

MOUNT OLIVE PUBLIC LIBRARY
MINUTES
Board of Trustees' Meeting
April 13, 2009

A. Roll Call

Suzanne Jeska called the meeting to order at 10:10 am and Suzanne Jeska began the meeting by calling roll. Present were Scott Davan Library Director, Suzanne Jeska- President, Stan Miller- Treasurer, Stephanie Sherman-Vice President, Judith Hirky- Trustee, Scott Ireland- Mayor's Alternate
Absent: N. Risko, Superintendent's Alternate

B. The meeting is being held in compliance with the **Open Public Meetings Act.** Notice has been sent to the newspapers (Daily Record and Mt. Olive Chronicle), the Township Clerk and is posted in the Township Library.

C. Agenda Review - No adjustments made.

D. Meeting Minutes

A motion to **approve the minutes of March 2009 Trustee Meeting** was made by Scott Ireland; seconded by Stan Miller. **Approved.**

E. President's Report

- Chris Kenny has had to step down from the library board due to personal circumstances. He will be replaced by Tim Kelly who is scheduled to be approved at this week's town council meeting.
- S. Jeska will ask Tim Kelly to replace C. Kenny as the Secretary and personnel chair. The union negotiations committee will include S. Sherman and S. Ireland. S. Jeska will fill in when necessary.

F. Bill List for April 2009

- A motion to **approve the Bill List for April 2009** was made by; S. Ireland; seconded by S. Miller. **Motion Approved.**
 - **Follow Up:** S. Davan will follow up with Elizabethtown Gas to ensure that we are getting more accurate meter readings. He will use the readings from the last two years to budget for gas expenses.

G. Financial Reports

- A motion to approve the **April 2009 Financial Reports** was made by S. Ireland; seconded by S. Sherman. **Motion tabled because the 25K in CD's was not on report.**

H. Director's Report

See report enclosed. In addition, S. Davan mentioned that he will be meeting with DPW regarding the needed repairs to the employee parking lot. DPW is speaking with their mason about the stair leading up to the employee's entrance and is hopeful that they can help us out with that as a "shared service".

Follow up: In June, S. Davan will present the town planning committee with the library needs from the Tree Bank.

I. Committee Reports

Most committee reports will be tabled until our May meeting. C. Kenny sent S. Jeska and email with the following update on the personnel committee:

a. Personnel and Staffing:

- S. Davan and C. Kenny had discussed annual evaluations, S. Davan has met with the dept heads and the process is moving forward and everything should be done on time.
- Service Awards- S. Davan and C. Kenny had discussed holding a brief Service Award Ceremony before a board meeting, S. Davan is going see what month was best (September?)

J. Unfinished Business

- a) A motion was made to approve payment of the Elizabethtown Gas bill by S. Sherman, seconded by S. Miller. **Motion Approved.**
- b) A motion was made to conduct an energy audit of the library, along with the township by S. Ireland, seconded by S. Sherman. **Motion Approved.**
- a) Wachovia CD's- S. Miller rolled them over for another 7 months with PNC. These need to be carried over on our financial reports. **Follow Up:** S. Miller will monitor CD's and report back to board.

K. New Business

- c) A motion was made by S. Miller to accept Elizabeth Kelemen's resignation, seconded by S. Sherman. **Motion Approved.**
- d) A motion was made by S. Miller to approve the hiring of Jose Sanchez for the part time Janitor position and Janice Miller for the part time Youth Services Library Assistant Position as recommended by S. Davan, seconded by S. Sherman. **Motion Approved.**

L. Board Comments

M. ADJOURN

S. Ireland made a motion to adjourn the meeting, seconded by S. Sherman. **Motion Approved.**

The next meeting is scheduled for Wednesday May 13, 2009.

I, Suzanne Jeska, President of the Mt. Olive Public Library Board do hereby certify that the foregoing Minutes is a true and correct copy of the Minutes approved at a legally convened meeting of the Mount Olive Public Library duly held on March 11th, 2009.

Suzanne Jeska, President (in place of open Secretary Position)

Mount Olive Public Library
Director's Report to the Board
Trustee Meeting – April, 8, 2009

Overview:

March was another busy month here at the library. With the help of staff and a few of my colleagues I was able to complete the annual State Aid Report. During the report I discovered that due to different reporting methodologies between myself and the library's previous director a few of the statistics from last year's report varied greatly from this year's report. Having seen these differences I was concerned that our aid would be in jeopardy but I have been assured by Rowland Bennett and other Directors in Morris County that these particular statistics should not impact our level of funding.

