

MOUNT OLIVE PUBLIC LIBRARY  
MINUTES  
Board of Trustees Meeting  
August 17, 2009

**A. Roll Call**

Suzanne Jeska called the meeting to order at 9:00 am and she began meeting by calling roll. Present were Scott Davan Library Director, Suzanne Jeska President, Tim Kelly, Secretary, Judith Hirky- Trustee, Scott Ireland- Mayor's Alternate. Helen Robbins, Superintendent's Alternate. Absent: Stephanie Sherman – Vice President, Stan Miller, Treasurer

**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.** The regular August meeting could not be held due to a lack of a quorum. An abbreviated meeting was called for this morning; therefore we are modifying the agenda to only include the items needing to be approved. Most items will be tabled until the September meeting.

**D. Meeting Minutes**

A motion was made by Scott Ireland to approve the July meeting minutes, seconded by Judith Hirky. Motion Approved.

**E. Bill List for August 2009**

- A motion to approve the comprehensive Bill List for August 2009 was made by; S. Ireland; seconded by J. Hirky. **Motion Approved.**

**F. Director's Report**

See report enclosed.

**G. Unfinished Business**

- a) A motion was made by Judith Hirky to approve the scooter policy usage, seconded by Scott Ireland. **Motion Approved.**
- b) A motion was made by Scott Ireland to approve the laptop usage policy, seconded by Helen Robbins. **Motion Approved.**

**H. ADJOURN**

S. Jeska made a motion to adjourn the meeting, seconded by Judy Hirky. **Motion Approved.**

Meeting adjourned at 10:00 am.

The next meeting is scheduled for Wednesday September 9, 2009.

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Suzanne Jeska, Board President

I, Timothy Kelly, Secretary 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 August 17, 2009.

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Timothy Kelly, Secretary

**Mount Olive Public Library**  
***Director's Report to the Board***  
**Trustee Meeting – August 12<sup>th</sup>, 2009**

**July Overview:**

During the month of July we kick off the return of our lobby book sale. Working in tandem with the Friends group we have been able to stock and merchandise a small display in the lobby. Hardcover books sell for \$1 while soft cover and children's books sell for \$.50. The first week of the book sale generated approximately \$60 in donations but sales have steadily declined. The success of the book sale has prompted me to rethink the layout of the coffee bar to include a bookshelf so that we may continue to sell books in the lobby.

In addition, during the month of July we completed our Broadband upgrade which more than doubled our connection speed to M.A.I.N and the Internet. No longer are we suffering slowdowns first thing in the morning or when the Public PCs are fully being utilized. This will greatly help in our wireless laptop offerings as they will have excellent connection speeds and little impact on the overall network traffic.

**Netcong Borough:**

On July 22<sup>nd</sup> I met with Ralph Blakeslee, the Business Administrator for Netcong Borough, regarding our contract for library services. Mr. Blakeslee had called the meeting to inquire about our agreement and has indicated to me that Netcong is dangerously close to expending their entire annual budget for library services. Mr. Blakeslee has requested specific information pertaining to our invoicing process and renewal fees.

At this time I'll need to consult with the library's attorney regarding our ability to provide Netcong with an itemized list of residents; there may be an issue with privacy laws but in this case I think not. Mr. Blakeslee has additionally inquired about the possibility of renegotiating the contract so that payment is made on a per household basis opposed to a per individual basis. I will need to further investigate this option before commenting.

To further complicate the issue, M.A.I.N. has recently changed its circulation policies regarding pay card service which would force us to completely change our inter loan procedure for Netcong Resident. If we decide to renegotiate the contract we may be forced to send Netcong residents to Morris County Library to pick up inter library loans.

#### **Initiatives Update:**

After exhausting my search for a viable commercially built coffee bar, I sought out and received two proposals for custom build furniture. The first proposal is from Library Interiors and includes a coffee bar with attached bookshelf to match our existing furniture. Including custom mill work for the unit the proposed cost would be \$6,982.75. After receiving that estimate I went out for a proposal for a custom built coffee bar taking a scaled back approach to the custom mill work.

The coffee bar proposed by Advanced Builders & Remodeling, LLC is for a free standing coffee bar including a matching bookshelf to be provided by the library for \$2,770.

Please see attached proposals for full details. It is my recommendation that we move forward with the custom built unit by Advanced Builders as it is a less than half the cost of Library Interior's proposal and will not necessitate any additional proposals.

Hopefully everyone has seen the press release for the lendable laptops. Laptops will be made available starting Monday, August 10<sup>th</sup>; as requested, wireless printing has been made available. Reference staff has been instructed to promote the laptops as a new service, most especially to patrons waiting to use the public PCs.

#### **Personnel and Staffing:**

I have been informed by a staff member in our Reference Department that she is pregnant and will be taking Family Medical Leave this fall when her baby is due. This individual and I met with Christie Stachnick of the township to discuss some of the options she has available.

