

MOUNT OLIVE PUBLIC LIBRARY
MINUTES
Board of Trustees Meeting
July 8, 2009

A. Roll Call

S. Sherman called the meeting to order at 7:38 PM and Tim Kelly began the meeting by calling roll. Present were Scott Davan Library Director, Stan Miller-Treasurer, Stephanie Sherman-Vice President, Tim Kelly, Secretary, Judith Hirky- Trustee Scott Ireland- Mayor's Alternate. Absent: Suzanne Jeska-President Secretary, , Superintendent's Alternate Helen Robbins

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. President's comments: S. Jeska noted the appointment of MOHS Librarian Mrs. Helen Robbins as Superintendent's Alternate as nominated by Dr. Larrie Reynolds.

D. Agenda Review –

- a. Public request for items to be on the agenda
- b. Board request for items to be added to agenda

E. Meeting Minutes

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

F. Bill List for July 2009

- A motion to **approve the Bill List for June 2009** was made by Stephanie Sherman; seconded by Stan Miller. **Motion Approved.**
- A motion to approve using Andy –Matt Inc. for exterior tile work as articulated in the director's report was made by Suzanne Jeska and approved by Stan Miller. **Motion Approved.**

G. Financial Reports

- A motion to approve the **July 2009 Financial Reports** was made by; S. Ireland, seconded by S Sherman. **Motion Approved.**

H. Director's Report

See report enclosed.

- A motion to use the Reiner Group out of network for replacement of failed HVAC heat exchange due to significant cost savings by using this group was made by; S. Miller, seconded by J. Hirka. **Motion Approved.**
- A motion to approve the Mount Olive Township bid to repair the employee parking lot conditional upon completion within 60 days and with the provision to approve the Andy- Matt bid in the event that the township cannot meet that deadline (action necessitated due to safety issue posed by winter weather) was made by; S. Sherman, seconded by S. Ireland. **Motion Approved.**

I. Committee Reports

- Personnel: (TK) New *shelver* has begun work.
- Finance & budgets: (SS) Nothing new reported
- PR/Communications: (SJ) Nothing new reported
- Buildings & Grounds: (SM) Nothing new reported
- Shared Services: (SJ) Nothing new reported
- Energy efficiency/energy audit: (TK) Nothing new reported

J. Unfinished Business/action items

- 2008 Audit – draft will be forthcoming this year.
- Exterior Lighting – Nothing new to report
- Ann Baker Fund update – 9 books being added to staff development collection.
- Risko retirement- August 27 is party given by schools. Discussion conducted on proper recognition of Mrs. Risko's long and faithful service. Several trustees advocated a small celebration at the library building so that employees can stop by.

K. New Business

- Audit Resolution – Nothing new reported
- Scooter Policy – To be reviewed and voted on
- Laptop Policy – Tabled. Interim procedure discussed and modification recommendations provided to director. Policy to be voted on at next meeting.
- Verizon Select update (\$6,900 bill). Scott Davan to proceed with discussions with Verizon to negotiate reconciliation.
- Pension – MOPL back penalty potential of up to \$1,000 for failure to submit paperwork on time. Director recommends making this payment. Board directs that letter drafted by director be approved by board attorney.

- f) "Wish List" – Director's recommendations: exterior lighting, gutters/downspouts, repairs to front doors, automated, handicapped-access access doors, mullions, roof ice-melting wiring, bike rack, coffee bar, blinds for Gathering Room.

L. Board Comments

Nothing Reported

M. Closed Session

S. Miller made a motion to go to closed session, seconded by S. Ireland. **Motion Approved**

- a. Discussion on future management requirements for MOPL
- b. Update on Union negotiations

S. Sherman made a motion to go out of closed session, seconded by Judy Hirky. **Motion Approved**

N. ADJOURN

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

Meeting adjourned at 10:05 PM.

The next meeting is scheduled for Wednesday August 12, 2009.

Suzanne M. 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 July 8, 2009.

Timothy Kelly, Secretary

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

June Overview:

To date the library continues to show increased usage. As of May of this year we are showing an increase in total circulation by 5.87% and a 15.25% increase in patronage over same time last year. I'm very excited to see these increases as is clearly supports our position that libraries are more widely used during times of economic downturn. By plotting this information on a graph I'm beginning to see the trends in our library's usage. At this time it is too early to make any predictions and I will continue to monitor the trends. I will expand the graphs to include past years in search of greater, overarching trends. My expectation is that by comparing the trends of the past few years a clear image of library usage will emerge. This data will be extraordinarily helpful in developing an action plan for the proposed community wide newsletter.

