

APPROVED
MOUNT OLIVE PUBLIC LIBRARY
MINUTES
Board of Trustees' Meeting
Thursday, February 12, 2009

A. Roll Call

President Suzanne Jeska called the meeting to order at 7:46 pm and Noreen Risko began the meeting by calling roll. Present were Library Director Scott Davin, Suzanne Jeska – President, Stephanie Sherman – Vice President, Judy Hirky – Trustee, Scott Ireland – Mayor's Alternate, Noreen Risko – Superintendent's Alternate.

Absent; Chris Kenny, Secretary, Stan Miller, Treasurer (Stan did participate via telecommunication on some of the issues)

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. A motion **to approve the Reorganization minutes of the January 14, 2009 Trustee Meeting** was made by Scott Ireland; seconded by Noreen Risko. Approved.

A motion **to approve the minutes of the January 14, 2009 Trustee Meeting** was made by Stephanie Sherman; seconded by Scott Ireland. Approved.

E. President's Report

- S. Jeska gave an update on the feasibility study. It was discussed that while we would like to pursue a basement project, the current economic conditions don't warrant it at this time. Unless we get grants or donations from local businesses, this may have to be put on hold.
- The board discussed concern about the state of the economy and the possibility of having the amount of public library funding reduced from 1/3 to 1/6 of a mil.
- The board reviewed the draft of the upcoming Budget Presentation to be presented to the township on Saturday, February 14, 2009. It was during this discussion that treasurer Stan Miller was able to hear the discussion and offer his opinion. S. Jeska, S. Sherman, and Director Davin prepared the budget draft.

F. Bill list for February 2009

A motion **to approve the Bill List for February 2009** was made by Stan Miller; seconded by Scott Ireland. Approved.

G. Financial Reports

A motion **to approve the Financial Reports for February 2009** was made by Scott Ireland; seconded by Judy Hirky. Approved.

H. Director's Report

Please see the attached report provided by Scott Davin to the board.

I. Committee Reports

1. Personnel and Staffing:

- a. Noreen Risko made the motion to accept the resignation of Mary Ann Whitmore; seconded by Judy Hirky. Vote will wait until after closed session discussion. Motion Approved.
 - b. Judy Hirky made the motion to appoint based on the recommendation of Director Scott Davin, Ruth Jablonski to the full time position of Head of Circulation; seconded by Stephanie Sherman.
- 2. A motion to approve the 2009 closing of the library schedule** was made by Scott Ireland; seconded by Noreen Risko.
 - 3. The board received the 2007 audit.**

J. CLOSED SESSION.

Stephanie Sherman made the motion to go into closed session; seconded by Noreen Risko.

Staffing plans, as suggested by Scott Davan, were discussed in regard to Mary Ann Whitmore's retirement.

Judy Hirky made the motion to go out of closed session; seconded by Stephanie Sherman.

ADJOURN

Noreen Risko made the motion to adjourn the meeting. Seconded by Scott Ireland.

The next meeting is scheduled for Wednesday January 14th 2009.

Suzanne M. Jeska, Board President

I, Noreen Risko, Trustee 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 February 12, 2009.

Noreen Risko, Trustee

Mount Olive Public Library
Director's Report to the Board
Trustee Meeting – February 9th, 2010

2010 Budget

Our 2010 budget presentation to the town council has been scheduled for Tuesday, April 27th. There will be limited Saturday presentations this year as the Council has decided to schedule two departments per meeting during the regularly scheduled Council meetings.

I'm continuing to work on the 2010 Budget and was on the verge of calling the committee together until I was contacted by the Township with the news that only 1/3rd of the first quarter's insurance contributions were withheld from our disbursement. I'm waiting for an invoice for the remaining 2/3rd and anticipate our costs to be around \$32,000.

Annual Reviews

I have informed my Department Heads that we will begin annual reviews for staff and that it is my intent to have all evaluations completed by March 26th. Last year the limited time I spent working with staff did not allow me the opportunity to have Department Heads Create specific goals. This year I have asked each Department Head to define two to three specific, measurable goals for their department. I have also requested that they detail the specific ways each member of their staff will help achieve these goals, and to have these responsibilities integrated into their staff's 2010 goals.

