

Montville Township Public Library  
Board of Trustees Meeting  
June 13, 2005, 7:30 p.m.  
Montville Township Public Library  
90 Horseneck Rd., Montville, NJ

---

Summary of Actions Taken

1. Approved Check Register for May 1, 2005 to May 31, 2005
  2. Ratified Action to Enter Into HVAC Maintenance Contract
  3. Executive Session to Discuss Personnel
  4. Approved Salary Increase for Assistant Library Director
  5. Approved Revised Rules of Conduct
  6. Approved Hiring New Employees
- 

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

Present: Alison Porter                      Randee Fox (7:46)                      Dave Dalia  
          Ed Ernstrom                          Charlie Schmidt                      Marie Cetrulo (7:55)  
          Mary Louise Malyska  
          Patricia K. Anderson, Library Director  
          Jack Feeney, Attorney for Board  
          LaVerne Becker, Administrative Assistant

Absent: Julie Cohan

Guests: Gloria Potenza

---

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

REPORTS OF OFFICERS

President

No Report

Treasurer

Ms. Anderson said that Ms. Williams, Business Manager, has requested a written record of what investments have been made in the form of official documents from the bank.

Secretary

No Report. Ms. Anderson said she has received a letter from Mr. Weng stating that he has resigned from the Board. The nomination/election of a new secretary will take place next month. Mr. Feeney said replacement of the secretary is not an emergent matter, and the Board can act without a secretary for a short period of time.

COMMITTEE REPORTS

Building/Grounds

Mr. Schmidt said the main discussion is about the HVAC system. Also, small items, such as the flashing that is hanging from the building and painting need to be taken care of. He would also like to explore getting a permanent resident caretaker for the Library. Ms. Anderson said she has some proposals from landscaping firms for taking care of the grounds. The Board needs to explore the types of services provided versus what the Township provides, and at what cost.

Finance

No Report

Personnel

Mr. Ernstrom said the Committee has discussed the Assistant Director retention. The Board packet contains the Committee's proposal for Ms. Piel's salary change. The Committee has also been discussing development of career planning for succession planning.

Additional Building/Grounds

Mr. Schmidt said there is a report in the packet from the Committee for improvements to the HVAC system, including a suggestion to build structures to house the units that will be placed outside the building. Mr. Ernstrom said he agrees that there should be enclosures around the outside of the units. The plan calls for elimination of air handlers within the building. This would eliminate any noise inside the building and eliminate any maintenance taking place in the ceilings. By having the units enclosed in a heated room, the units themselves will last longer and won't have to use an anti-freeze system, but rather a water system. The rooms would be put in areas that won't encumber the building and they would make the building look similar to what it is. The units will come out ten to twenty feet if they are laid on the ground. The building would be extended out to the eye, and would look very similar to what is already here. This would, however, increase the price to \$1 million. Mr. Schmidt asked for some guidance from the Board.

Ms. Porter and Ms. Fox expressed concern over an additional \$340,000 to build the housings. Costs incurred would be for a foundation, flooring, brickwork, roof, change of the building, such as the sign for the Pio Costa Auditorium, and permits, to mention a few. Mr. Ernstrom said the new additions could also house the new electrical services that will power up the air conditioning units. Mr. Ernstrom said it is necessary to have a sturdy roof over the units.

Ms. Porter said she needs more information about how much money will be saved on the longevity of these units, and also any alternatives, such as a roof rather than a building. Mr. Schmidt summarized the Board discussion as follows: Everybody agrees that the way to set up the air conditioning is good, but the cost of doing it, as far as the building, is a big concern. He will have discussions with Brownworth to see what suggestions can be done to decrease the costs.

Mr. Schmidt said the original cost from Brownworth for the document fee was \$38,400. The cost now is an additional fee of \$36,000. Mr. Ernstrom said the fee is negotiable. Mr. Schmidt will discuss it with Brownworth. Ms. Porter asked Mr. Schmidt to have Brownworth break down the fees and costs for each part of the project.

Future Vision

No Report

Patron Services

No Report

#### LIBRARY DIRECTOR'S REPORT

Ms. Anderson said she has hired three new employees in the last month, two part time and one full time. An offer has been made to an individual to be hired as a part-time library assistant in the Children's Department to fill the vacancy made by the resignation of Kathy Asoken, who is retiring. In addition, the vacancy for a part-time reference person needs to be filled.