The Summer Reading Club kicked off with a bang on June 21st with a violin performance by ABC Academy; 50 patrons attended. This year's theme is "Be Creative at Your Library". The Summer Reading Club hosted 21 programs during the month of June with 519 patrons attending. To date we have over 400 patrons signed up and we project that we will exceed last year's participation.

During my visit to the New Jersey Library Association's annual conference I sat in on a presentation extolling the wisdom of merchandizing. As of May 1st I put on display our collection of career books as an experiment to determine if merchandizing would work successfully here at Mt Olive. I'm happy to announce that the career books showed approximately a 48% increase in circulation over their average monthly circulation of the prior months. We will use this information to help develop a schedule of displayed books.

Initiatives Update:

Coffee Bar

On or about June 19th Accuracy Electric informed me that they would be dropping off the applications for permits to begin work on the power required for the coffee bar. On July 2nd I reached out to Mr. Kovach for an update but he has not responded. Because it was a holiday weekend the delayed response was not unexpected. Mr. Kovach had informed me that once the permits were secured, work would begin. At this time I will ramp up my search for the appropriate furnishings.

Landscaping

I have no updates regarding the landscaping project at this time. I continue to reach out to Mr. Lynch but he has not had the time to complete the revised plan.

Follow up with DVDxpress and RedBox

I continue to contact both DVDxpress and RedBox regarding the installation of an automated DVD rental machine within the library. I will continue to reach out to both organizations to inquire about the feasibility of such a partnership. In the meantime I have begun purchasing older DVDs to further fill out our collection from Wal-Mart. I was able to save the library approximately \$100 by purchasing these DVDs from Wal-Mart instead of our main distributor.

Collection Analysis Tool

The implementation of our Collection Analysis Tool has been stalled by our consortium's network support office OLIS. OLIS has indicated to me that it would be a security risk to their servers by allowing Baker & Taylor access to our records. I have spoken with both Katy White of Baker & Taylor and Anna Batra of OLIS. Ms. Batra is willing to discuss the requirements with Katy White but cannot anticipate OLIS' position. I will continue to work with both parties in hopes that we can come to a resolution.

Print Cost Recovery

I have finally received a third quote for a print cost recovery system. The three quotes I have received are from Comprise (SAM \$7,750), CCP Solutions, LLC (Uses the copy machines \$3,144), and cbd (CybraryN \$3,974.95). I am very impressed with the system, and price, of cbd's CybraryN package. I'll need to investigate further as to whether or not OLIS will be able to assist us in hosting this platform as I have not been able to get a definitive answer. I anticipate that by our next meeting that I will have a recommendation and will be ready to implement the selected system.

Volunteers Program – Morris County Office of Employment and Training

On June 24th I received a call from Sophie Westfield of the Morris County Office of Employment and Training regarding an individual that was looking for volunteer work. The individual lives close by and needs to perform 20 hours of volunteer services per week to maintain their benefits. Ms. Westfield informed me that as this individual would be placed by their office we would be asked to sign an agreement that we would be responsible for tracking this person's time for auditing purposes and that this individual would be covered under Morris County's insurance for the purposes of workmen's comp. I met with the potential volunteer on Wednesday, July 1st and was less than impressed with Ms. Westfield's candidate. The individual arrived late, was wearing shorts and a tank top, and had children in tow. I was informed that this individual was only available for one hour per day Mondays- Fridays, not the full 20 hours as described. I've attempted to contact Ms. Westfield to discuss the discrepancies in anticipated hours but we have not connected. I'm still hopeful that we can work with Ms. Westfield's office for the purposes of hosting a volunteer.

Building Maintenance:

HVAC

I have made continuous efforts to contact a third HVAC servicing contractor to review and bid for the repairs of our heat exchangers. As I have had no success getting a third bid I am at this time recommending that we move forward with the repairs and offer the job to Reiner Group, Inc. Reiner's recommendation was to replace only one of the two heat exchangers at a cost of less than half that of Dyna-Temp. It was their position that the second heat exchanger showed insufficient damage to be covered under warranty and that the library would be financially responsible for the heat exchanger should it be replaced.

