

Final Amended Adopted Minutes

Montville Township Public Library  
Board of Trustees Meeting  
November 13, 2006, 7:30 p.m.  
Montville Township High School Library  
100 Horseneck Rd., Montville, NJ

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Summary of Actions Taken

1. Approved Minutes of October 16, 2006 meeting
2. Approved Check Register for October 1, 2006 through October 31, 2006
3. Rejected Resolution to start Board Meetings with a prayer
4. Approved Resolution to start Board Meetings with a moment of silence
5. Approved adding Bernice Bailine's signature for checks up to \$400. on Operating account #618402256 and Payroll account #618402264
6. Approved changed from Paychecks to ADP payroll system
7. Approved repairing windscreen and entrance to Pio Costa, not to exceed \$2,500
8. Executive Session

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The meeting was called to order by President Charles Schmidt at 7: 35 p.m.

Present: Gary Bowen Julie Cohan Art Daughtry  
Ed Ernstrom Randee Fox Peter King  
Susan Mac Charles Schmidt  
Patricia K. Anderson, Library Director  
Bernice Bailine, Business Manager  
Mark Tabakin, Attorney for Board  
Claire Trogani, Secretary

Absent: David Dalia, Steve Moscone

Guests: None

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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**

**MINUTES OF MEETING**

Mr. Schmidt asked for a motion to accept the Minutes of October 16, 2006. Ed Ernstrom made a motion, seconded by Susan Max .

APPROVED , unanimously

## **PUBLIC COMMENTS**

No Public Comments

## **REPORTS OF OFFICERS**

### President

No report

### Treasurer

No report

### Secretary

No report

## **COMMITTEE REPORTS**

### Finance

No report

### Personnel

The Library Board welcomed Bernice Bailine as the new business manager. Ms. Bailine gave a brief summary of her business background.

### Building/Grounds

Mr. King reported that he had a brief meeting at 3:30 this afternoon to discuss the situation at the library and the main focus was to open the library. After the discussion, the consensus was that it could open November 27<sup>th</sup>. That hinges on the sprinkler system and getting the permits by Wednesday the 15<sup>th</sup>. Then we contact the people for the sprinkler system and they have about three days to complete the system and after that we have a major clean up to clean up the mess caused by the construction. There will be a spot inspection Friday to be sure the heating system is up and working. There will be a walk through the day after Thanksgiving.

Charles Schmidt: Yes, I talked to Emil today and he said we should have the approval by lat today or tomorrow. Emil's not going to be there tomorrow. I'm going to speak to a Ted. He's the one that's actually doing the review. Providing he can get the papers up here, Tony Barile said he could issue the permit right away. Once we get the permit, the sprinkler company said they could start Thursday or Friday and it should take approximately four days to finish and Gus can complete the rest.

Art Daughtry: Worst case scenario, if you don't have the permit tomorrow and the sprinkler system is still down, you can open with a fire watch. That means the Fire Department posts a truck there. If the system is down, we have to post a fire watch every day that it's down and we can still open.

Julie Cohan: Are you suggesting that we open the building to the public if the heat is not working?

Charles Schmidt: I'm not suggesting anything. I'm saying we have enough heat in the building, if we desire to open it.

Julie Cohan: I don't think we should open, if the heat's not working. If it's 40 degrees outside, do you want to open the building with space heaters?

Mark Tabakin: There are other concerns if you're running with space heaters. You have to look at the health and safety issues. A small child could put his or her hand in the space heater and get burned. You're not supposed to have anything combustible near those things, because they're powerful heaters. From the health and safety aspect alone, it would be more prudent to think that through.

Peter King: We'll know by the end of this week if the heating system is up.

Julie Cohan: If it's not, do we want to run with space heaters? I don't think we should.

Peter King: It's 98% positive that we'll have the heating system working.

Charles Schmidt: We won't open up until everything is okay and we have the Board's approval.

Julie Cohan: The other issue is the cleanliness of the building.

Patty Anderson: The cleaning service is going to start Wednesday and it will take 4 or 5 days to get through the building. They only clean so much at night. I would like to see them come during the day.

Ed Ernstrom: At the meeting, we did discuss having two cleanings.

Randee Fox: Why don't we have the cleaning people do double the amount of time to do the cleaning?

Patty Anderson: I didn't know the board wanted that. That's an additional cost. We're paying them for 10 hours. To get them in during the day is double the cost.

Peter King: From now until December 1<sup>st</sup>, we can outline what they have to do in a purchase order.

Patty Anderson: I was going to go to Statewide, but I don't think they are going to be in the best frame of mind, because we just cancelled the contract for next year. We're going to a new company called Oriental Pacific. It was suggested that I contact them.

Charles Schmidt: My recommendation is for Patty to go out and see what she can do about the situation.

#### Future Vision

No report

#### Patron Services

No report

#### Library Director's Report

Patty Anderson: Most of the reports are individual employees reports on what they did over the past two weeks. We have a lot of reports on trips to other libraries, also the Baker & Taylor warehouse tour.

I put in your boxes, Elaine Reese's report about her trip to Washington, sponsored by Congressman Frelinghuysen.

Andrea did give a written report on the Children's Youth Services and all the places she went and visited as well. She had the opportunity to visit some of the school libraries and some nursery schools as well.

We had a number of meetings with the union representative. We had one with the attorney from Morris County Local 6 as well as our shop steward. The purpose of the meeting was to bring everyone up to date on how the construction project stood. We tried to reassure everyone that things were progressing and we were well aware of what their grievances were.