Staff development day will be on Wednesday morning, 8 to 12 of this week. Dr. Radford, Associate Professor of Rutgers School of Communication and Library Service will do a presentation on cooperation and communication. The Board is invited to attend.

Vince Sacco will be doing a basic brush up training for library employees on June 22nd. During the month of July, into August, the staff will be training for the Sirsi system.

The Kiwanis Club has placed mulch upon the trees planted last fall. Most of the trees are looking very healthy. There are approximately 40 trees around the Library property, and perhaps in the fall some of these trees will be ready to be transplanted around the town.

Problems are being experienced with the current HVAC system. Ceiling tiles have collapsed in the men's room -- cause: The drip pan was cracked. Today the ceiling tiles collapsed in Lorenza Vidris' office -- cause: The drip pan was warped. Temperatures had to be lowered in the Pio Costa Auditorium because, due to the humidity, it felt too warm in that part of the building.

The summer reading programs kicks off this Wednesday. Registration is at 5:30, followed by a concert. A major exhibit arrived today at the Library, the D&R Canal and the Morris Canal. The exhibit will be in the Library all summer. Erin Coffey represented the Library at the Senior Fair. Because the Interlibrary Loan program will be changing, Sandy Calderone will attend the State Library demonstration of the new software enhancement to the Jersey CAT program. This new software program goes into effect next Monday.

#### RESOLUTIONS/MOTIONS

Approved Check Register for May 1, 2005 to May 31, 2005

Ms. Fox offered a resolution that the Board approve the check register for May 1, 2005 to May 31, 2005, approving checks exceeding \$400 in the amount of \$46,357.15 and ratifying checks not exceeding \$400 in the amount of \$7,290.37 for a total of \$53,647.52. Variance between check register, cash disbursements and value of checks drawn is attributed to four vendor credits and two voided check; seconded by Mr. Schmidt.

VOTING YES: Dalia, Ernstrom, Fox, Malyska, Cetrulo Schmidt, Porter

VOTING NO: None

APPROVED, 7:0:0

May 2005 Transfers at or Above \$400

Check	Recipient	Amount
2635	Daily Record	\$ 460.70
2589	Pitney Bowes Reserve Account	400.00
2597	L. Becker dba Secretarial Solutions	400.00
2609	Jersey Central Power & Light	3,914.11
2610	Lenape Lifeways, Inc.	400.00
2611	Librarians' Book Link	1,020.55
2612	M2 Electric, LLC	5,345.00
2613	M.A.I.N., Inc.	900.00
2619	Quality Books, Inc.	1,359.72
2620	Marie Radford	900.00
2621	Raia Self-Storage	1,014.00
2624	Vincent Sacco Computer	660.00
2626	Staples	486.86
2627	Statewide Sanitation Service	3,558.53
2630	AEC One Stop Group, Inc.	592.34
2637	Facts On File	855.67
2639	The Gale Group	783.31
2642	J&L Computer Service	525.00
2643	AnnaMarie Job	620.17
2646	Midwest Tape	476.78
2648	PIP Printing	1,850.72
2649	Random House, Inc.	633.70
2651	Recorded Books	548.54
2652	Scangarella, Feeney & Dixon	1,777.10
2653	Scholastic Library Publish	782.56
2656	Superior Books, Inc.	888.77
2660	Verizon	1,200.09
2662	Baker & Taylor	14,762.93
Ratified Action to Enter Into HVAC Maintenance Contract		

Ms. Fox offered a resolution to ratify action taken at the May meeting that the board exercise one-year renewal option under the terms outlined in Paragraph 7 of the existing HVAC Maintenance Contract with Centralpack Services Corp. The one-year extension shall be effective June 2, 2005 through May 31, 2006. The contract price will increase one percent based on CPI formula set forth in Paragraph 7B. This extension may be terminated upon 30 days' notice; seconded by Mr. Ernstrom.

VOTING YES: Dalia, Ernstrom, Fox, Malyska, Cetrulo, Schmidt, Porter  
 VOTING NO: None  
 APPROVED, 7:0:0

Mr. Ernstrom offered a resolution to approve a 10 percent increase in Mary Ellen Piel's annual salary to \$57,200, effective immediately. An additional 4.5 percent will be added to her salary on September 1, 2005 based upon her continuing excellent performance. It is further understood that no further increases to her salary will be considered by January 2007; seconded by Ms. Fox.

Discussion followed as to whether Ms. Piel should be invited into the meeting. Ms. Anderson said she had been informed the matter was on the agenda for voting this year. The Board will adjourn to an Executive Session for further discussion.

