

MOUNT OLIVE PUBLIC LIBRARY
MINUTES
Board of Trustees Meeting
April 20, 2010

- A. **Roll Call:** S. Sherman called the meeting to order at 7:36 PM and Tim Kelly began the meeting by calling roll. Present were Scott Davan Library Director, Stephanie Sherman, President, Stan Miller, Vice President, Steven Bedell, Treasurer; Tim Kelly, Secretary; Helen Robbins Superintendent's Alternate, S. Ireland, Mayors Alternate,. Absent: Judith Hirky - Trustee.
- B. **Compliance Statement/Notification:** 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 –**
- a. Public request for items to be on the agenda – none
 - b. Board request for items to be added to agenda – none.
- D. **Meeting Minutes**
- A motion to **approve the amended minutes of February 2010 Trustee Meeting** was made by S. Ireland seconded by S. Bedell. **Motion Approved.**
- E. **Presidents Report**
- S. Sherman noted that there has been much committee activity since the last meeting.
- F. **Bill List for April 2010.**
- A motion to **approve the Bill List for April 2010** was made by S. Miller; seconded by S. Bedell. **Motion Approved.**
- G. **Financial Reports**
- A motion to approve the **April 2010 Financial Reports** was made by; S. Ireland, seconded by S. Bedell. **Motion Approved.**

H. Director's Report

See report enclosed.

I. Committee Reports

- a) Personnel: (TK) Director has submitted a draft of personal objectives. These are being evaluated by S. Sherman.
- b) Finance & budgets: (SB) Nothing new reported.
- c) PR/Communications: (SS) Nothing new reported.
- d) Buildings & Grounds: (SM) See Director's report, concern about roofing issue. Need to identify lawn mowing schedule. Scott Ireland requested solar lighting for side exterior stairwell.
- e) Shared Services: (SS) Nothing new reported.
- f) Energy efficiency/energy audit: (TK)

J. Unfinished Business/action items

None.

K. New Business

- a) A motion to approve resolution the 2010 working budget was made by S. Miller, seconded by S. Ireland. **Motion Approved**
- b) A2555/Governor's FY 2011 State Library budget. Concerns noted by director and staff.

L. Board Comments: None

M. Closed Session:

- a) T. Kelly made a motion to go to closed session, seconded by S. Ireland
- b) Discussion on progress of negotiations with CWA.
- c) S. Sherman made a motion to end closed session, seconded by T. Kelly

N. ADJOURN

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

Meeting adjourned at 9:13 PM.

The next meeting is TBA for May 18th, 2010.

Stephanie Sherman, Board President

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Timothy P. Kelly, Secretary

**Mount Olive Public Library
Director's Report to the Board
Trustee Meeting – April 20th, 2010**

A2555

Once again libraries are facing attacks to funding. Bill A2555 was introduced by Assemblyman John DiMaio on March 16, 2010. It would eliminate the 1/3 mil requirement and instead base the annual appropriation on the actual amount deemed necessary by the municipal governing body. This bill has been referred to the Assembly Housing and Local Government Committee.

For over twenty years, municipal free public libraries were exempt from the “cap” legislation. In April 2007 when the legislation was revised, municipal libraries were not included as a cap exemption and therefore the 245 municipalities which support municipal and joint libraries were impacted by this action.

In June 2007, efforts were made by the League of Municipalities and the NJ Library Association to adopt a resolution to exempt municipal libraries from the cap. The goal is not to have another exemption but rather to list funding for municipal libraries as a dedicated tax (such as municipal open space tax). Being under the “cap” is creating a hardship for the communities which support municipal libraries.

In the proposed New Jersey FY 2011 Budget, state aid for municipalities is being reduced by 50% while tax revenues are also decreasing. Although municipal library funding is a small percentage of a municipality's budget, typically less than 3%, many towns are feeling pressures.

By restoring municipal free public libraries and joint libraries to their previous status outside the “cap” and creating a dedicated tax, townships will have the ability to better deal with these strenuous economic times. This solution will help ensure the safety of

the long term effective funding of municipal free public libraries as well as assist municipalities with their current funding issues.

Considering the \$500,000 the Township lost in State Aid and the resulting 10% reduction in operating budgets, a 10% reduction to our budget would equate to \$125,000. We could not take a loss of this magnitude without impacting services. A loss of \$125,000 would result in reduced services, reduced hours, and potentially a reduction in staff.

I have reached out to Mr. DiMaio's office both by phone and email and have urged him to withdraw his support for A2555 as this bill has far reaching implications that may close public libraries throughout New Jersey at a time when they're needed most. I request that you to reach out to Mr. DiMaio and urge him to withdraw support for A2555 and help protect library funding.