Library displays – For the month of April the library will be displaying photographs of Taiwan, and Chinese culture courtesy of the Taipei Economic and Cultural Office of New York. The Taipei Economic and Cultural Office acts as the de facto embassy to the United States in the absence of diplomatic ties; one aspect of their mission is outreach and education. In addition to the display they have graciously donated a digital copy of their 2008 China Yearbook.

07-08 Taxes – We recently received a bill for an outstanding state tax liability owed from third quarter 2007 through second quarter 2008. During this time Ameripay was managing our payroll. When contacted, Ameripay explained that this tax liability pertains to unemployment taxes that are collected but not paid by Ameripay; the library is responsible to pay this bill directly. The total outstanding tax bill is \$1,498.59 of which Ameripay withheld \$1,916.91. We have received the check from Ameripay and have included payment of this tax bill in this month's bill list. After payment of the outstanding tax bill the library will net \$418.32.

Meetings:

Union negotiations -

On Wednesday, March 25th Stephanie Sherman, Chris Kenny, and I met to discuss the upcoming negotiations with CWA. Michael Cerone has indicated that CWA is ready to present their first proposal and we're working to set our first meeting. Stephanie, Chris, and I discussed a variety of points we feel are in the library's best interest and attempted to anticipate CWA's position. I will be forwarding off our position brief to Michael for review.

Raingarden – On Friday, March 27th Stan Miller and I met with representatives from Rutgers University, the Raritan Highlands Compact, and the Mount Olive Department of Public Works regarding the raingarden project. After a thorough investigation of the property, and much discussion, it was advised that the only place we could implement a raingarden would be in the rear of the building just behind the Adult Reference Desk. The garden would be viewable from the central lobby and the adult side of the library.

The estimated size of the raingarden is 10' x 20' and will be fed by a diverter that would need to be installed on a downspout. The cost of the project is covered by grants for both the calculations and the garden materials. The library would be responsible for providing

assistance for the planning and any costs incurred implementing additional recommendation such as a rain barrel and fencing around the garden. It is recommended that the garden is initially watered on a regular basis, and for a deer fence to be installed for the first two years.

During this meeting I was able to show Jim Lynch the flooding we've been encountering in the employee's parking lot. Mr. Lynch indicated that the best solution would be to cut out a segment of the parking lot and install a new surface drain and drain connector to the existing catch basin. I intend to reach out to Tim Quinn in an effort to set a meeting with him regarding this issue.

Friends of the Library – On Monday, March 16th I met with the Friends group. The Friends were preparing for their upcoming book sale on Saturday, March 21st. During the meeting I inquired as to the continued funding of Tutor.com. The Friends group indicated to me that they are unable to fully fund the second year of Tutor.com but would be willing to share the cost. The next payment of \$4,500 is due in October of this year. It is my hope that we can raise funds through donations or investigate a potential sponsorship to continue funding this subscription.

Personnel:

Elizabeth Kelemen has resigned her last day was Thursday, March 19th. I have at this time interviewed two candidates for this position and am ready to make a recommendation for hire. See below.

Draft annual reviews have been submitted to me by all department heads. I shall be reviewing these reviews and meeting with department heads, and administration staff to discuss their goals for the upcoming year. All reviews are scheduled to be completed before our next Trustee meeting.

Recommendation for hire:

Jose Sanchez for the part time Janitor position. Mr. Sanchez comes highly recommend by Tom Scerbo, Director of Building and Grounds for the Mount Olive School District. Mr. Sanchez has passed a criminal background check and we have received a copy of that from Mr. Scerbo. Mr. Sanchez and I have agreed on a schedule of Mondays, Wednesdays, and Fridays from 6 am to 10 am. Once appointed Mr. Sanchez and I will draft a list of daily and weekly tasks that must be complete. Mr. Sanchez will be schedule for 12 hours per week at \$12/hour. This will give us 2 additional hours of cleaning per week, one additional day of cleaning, save the library \$375/month, and give us direct control over the maintenance of the facility.

Janice Miller for the part time Youth Services Library Assistant Position. Audra Osorio and I interviewed Janice Miller on Friday, March 3rd. Ms. Miller comes recommended by our Children's Services Librarian Beverly Rowan as a long time volunteer for children's programming at the library. Ms. Miller will be picking up hours left vacant by the resignation of Ms. Kelemen working an average of 21 hours per week and every fourth Saturday/Sunday once trained. Ms. Miller is a know entity at the library having volunteered and shows enthusiasm for working with children. We feel that Ms. Miller will make an excellent addition to the Youth Services Department. I would like to offer Ms. Miller the position of part time Library Assistant for Youth Services at our starting Library Assistant salary of \$11/hour.