After our meeting, we decided to have two staff meetings, where all staff were invited to come. One on a Monday at noon and another meeting at 6:30 pm. Mark came to the new meeting. The union representative did not show up at that meeting. They claimed they didn't know about it.

We did the best we could to try and reassure everyone that things are progressing. A map that was prepared by the construction company that was color coded was presented.

I thought the meetings were very successful. Everyone got to hear the same news. They got the opportunity to ask questions and got to review questions. They wanted to know if we really think we're going to open on the 27<sup>th</sup>.

The meetings were very productive. It was a good opportunity to clear the air with all the employees.

We also went over the ground rules about working in other libraries. I gave a list of the other libraries reaching out for help.

We're starting to resume programs. We're starting with a swing program. We have to start gingerly.

I do have to alert you to the fact that on November 29<sup>th</sup> all of Morris County is going to another computer upgrade. We will not have access to the catalogs. We will not be able to place any holds. We will not be able to look up the patrons accounts. We will not be able to tell them if they have fines. The only thing we will be able to do is charge and discharge and fetch a book.

There's no catalog available to the public from November 28<sup>th</sup> to December 2<sup>nd</sup>, all through Morris County and it's particularly bad for us because we're just reopening and not being able to look up a book is going to be very frustrating for the public and the students. All we can do is apologize and assist them to the best of our ability. It's like stepping back into the 1950's. They're saying that after November 20<sup>th</sup>, we're not allowed to send books. They don't want anything to go in transit. They seem very confused. They haven't sent out any instructions. This is the Department of Operation and Library Assistance. They have no press releases to alert the public. I tried to get Montville out of it and go to the end of the line, but everybody has to be treated the same. Once they're off line, it's over and there's nothing we can do. Other than a press release, our public is going to get one day's notice. What we can do is put a sign where people walk in, that due to the County's computer upgrade, etc. and apologize for any inconvenience, but it's beyond our control.

Tomorrow, I'm speaking at the Chamber of Commerce. I'll be speaking on the Laws of Confidentiality and the Patriot Act.

Charles Schmidt: Can I have a motion to accept the Director's Report?

Ed Ernstrom made the motion, seconded by Susan Max. All in favor – Aye.

#### Resolution/ Motions

- A. Resolution to approve the check register for October 1, 2006 through October 31, 2006, approving checks exceeding \$400 in the amount of \$192,628.47 and ratifying checks not exceeding \$400 in the amount of \$9,532.20, for a total of \$202,160.67.

Variance between check register, cash disbursements and value of checks drawn is attributed to voided checks with check numbers 4189, 4190 and vendor credits from Demco – check #4147 for \$32.33 and Ingram – check #4172 for \$31.19.

- B. Resolution to authorize the President to close the Library from 10/9/2006 thru 10/23/2006.
- C. Resolution to authorize the President to close the Library from 10/23/2006 thru 11/26/2006 (12/4/2006?)

Motion to accept resolutions: Peter King, seconded by Susan Max  
VOTING YES: Bowen, Cohan, Ernstrom, Fox, King, Max, Schmidt, Daughtry  
VOTING NO: None

D. Resolution to start Board Meetings with a prayer.

Motion to accept resolution: Edward Ernstrom, seconded by Peter King  
VOTING YES: Ernstrom, King, Schmidt  
VOTING NO: Cohan, Fox, Max, Daughtry  
ABSTAINING: Bowen  
Resolution Rejected

Resolution to start Board Meetings with a moment of silence.

Motion to accept resolution: Edward Ernstrom, seconded by Peter King  
VOTING YES: Bowen, Ernstrom, Fox, King, Max, Schmidt, Daughtry  
VOTING NO: Cohan

E. Resolution to authorize to add Bernice Bailine on as signature for checks up to \$400.00 on the Operating account #618402256 and the Payroll account #618402264.

Motion to accept resolution: Julie Cohan, seconded by Randee Fox  
VOTING YES: Bowen, Cohan, Ernstrom, Fox, King, Max, Schmidt, Daughtry  
VOTING NO: None

F. Resolution to change from Paychecks to ADP payroll system, effective 1/1/07, not to exceed \$4,200.00.

Motion to accept resolution: Randee Fox, seconded by Julie Cohan  
VOTING YES: Bowen, Cohan, Ernstrom, Fox, King, Max, Schmidt, Daughtry  
VOTING NO: None

G. Resolution to repair windscreen and entrance to the Pio Costa. Not to exceed \$2,500.00.

Motion to accept resolution: Edward Ernstrom, seconded by Randee Fox  
VOTING YES: Bowen, Cohan, Ernstrom, Fox, King, Max, Schmidt, Daughtry  
VOTING NO: None

## **OLD BUSINESS**

Patty Anderson asked that the board members fill out their Holiday Party response forms. It will be at the Columbia Inn on December 2, at 7:00pm

## **NEW BUSINESS**

Ed Ernstrom: I would like to propose that the President have the authorization to approve a chemical treatment for the water in the new system.

## **ADJOURNMENT**

Charles Schmidt asked for a motion to go from open session into closed session.  
Peter King made the motion, seconded by Randee Fox. All in favor

APPROVED, unanimously

Bernice Bailine left the meeting at this point.

The meeting went into Executive Session at 8:40 pm

Charles Schmidt asked for a motion to go from closed session into open session and adjourn the meeting.

Susan Max made the motion, seconded by Peter King. All in favor.

APPROVED, unanimously

The meeting was adjourned at 9:45 pm.

Respectfully submitted,  
Claire Trogani,  
Secretary