the Library for additional funding for the renovations.

Discussion followed as to whether to enter into negotiations with the bidders. Also there was discussion on whether to get a new design and put the project on hold for this season. There was discussion on how much money the Library actually had available for the project. There was discussion as to whether the Township would be willing to loan \$275,000 to the Board in order to certify to the availability of funds for the project, plus enough monies to cover contingencies.

Summing up, Mr. Schmidt said as he sees it there are two issues to be decided: A. Reject the bid and negotiate with the contractors; and B. Accept the bid preliminarily and go in front of the Township Committee and ask them to guarantee the funds. The matter cannot be decided this evening. The Board needs to have the Township Committee's decision on providing the funds. Representatives from the Library Board will appear before the Township Committee tomorrow evening and explain the funds requested and the amounts presented exclude what the Library anticipates and have certified are the operating expenses for the year. The Library Board will meet on April 17 to vote on accepting or rejecting the contract.

The resolution was withdrawn.

Mr. Ernstrom made a motion to authorize a representative of the Library Board to appear before the Township Committee to seek a guarantee of an expected shortfall of \$105,000, plus contingencies, in order to entertain the bid with Kappa Construction; seconded by Mr. Dalia.

VOTING YES: Cohan, Dalia, Daughtry, Ernstrom, King, Max, Schmidt
VOTING NO: Fox

Mr. Schmidt, Ms. Cohan and Mr. King will represent the Board at the Township Committee meeting tomorrow evening.

The Library Board will have a meeting on April 17 to vote on accepting or rejecting the contract, and accepting or rejecting the anticipated Township offer of funds.

Ms. Anderson expressed concern that there has been no representative from the Board of Education present at the last two meetings. Mr. Daughtry said there are people in the Township who wish to serve on the Library Board. Ms. Anderson explained that statutorily the Superintendent is required to be on the Board, and he or she can designate an alternate, who does not have to be a teacher. Mr. Schmidt will send a letter to the new superintendent welcoming him onto the Committee and presenting him with the Committee's concern that no representative has been in attendance at the Board meetings.

OLD BUSINESS

Ms. Anderson asked Mr. Dalia to report on the Friends of the Library. Mr. Dalia said when the Friends have completed their current task, and when the current Friends administration resigns, he will present that report. Mr. Dalia said, in his opinion, it is not the Library Board's organization, and he feels that the Board cannot demand to see their financial paperwork. Mr. Schmidt said he is concerned that citizens are donating money under the assumption that that money is going to the Library, and there seems to be no financial records to back this up. Mr. Dalia said the Friends have always operated this way, and have never before been asked for a financial accounting. Ms. Anderson said in the past three years the Friends had two public meetings, and the former president, Kathy Asoken, provided a treasurer's statement and reviewed what their fund raising activities were. These meetings were poorly attended by the public. Ms. Anderson said questions have arisen because there are people who have financially supported the Friends' activities, and they would like to know what the Friends' intentions are and with the money they have raised. Despite asking the Friends for this information, the people have not been given answers.

Mr. Dalia said the Library has alienated the Friends because the Friends feel the Library has tried to micro-manage the organization. Mr. Schmidt said his concern is that people are asking the question that if they donate money to Friends, is the money going to the Library, and no answers have been given. Ms. Anderson said last week the Friends hosted a hospitality table. Ms. Potenza, present President, continues to manage the used book sale, and she is doing a display for young people's poetry week. The financial aspect is the problem that has arisen. Ms. Potenza is working hard, but does not want to share the information at this time. Ms. Potenza has indicated that she is resigning effective April 15, and the Board expressed concern who is going to have access to the financial records. Ms. Fox asked if not the Board, who represents the public to the Friends' organization. Ms. Potenza told Mr. Dalia when she resigns, she will give the financial records to him.

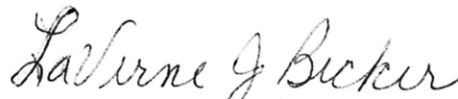
NEW BUSINESS

None.

Mr. King made a motion to adjourn the meeting; seconded by Ms. Cohan.

The meeting was adjourned at 10:27 p.m.

Respectfully submitted,



LaVerne J. Becker

Confidential

Administrative Assistant