New Jersey State Library

Governor Christie's proposed budget for FY 2011 calls for a 74% decrease in funding for statewide library services. This cut includes the elimination of all statewide library programs and services such as:

- Access to electronic databases such as RefUSA and EBSCO
- Statewide interlibrary loan and delivery of library materials
- Reduction of state aid by 50%
- Loss of webhosting, email service and access to the internet for many libraries
- Library for the Blind and Physically Handicapped
- Elimination of local consortiums, which through group contracts bring down the cost of electronic resources purchased as well as interlibrary loan delivery within the region
- Once state funding is eliminated, NJ will lose \$4.5 million in federal funding.

What this means directly for MOPL is the loss of approximately \$130,000 - \$150,000 worth of support services and databases. Presently MAIN is investigating alternatives for continued delivery service and email hosting which we receive through the state. We pay \$520/year for delivery service and anticipate that cost to increase by 400% at minimum. Rough estimates to maintain the databases are \$117,105 which is ultimately unaffordable. These cuts are devastating to New Jersey libraries and I urge you to reach out to Governor Christie's office and voice your objection.

Meeting with Nectong

During the week of March 15th, while I was on vacation, Ralph Blakeslee reached out to my office regarding our contract for services. In my absence Stephanie Sherman spoke with Mr. Blakeslee indicating our interest in continuing to work together and our concern over maintaining the privacy of our patrons.

I followed up with Mr. Blakeslee upon my return and we worked out a new procedure to go into effect May 1st. This new procedure will require Netcong residents to go to

Netcong Borough Hall for residency verification before opening a library card or renewing an existing card. Netcong has provided us with a letter of understanding, at the advice of Michael Cerone, indicating that no personnel information will be kept on file. At Michael's request I have sent him off a copy of the letter of understanding and a copy of the verification forms for review. At this time we anticipate that this procedure will both satisfy Netcong's administration as well as adhere to the existing privacy laws.

Personnel Law Workshop

On Tuesday, April 6th I had the opportunity to attend a Fred Pryor workshop regarding Personnel Law. Although not entirely germane to the public sector it was an excellent and very informative workshop none the less. The workshop's principle goal was to educate managers on how to better protect ourselves and our organization from inappropriate personnel practices.

Even though we follow much of what was discussed there were quite a few ideas that I've retained and will seek to implement as time goes on. One item in particular is a current Employee Manual that is updated and distributed annually whereby the employee's must sign a memo of understanding stating that they've received and will abide by the manual; our Personnel Manual is over 5 years old.

Another specific area that needs to be reviewed is our personnel records keeping and retention procedures. Procedures such as location, access, and authority all need to be clearly defined to help limit liability.

Completed State Aid

We have completed our 2009 State Aid Report and have seen some very positive statistics for the library. In 2009 we purchased 8,327 new resources (books, DVDs, etc), a 31% increase over 2008, our collection grew 3% to 86,946 items, and circulation of owned materials grew by 4.6%.

Library patronage continues to climb showing a 20% increase to 124,312 visitations while the number of programs grew by 55% to 528 programs and attendance rose by more than 14% to 8,000 patrons. Over all I'm very pleased with these figures and hope to continue to show increases into the future.

MOPL ROI

I have recently put together a return on investment for library services modeled after a 2008 Valuing Libraries Worksheet by the Mount Laurel Public Library. Using 2009 statistics and our 2010 1/3 mil I've been able to calculate that for every tax dollar contributed toward library services we return \$4.47 in potential savings for our residents; that's an ROI of 347% Please see the ROI worksheet included in your packet.

Library Card Drive Update

With the help of my Head of Youth Services, Audra Osorio, we are finalizing our press

release to the schools and newspapers regarding the upcoming library card drive for students. We are on schedule and will send the press release out via the Friday Folders and email distribution to the school librarians, as well as to the PTOs.

We will send out applications in May with the instructions that they can be returned to the schools or directly to the library. Mrs. Osorio will be in communication with the school librarians and I will reach out to Susan Dinges to firm up the logistics.

Purell Hand Sanitizers

We have recently received four Purell Hand Sanitizer stations from the Township as part of a Health Department Grant. There are three wall mounted and one free standing stations. We're very happy to have received these hand sanitizer stations as they will help cut down on the spread of germs throughout the library for both staff and patrons.

Presently the free standing station has been positioned in the lobby and the three wall mounted units will be placed in highly visible locations in the Adult and Children's areas, with the third held in reserve if needed. The stations are battery operated and are hands free, relying on a motion sensor to dispense the sanitizer.

Maintenance Issues

Roof leaks

The recent severe storms that occurred in March have proven to be too great for our roof. We discovered widespread leaking in both new and existing sites. Mr. Villar has begun contacting roofers for opinions and estimates for repairs. These leaks are of great concern to me and have become a high priority. I will report back when I have more information.

HVAC

We continue to have various minor issues with our HVAC system. A report after a recent quarterly inspection indicates that minor repairs are needed to at least two of our systems; RTU2 and RTU7. Dynatemp has completed some of the repairs to RTU2 and I'm waiting for proposals for the additional repairs as well as estimates for RTU7.

Reminder: Our next Trustee Meeting is Tuesday, May 18th at 7:30pm.