EXECUTIVE SESSION

Dr. Malyska made a motion that the Board adjourn to an Executive Session to discuss personnel matters; seconded by Mr. Schmidt.

APPROVED, Unanimously

The Executive Session convened at 8:25 p.m.

The Regular Session reconvened at 8:49 p.m.

Approved Salary Increase for Assistant Library Director

Mr. Schmidt made a resolution to approve a 10 percent increase in Mary Ellen Piel's annual salary to \$57,200 effective immediately; seconded by Ms. Fox.

VOTING YES: Ernstrom, Fox, Malyska, Schmidt, Porter

VOTING NO: Dalia, Cetrulo

APPROVED: 5:2:0

Approved Revised Rules of Conduct

Ms. Fox offered a resolution that the Board approve a revised Rules of Conduct; seconded by Mr. Ernstrom

Ms. Anderson's said the Rules of Conduct that are displayed in the Library were adopted in 1995. She distributed an email complaint received from a Montclair resident regarding the misuse of the restrooms.

(Ms. Porter leaves the meeting after appointing Mr. Schmidt the head of the Building/Ground Committee. Ms. Fox now chairs the meeting.)

Ms. Anderson will send a response acknowledging receipt of the email stating the Board is "taking it under advisement."

Ms. Anderson explained the items that are being changed in the Rules of Conduct were to add: "Running or skateboarding is prohibited;" and prohibiting "talking loudly, making noise or engaging in other disruptive conduct, including pushing and shoving."

VOTING YES: Dalia, Ernstrom, Fox, Malyska, Cetrulo, Schmidt

VOTING NO: None

APPROVED, 6:0:0

Mr. Schmidt offered a resolution that the Board revise the April 11, 2005 resolution that payment of \$60,000 to the Township of Montville for in-kind services will be paid in November 2005, and funds will be made available from reserves; seconded by Mr. Ernstrom.

Mr. Ernstrom said the Board has already voted on the resolution in April. Ms. Anderson said the Township has asked for the payment to be deferred until November. Mr. Ernstrom said this shouldn't require a resolution, since the resolution passed in April did not contain a specific payment date.

Mr. Dalia offered a motion to table the resolution indefinitely; seconded by Mr. Ernstrom.

VOTING YES: Dalia, Ernstrom, Fox, Malyska, Cetrulo, Schmidt  
VOTING NO: None  
APPROVED, 6:0:0

#### Approved Hiring New Employees

Mr. Ernstrom offered a resolution that the Board approve new hires: Veronica Coladarci, as Library Assistant, effective May 17, 2005 at \$9 per hour and George G. Strawley as Library Assistant, effective May 27, 2005 at \$9 per hour; seconded by Mr. Schmidt.

The resolution was amended: Veronica Coladarci as a full-time employee for 37-1/2 hours per week and George E. Strawley as part-time Library Assistant, not to exceed 20 hours per week.

VOTING YES: Dalia, Ernstrom, Fox, Malyska, Cetrulo, Schmidt  
VOTING NO: None  
APPROVED, 6:0:0

#### OLD BUSINESS

None

#### NEW BUSINESS

Mr. Ernstrom made a motion that a resolution be included in the agenda for July that would say that in a meeting any Board member can require, as part of the new business section of the meeting, a resolution be added on the agenda for the next meeting; seconded by Mr. Schmidt.

This would be a common courtesy to any Board member, and would follow the procedure by the Township Committee or any Township Committee.

VOTING YES: Dalia, Ernstrom, Cetrulo, Schmidt  
VOTING NO: Fox, Malyska  
APPROVED, 4:2:0

Mr. Ernstrom proposed that the Board set an adjournment time for its meetings; seconded by Mr. Dalia

VOTING YES: Dalia, Ernstrom, Malyska, Cetrulo, Schmidt  
VOTING NO: None  
ABSTENTION: Fox  
APPROVED, 5:0:1

#### EXECUTIVE SESSION

Mr. Ernstrom offered a resolution that the Board convene to an Executive Session to discuss the Collective Bargaining Contract; seconded by Mr. Dalia.

The Executive Session convened at 9:22 p.m.

The Regular Session reconvened a 9:30 p.m.

#### ADJOURNMENT

Mr. Ernstrom made a motion to adjourn the meeting; seconded by Mr. Schmidt.

The meeting was adjourned at 9:30 p.m.

Respectfully submitted,

LaVerne J. Becker  
Confidential  
Administrative Assistant