Reiner's proposal for the work is \$1,250. This proposal is below our \$3,150 threshold that would necessitate three bids. I believe there to be no conflicts and recommend we move forward with the work.

Exterior Tile

The library has received three proposals for the repair and replacement of the broken tile

lining the front walk way of the library. The bids received have come in from Andy-Matt, Inc (Benkendorf) for \$5,700, Mahon'e Laurel Landscaping (Orange Flooring) for \$5,700, and Diamond Construction for \$6,500. It was the opinion of all three contractors that the underlying issues is that the tile butts directly up against the concrete leaving no room for expansion. Each bid proposed that the tile be removed, the concrete lip be cut, and an expansion joint installed to eliminate the problem.

After reviewing the proposals it is my recommendation that we offer the work to Andy-Matt, Inc. The library has worked with Benkendorf in the past and was very happy with their work. Additionally, Andy-Matt, Inc was the only bidder to put a one year warranty in writing. One third of the cost (\$1,900) is due upon execution of the agreement.

Parking lot

The library has received its third proposal for the resurfacing of the employee parking lot. We received bids from the Mount Olive Township (\$7,500), Rose City Paving, Inc (\$29,000), and Andy-Matt, Inc (Benkendorf - \$10,900). I do not believe that we can get a bid lower than that of the Township. I recommend that we offer the job to the Township and shall contact Tim Quinn to see when we can schedule the work.

Library Audits:

2008 Audit

During the week of June 22nd Nisivoccia started our 2008 Audit. Their only recommendation at this time is that we close the TD Bank bank account which has been closed. During the initial review we discovered an accounting error on the asset inventory dating back to 2005. Thankfully it appears the error was minor (wrong description in the inventory for the Livable Communities Grant) and truly not an error after all as we had supplied Nisivoccia with an outdated version of the asset inventory. We can expect a draft report in the near future.

Energy Audit

Kathy Murphy has informed us that the Township has made a decision regarding the energy audit and had no choice but to award the contract to the lowest bidder; Steven Winter Associates, INC. The library will be responsible for \$5,643 of which \$4,232.25 is reimbursable and the final \$1,410.75 is reimbursable if upgrades done. The audit needs to be completed, paperwork submitted and approved by TRC by December 23, 2009. We will continue to communicate with the Township as to the date of the audit.

Outreach:

Mt Olive Schools

On Thursday, July 2nd I had an opportunity to meet with Susan Dinges and Elizabeth Ouimet from the Mt Olive Schools and Board of Education. We met to discuss the school's summer reading lists as well as other ways we can work together. Ms. Dinges and Ms. Ouimet indicated to me that there have been concerns from the parents that the library does not have all the books on the summer reading lists. I have indicated that we do have most if not all the books and multiple copies of each. I further explained our agreement with M.A.I.N. and how we can procure books from other libraries as needed. Regarding the summer reading list we also discussed a few ideas such as a summer reading list book swap and promotion of our donation days directly to parents who may be looking to donate summer reading list books. Susan Dinges will assist by promoting both our July and October donation days. I'm hopeful we can work with our Friends group to secure additional copies of summer reading list books.

Additionally we spoke about a few ideas for the upcoming school year. Some of the things we are looking to implement this coming year is to promote library programs and services within the schools, work with the school system to ensure all students have a library card, work together to offer library programs that parallel school curriculums, create a lending library to bolster school collections, and coordinate an interlibrary loan services. Ms. Dinges will be contacting the school's Media Specialist with our ideas and we look to meet again in the fall.

Rabi Rudin

On Friday, June 26th I met with Rabbi Rudin of Temple Hatikvah (Mt. Olive Jewish Center) regarding their Temple's library. Rabbi Rudin has requested our guidance in setting up a loaning library for his congregation. Our first meeting was here at the library whereby I offered Rabbi Rudin and his volunteer some initial concepts for developing their library along with a book from our professional collection. I further offered him information and web links from the American Library Association as well as the Association for Church and Synagogue Libraries.

I continue to offer my assistance to Rabbi Rudin and have offered to visit his library when we next meet.

CWA

The Union Negotiation Committee met with CWA on both Monday, June 15th and Monday, July 6th to discuss the terms of our contract with CWA.

Reminder! Our next meeting is Wednesday, August 12th at 7:30 pm.