

MOUNT OLIVE PUBLIC LIBRARY
MINUTES
Board of Trustees Workshop Meeting
October 23, 2007

A. Roll Call

Suzanne Jeska called the meeting to order and Judy Hirky began the meeting by calling roll. Present were Rita Hilbert, Library Director, Stephanie Sherman, Vice President, Suzanne Jeska, President, Judith Hirky, Secretary, Noreen Risko, Superintendent Alternate. Absent was Chris Kenny, Mayor's Alternate, Joan Young, Trustee, Stan Miller, Treasurer (arrived late).

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

C. Agenda Review

- The meeting will be a workshop discussion on the budget for 2008.

D. Discussion Highlights

- The budget hearing with the town is schedule for November 27. That is a meeting where the Bill Sohl, Business Administrator and Sherry Jenkins, CFO meet with the department heads, which will be R. Hilbert for the library.
- R. Hilbert gave the board several handouts to aid in the discussion. She presented a proposed 2008 budget.
- Fixed line items were reviewed:
 - Professional Development hours have increased for staff and new library trustee members need to attend workshops. Electric, Gas and Phone were all increased.
 - Fixed items will be defined as basic operating costs and mandated programs
 - We need to spend \$24K from our state funding, we also have to buy a certain amount of books based on our population. This is 1 1/10 of population (2,500 books per year is the minimum that we need to buy, this year we purchased 3,500. $2,500 \times \$25 \text{ per book} = \$62,500$)
- Public Relations will move to Discretionary
- Rename the line item, Computers, to Technology Upgrades (act. 5401) and move it to discretionary.
- Computer supplies should be fixed. (Circulation computers are being replaced this year)
- Last year we had: \$80,000 (fixed) + \$29,000 (discretionary)= \$109,800 (collection)
- 2008 proposed is: \$113,400 (collection), which includes 3,600 more books
- Innovative New Programming line item will replace Adult Based Education. This will to inspire the staff's creativity and innovation in programming.
- **Action: R. Hilbert needs to follow up with the bookkeeper to understand which line items the library supplies were charged against.**
- Collection Processing Supplies line item will replace Computer Supplies. This needs to be a fixed amount of \$14,000.
- **Action: N. Risko will utilize PTO Presidents and notify respective Principals and Librarians.(R. Hilbert will e-mail copies of flyers, etc. that should be distributed to school population to N. Risko) N. Risko will contact R. Fair, Principal of Tinc to obtain examples of justification for a budget line item.**
- The board asked R. Hilbert to come back with more descriptive supporting statement for her rationale behind increasing different budget lines. S. Jeska explained that we have the money and want her to spend it, but need to understand just what and how she wants to spend it. The board would like a more formalized process that will give some strategic planning. We are looking for something similar to the way the school does it where there is a main budget and back up supporting documents that drills down to the specifics. She is going to get back to us on a date to reconvene prior to the end of Nov. budget meeting with the town.

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- **Action: N. Risko will talk with R. Fair (Tinc Road School) to see if we can get a copy of his budget as an example.**
- A discussion ensued regarding utilizing a shared maintenance service person with the school district. N. Risko discussed the schooldude.com resource scheduling program. For this year's budget purposes, R. Hilbert will use \$50/hr. to estimate maintenance services. **Action: N. Risko and S. Jeska will follow up with school board to discuss maximizing use of "sharing" resources between the two entities such as custodial, maintenance repair projects.**
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- S. Jeska asked the R. Hilbert also include estimates on "wish list" items so that the board can collectively decide which to put into the budget and what the tradeoffs are. These items include, but are not limited to:
 - Budget for shared custodian
 - Budget for increasing library hours
 - Landscaping
 - Others
- 3 estimates were discussed:
 - 1. Fluorescent light in library-** This one will be put on hold because N. Risko is going to have the newly hired lighting technician from the schools take a look at the library's lighting.
 - 2. Heating in Children's Room-** The board agreed that this is work that needs to be done and asked R. Hilbert to get more estimates so that we could vote on this at the next regular meeting.
 - 3. Dehumidifier-** The board agreed that this is necessary for the basement and asked R. Hilbert to get more estimates so that we could vote on this at the next regular meeting.

The next meeting is scheduled for November 14, 2007.

Suzanne M. Jeska, Board President

I, JUDITH HIRKY, 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 October 23, 2007.

Judith Hirky, Secretary