Monthly Reports

Starting in February all Department Heads will be required to submit a one page monthly report summarizing the activities of their department. These reports will allow Department Heads to showcase the work that they and their departments are doing; much of what goes on behind the scenes is just as important as what is seen by the public. We have many wonderful employees here at Mt Olive and everyone contributes in their own individual way. In previous reports I have given staff member's credit for their accomplishments and it is my goal these reports will allow me to continue to do so.

Tax Assistance

Starting on Thursday, February 3rd we will once again be offering appointments for tax assistance. Last year we had a great turn for this service. This year we are able to offer three appointments for each time slot each Thursday (12 – 15 patrons per day) between now and the beginning of April. This program is brought to us through NORWESCAP.

HVAC Filters

Carlos Villar has brought to my attention that we should upgrade the air filters used by our current HVAC maintenance company. An upgrade to a pleated filter should help us extend the lifespan of the HVAC units. We are reviewing our contract to ensure that DynaTemp is properly fulfilling their responsibilities as well as inquiring as to an upgrade in the filters used. In addition, we are exploring alternate options such as purchasing and installing the filters ourselves or supplying the filters to DynaTemp in exchange for a reduction in maintenance costs.

Personnel

In mid January my Administrative Assistant fell and broke her shoulder while at home; she is currently scheduled to return on or about March 1st. She is currently on the mend, telling me she is ahead of schedule with her progress and is currently undergoing physical therapy. I am grateful for the way in which the staff have come together to assist me in her absence. While on the mend I am fortunate enough to have received assistance in the form of a temporary Administrative Assistant from the Morris County Department of Employment and Training.

Wii

Audra Osorio, Head of Youth Services, and I have been working to define the policy for the Wii. She'll be conducting a test run of a Wii Bowling tournament with a few select members of the TAG group. We are targeting March as the month we unveil the Wii and are designing an all age bowling league/tournament.

The outlined policy will include:

A statement of intent

Usage agreement

Behavior agreement

Acceptance of responsibility

New Computers

The six new computers ordered at the end of 2009 have been received and installed. Tim Gilbert worked closely with OLIS to install the operating system and additional software. These new computers do not have 3.5" floppy drives as Dell has phased them out. We anticipate little to no issues with this as 3.5" floppy drives have become obsolete. The six computers that have been replaced will be held in storage as replacements should any public computers fail during the year.

New Signage

You'll notice some new signage recently installed as you look around the library. In our ever continuing efforts to make the library more accessible and user friendly we recently had a few new signs installed. We installed signs to identify the Circulation desk, oversized books collections, the coffee bar, and fire extinguisher locations.

Research shows that effective signs helps brand your company in the eyes of the consumer and creates impulse purchases. In regards to the fire extinguishers it was a safety issue. During our last inspection I discovered that most, if not all staff did not know the location of more than one fire extinguisher. The new fire extinguisher signs are bold, helping to identify their locations and are visible at distances of up to 30 feet or more. These signs are currently be installed by Mr. Villar.

Signed up for Fred Pryor Personnel Law Seminar

I will be attending a seminar on Personnel Law presented by Fred Pryor in Parsippany on April 6th. This seminar's goal is to keep me updated and informed on the issues that affect management. They'll explain key employment laws in "easy-to-understand terms" and identify common mistakes made by managers and organizations. As the administrator of the library it is crucial I stay current and up-to-date with employer law.

Love your library month

February is Love Your Library Month; a month-long celebration of school, public, and private libraries of all types. This is a time for everyone, especially library supporters, to recognize the value of libraries and to work to assure that the Mt. Olive Public Library will continue to serve. During the month of February we have placed Valentine's Day theme collection boxes throughout the library and inviting patrons to tell us why they love our library.

Director's Vacation

I plan on taking the week of March 15th as vacation.