Initiatives Updates:

Coffee Bar – On March 25th I met with Cliff Bethke from Indian Spring Water regarding the modified coffee service that we’re looking to implement. Mr. Bethke has indicated to me that the B200 Single cup Commercial Brewing System by Keurig is the only system that can be set up with a coin operated payment system. The library would be required to purchase five (5) boxes of coffee/tea each month for the monthly rental fee to be waived; the monthly rental fee ranges from \$10 - \$15 per month.

Five boxes of coffee would cost the library approximately \$55 - \$75 for about 120 single serve “K-cups” depending on which beverages we chose to offer. This cost can be recovered by charging a nominal fee to for the beverages. Mr. Bethke has indicated to me the coin operated payment system can be set in 5 cent increments allowing for flexible cost recovery.

The system can be configured in two ways: direct plumbing or a bottle and pump system. Depending on where we choose to install the coffee services we’ll need plumbing and or up to two dedicated electrical outlets. The two locations I recommend for the coffee bar are either under the groundbreaking dedication arch or where the water fountains are currently located.

Volunteer Policies – At this time I have reached out to surrounding libraries in Morris County to obtain copies of their volunteer policy. I will review any received materials and begin to draft a Volunteer Policy for the library. I am hopeful to have a draft policy for review by the May meeting in anticipation of reaching out to the schools with volunteer opportunities for students looking to build their resume.

Scooter – Ms. Nancy Smith of the Mount Olive area has contacted me with the intention of donating a Jazzy Scooter to the library after hearing our presentation to the town council. The scooter is virtually brand new and I am thrilled to receive it. I’ve been in contact with both Frank Wilpert and Christie Stachnick of the township regarding insurance coverage and have been advised that there should be a negligible increase in our insurance if any.

I’ve been in contact with Ms. Smith for delivery of the scooter and we’re looking to schedule a delivery date. Additionally, I will be investigating a usage policy and hope to make a recommendation by our next meeting. Additional supplies will be required for the scooter and I anticipated making the scooter available to patrons early this summer.

Cost Savings – I continue to seek out new avenues of cost savings to more effacingly manage the library’s budget. For one particularly large order of CDs holders I was able to save over \$75 on 300 holders by switching distributors. Additionally, I was able to get contact information from the township for their state contractor for office supplies and have put in a request for catalog.

Energy Audit:

Kathy Murphy of the township has informed me that at this time the town council agrees with her recommendation to offer Clough Harbour the energy audit. The proposals have been sent to the agency overseeing the project and they are currently waiting for a

response. Ms. Murphy anticipates that the township will be awarding the contract to Clough Harbour by the end of April.

The proposal includes a one day onsite visit as well as an investigation into recommended enhancements. The analysis team includes an Energy Auditor, HVAC Specialist, an Engineer, and Technical Specialist. The total cost to the library would be \$10,348 of which 75%, or approximately \$7,761, can be recovered. Should the library choose to implement any of the recommendations we will have an opportunity to recover the remaining 25%. I will continue to work with Ms. Murphy and keep the Trustees updated.

Creating Space:

During the month of March under my direction Rita Gerro, Audra Osorio, and Carolos Villar relocated the new 14 day books and removed the display blocks. I felt that the location of blocks in relation to the two display cases/PC units in the main lobby closed off the rear seating area making it uninviting. With the blocks now removed the room appears more inviting and spacious.

Building maintenance:

During a routine inspection Dyna-Temp, our HVAC maintenance provider, discovered that one of our economizer modules has stop functioning and will need to be replace. The economizer module allows for the use of fresh air to aid in the cooling of the building instead of the air conditioning unit. The use of fresh air allows for the more efficient and cost effective way of managing the building's temperature. The cost to replace this economizer is \$835.

Tree Bank

I've spoken to Catherine Natafalusy of the Planning Committee and she has informed me that to access funds from the tree bank we must submit a plan and presentation to the Planning Committee. Should we gain the support of the Planning Committee they will then present their recommendation to the Council for a vote.

The Tree Bank will only pay for the trees.

At this time I will need to meet with Tim Quinn and Jim Lynch regarding the employee parking lot so that the remaining three phases of the landscaping project can be completed. Once the landscaping project has been completed we can begin to draft our presentation to the Planning Committee.

Finally as discussed with Jim Lynch I would like to have the plan reviewed by a Master Gardener for additional recommendations In Jim's own words his landscaping experience is primarily with golf courses and public parks.