

MOUNT OLIVE PUBLIC LIBRARY
MINUTES
Board of Trustees Meeting
July 19, 2010

- A. **Roll Call:** S. Miller called the meeting to order at 7:41 PM and S. Bedell began the meeting by calling roll. Present were Scott Davan, Library Director, Stan Miller, Vice President, Steven Bedell, Treasurer, S. Ireland, Mayors Alternate, Judith Hirky. Absent: Helen Robbins, Tim Kelly, Stephanie Sherman,
- 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 minutes of the June 2010 Trustee Meeting was made by S. Bedell, seconded by S. Miller. **Motion Approved.**
- E. **Bill List for June 2010.**
- A motion to **approve** the Bill List for May 2010 was made by S. Ireland; seconded by S. Bedell. **Motion Approved.**
- F. **Financial Reports**
- A motion to approve the June 2010 Financial Reports was made by; S. Ireland, seconded by S. Miller. **Motion Approved.**
- G. **Director's Report**
- See report enclosed.
 - S. Davan explained the pending resolution for roof repairs and the impact of S-2068. There was a discussion on library security.
- H. **Committee Reports**

- a) Personnel: None.
- b) Finance & budgets: (SB) All in good order.
- c) Buildings & Grounds: (SM) Light needed for front steps (solar) has been completed. Rear driveway has not yet been top coated.
- d) Energy efficiency: None.

I. Unfinished Business/action items

More discussion on communication policies re: press inquiries.

J. New Business

- a) Mid-year budget review showing 10.5k deficit for operating year.
- b) Resolution 2010-08 introduced establishing a capital expense plan for roof repairs. S. Miller presented resolution, seconded by J. Hirky. **Motion approved.**
- c) Motion to table mid-year budget review and refer to finance committee for discussion. S, Bedell made motion, seconded by S. Miller. **Motion approved.**

K. Board Comments:

L. Closed Session:

- a) S. Bedell made a motion to go to closed session, Seconded by S. Ireland .
- b) Discussion on progress of negotiations with CWA.
- c) J. Hirky made a motion to end closed session, seconded by S. Ireland.

M. Adjourn

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

Meeting adjourned at 8:50 PM.

The next meeting is scheduled for August 17th, 2010.

Stephanie Sherman, Board President

Timothy P. Kelly, Secretary

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

Legislative updates

I'm pleased to announce that thanks to a very aggressive grass roots campaign by the library users of New Jersey that approximately \$8 million dollars has been restored to the State Library; \$4.3 million to the operating budget and \$3.7 for State Aid. Over 60,000 emails, phone calls, and/or letters were sent to legislators throughout the state and over 80,000 post cards were delivered! Most if not all core services, such as interlibrary loan, and databases, have been saved but the 50% reduction to State Aid stands. Overall we are very pleased and grateful for all the support that we received. I will be attending a meeting on July 28th to learn more about the State Library's FY2011, future of statewide services, the statewide cooperative, & Broadband Technology Opportunity Grant (BTOP) awards.

Recently S2068, a bill that would provide a dedicated line item on property tax bill to fund municipal free public libraries and joint free public libraries, passed the Senate 40-0 and has moved on to the Assembly where it has been referred to committee. The intent of this bill is to remove municipal libraries' budgets from under the property tax cap which, in light of the recent cap legislation, is more important than ever.

Both the Senate and the Assembly have recently passed S2070/A2911 a bill requiring municipal libraries to return undesignated surpluses above 20% of the prior year's operating expenditures. This bill has not yet been signed into law and will take effect immediately however, it is unclear as to just what this will mean for Mt Olive at this time. Our 2009 draft audit indicates that our operating expenditures that year were \$1,314,548, 20% of that would be \$262,910. I am in communication with our attorney to discuss this further.

Maintenance Updates

We have received the three required proposals for the repairs to the front doors as required. The three quotes were all very close and within \$400-\$500 dollars of each other. The lowest bid received was from Essex Locksmith (who I'm recommending) for just over \$3,000. It is the opinion of all three contractors that the damage done is due to the wind shear created by the front of the building. The high winds open the doors too wide thus stressing and damaging the hinges causing the doors to malfunction. The scope of this work will replace the hinges on both sets of front doors as well as repair the damage door, install new closing mechanisms that will prevent the doors from opening too far, and install weather-stripping on all exterior doors.

Summer Reading Club

Our 2010 Summer Reading Club has kicked off with a bang! In June we have over 400 children and near 100 teens signed up and our sign ups continue to grow. During the last two weeks of June the Youth Services Department hosted a combined 27 programs (including story times) with 531 participants in attendance. Two programs worthy of specific mention are the Water Magic Show performed on Friday, June 25th had 38 attendees and the Kurt Gallagher Music program performed on Monday, June 28th had 71 attendees. With an exciting schedule of programs throughout July and August we anticipate record breaking attendance and sign up.

Goals /Objectives updates

We have recently purchased a new website design and editing software package that will enable us to move forward on the website redesign. Mr. Gilbert and I will begin meeting to plan out the upcoming redesign of both the look and architecture of our website.

I have met with Ms. LePenna, Head of Reference, and asked that she assist me in implementing our Adult Volunteer programs by developing policy and procedures for this program. We have identified four projects for volunteers to assist us with: Greeter, Beautification, Collection Analysis, and Shelving. With Ms. Lepenna's help I anticipate that I will have a policy and procedure guide to present in August and we will begin filling these projects in September.

I have ordered and received our new suggestion box which will be displayed prominently in the library's lobby by the end of July. It is my hope that through this suggestion box we are able to identify new services as well as improve upon existing services by getting the feedback needed to succeed.

Personnel

Carlos Villar, our part time maintenance man, has recently received a promotion at his full time job. This promotion has led to Mr. Villar reducing his hours here at Mt Olive and will necessitate the hiring of a second maintenance person to work one day a week during normal business hours.

I will begin the search for a second person and hope to have a recommendation for our August meeting.

Letter to Town Council

As discussed at our last meeting, with Stephanie's assistance, I drafted a letter to Phil Tobey regarding what demunicipalizaion would mean to the library. As previously discussed, demunicipalization would ultimately mean the closing of the library as we know it. Attached you'll find a copy of my letter and the included letter from MAIN detailing how demunicipalizaiton would affect our membership.

Cash Handling Procedures

In response to the recent theft of money in the library as discussed in June we've instituted new cash handling procedures. All petty cash, coffee bar, and printer monies are being collected every other day and being kept in a secure safe in my office. All money that is either put in or taken out is recorded, and verified by two people. I am the

only individual with the key/coded to this safe. In addition the lock to my door has been replaced and I hold the only keys to that door.

As a reminder our next meeting is scheduled for Tuesday, August 17th at 7:30 pm.