In accordance with the Federal Family Medical Leave act the library will be required to hold a position for this employee for up to 12 weeks. The individual has the option to take up to 12 weeks of non-consecutive, non-paid time off to attend to her newborn but has not yet indicated to me how much time she plans to take.

The library cannot sustain the loss of this individual without covering these hours. I am presently working closely with this individual to determine when she'll be out and for how long and with the department head as to arrange coverage.

#### **Maintenance:**

As you may have noticed during your trips to the library Benkendorf has completed the tile work along the front of the library and I'm very pleased with the job they have done. They replaced all the broken tile, cut expansion joins, and match the mortar perfectly. I'm very glad they were able to start and complete this job so quickly with minimal inconvenience to patrons and staff.

On Monday, August 10<sup>th</sup> we had two roofers in to give us proposals for some much needed repairs. The roof leaks in numerous places, is missing roofing paper, has pulled away from the stone façade and may be missing layers of rubberized weather proofing. In addition to the roof repairs we've requested proposals to correct the angles of the installed gutters. The existing gutters were installed with 90 degree angles, not the 45 degree angles required by the architect. This is one of the suspected causes for the ice damming that occurs above the main entrance. We intend on getting a third proposal from another roofer next week.

On Monday, August 17<sup>th</sup> work will begin to replace the failed heat exchanger on the roof. The work should take no more than a day.

**Parking Lot:**

I have been in contact with Tim Quinn regarding our desire to award the township the parking lot job. Mr. Quinn has indicated to me that at the time of our conversation his capital budget had not been approved. I further discussed our desire to get this job on the schedule within 60 days so that we are guaranteed completion before it becomes too late in the season. Mr. Quinn responded that if all goes well with his budget, we can begin and complete the work during the 3<sup>rd</sup> or 4<sup>th</sup> week of September. I indicated my concern regarding the weather but Mr. Quinn assured me it would not be too late in the season. I'm hopeful for an update by our meeting on Wednesday, August 12<sup>th</sup>.

**Upcoming Programs:**

Starting Saturday, September 12<sup>th</sup> the library will begin a three part series of Kaplan College Admission workshops. Each workshop will be approximately one hour long and will cover the following: Getting into Your First Choice School – this seminar is designed to show students and parents what college admissions officers expect from an applicant. ACT vs SAT workshop – learn some of Kaplan's score raising strategies as they introduced students to the tests. Paying for College 101 – an introduction to financial aid – the process, how aid is determined and the difference between various award types. This series of programs will run from September to November.

Wednesday, September 16<sup>th</sup> the library is hosting Determined Spirit the story of Amelia Earhart. Actress and historian Monica Hoffman performs as Amelia Earhart in a one-woman show that reveals the life and legacy of the world's most celebrated female aviator.

Tuesday, September 29<sup>th</sup> the library will host The Economy, Stress and What You Can Do. Speakers Jeanne Duphiney-Emanuel and Heather Dick will explore ways to help individuals cope with stress during this difficult economic crisis.

Join us for our Book Discussion on Wednesday, September 23<sup>rd</sup> at 7:30pm for a discussion of The Lost: a search for six of six million by Daniel Mendelsohn. Join us as we embark on a writer's search for the truth behind his family's tragic past in World War II.

**Wachovia CD:**

We have recently received communication indicating that one of our Wachovia CDs will mature on August 20th. The account will automatically renew on 8/27/09 for another 12 months if no action is taken.

**Trustee Workshop:**

On October 8<sup>th</sup> and 28<sup>th</sup> the New Jersey State Library will host a workshop for trustees entitled "Resources, Law & Competencies for Library Trustees". This workshop is being held twice, once in Glen Ridge and once in Montville Township, from 7:00 – 8:30 pm and will provide a brief overview of library law, roles and responsibilities of trustees, and a review of the resources available to trustees and directors through the New Jersey State Library. This workshop will grant 1.5 CEUs per trustee toward the 3 CEU annual minimum required. I strongly urge the trustees to attend.

**Tutor.com Update:**

I've recently reached out to Tutor.com with the intent of cancelling our second year

subscription. Our local representative has indicated to me that she'll pass our request on to the CFO and get back to us with an answer.

**Databases:**

As requested here is a list of the databases provided by the library: Provided by the library – A to Z Maps, Global Road Warrior, Corfacts Online, Magill's Medical Guide, Ancestry Library Edition, NewsBank, Dear Reader E-Resource Center & Online Book Clubs – Provided by M.A.I.N. – Facts on File, New York Times Historic Index, Proquest National Newspapers, Proquest Research Library – Provided by the NJ State Library – Heritagequest, Contemporary Authors, Custom Newspapers, EbscoHost, Literary Reference Center, Novelist, Reference USA.

I am requesting two vacation days in the near future: Friday 8/28 and Tuesday 9/8.