

MOUNT OLIVE PUBLIC LIBRARY
MINUTES
Board of Trustees Meeting
June 10, 2009

A. Roll Call

Stephanie Sherman called the meeting to order at 7:36 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, Scott Ireland-Mayor's Alternate. Absent: Suzanne Jeska- President , Judith Hirky- Trustee, Superintendent's Alternate (vacant).

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 – Suggestion to discuss honoring N. Risko (retiring). Scott Davan noted need to vote on need to remain a part of MAIN. Scott Davan cited need to discuss part time position in closed session.

D. Meeting Minutes

A motion to **approve the minutes of May 2009 Trustee Meeting** was made by T. Kelly; seconded by S. Ireland. **Motion Approved.**

E. Bill List for May 2009

- A motion to **approve the Bill List for May 2009** was made by; S. Miller; seconded by S. Ireland. **Motion Approved.**

F. Financial Reports

- A motion to approve the **May 2009 Financial Reports** was made by S. Miller; seconded by S. Ireland. **Motion Approved.**
- A motion to use proceeds from the Anne Baker memorial fund to develop an appropriately memorialized professional development bookshelf, with notification included in library newsletter, was made by S. Miller; seconded by S. Ireland. **Motion Approved.**

G. Director's Report

See report enclosed.

H. Committee Reports

- a) Personnel: No update.
- b) Finance & budgets: No update
- c) PR/Communications: no update
- d) Buildings & Grounds: No update.
- e) Energy Efficiency: No update.

I. Unfinished Business

Financial audit: will use Nisivoccia as his been recent practice. S. Sherman requests report be submitted initially in draft (unbound) form.

Exterior lighting: solar lights have been installed.

J. Old Business

- New laptops (4) will be operational in one week. S. Davan will research a policy for appropriate usage of laptops for board approval.

K. New Business

- Discussion on how to appropriately honor N. Risko for long and faithful service to MOPL. Suggestion made to hold a dignified reception at library. Date TBD.
- Mileage accrued should be reassigned to professional development budget line.

L. Board Comments

Nothing Reported

M. Closed Session

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

S. Sherman discussed progress with CWA on basis of recent meeting. Discussions are proceeding on schedule. Next meeting with CWA representatives Monday, June 15th.

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

N. ADJOURN

S. Davan presented recommendation relative to new hire for part time shelver position. S. Ireland made motion to approve director's new hire recommendation, seconded by S. Sherman. **Motion Approved**

S. Miller made a motion to adjourn the meeting, seconded by S. Sherman. **Motion Approved.**

Meeting adjourned at 9:12 PM.

The next meeting is scheduled for Wednesday July 8, 2009.

Stephanie Sherman, 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 June 10, 2009.

Timothy Kelly, Secretary

Mount Olive Public Library
Director's Report to the Board
Trustee Meeting – June 10th, 2009

Slip and Fall – On Wednesday, June 6th we had another slip and fall in the front of the library. A patron was leaving when it appears they stumbled down the step onto the handicap ramp directly outside the main entrance. This individual was visiting the library with Capital Care and the attending supervisor called 911. The individual was evaluated on site and was taken to the hospital. I will get a copy of the police report when it becomes available. I have asked Mr. Villar to paint the edges of the ramp and step yellow in hopes that it becomes more visible.

S2775 – Pat Tumulty, Executive Director of NJLA, has recently announced that as of June 1st Senator Stack's office will be withdrawing S2775 which threatened to reduce library funding by 50%. We are grateful to see this bill defeated for the second time this year.

Landscaping – On Friday, May 15th Stan Miller and myself had an opportunity to meet with Jim Lynch of the Township to discuss the landscaping project. Now that I have an idea on how to proceed with the parking lot issues I've asked Mr. Lynch to revise the landscaping plan to include the three remaining sections. Mr. Lynch continues to offer his assistance and will revise the plan however he has indicated to me that due to cutbacks

and budget reductions he is concerned that DPW will not be able to assist us this year; I've reached out to Tim Quinn for his opinion on this matter and agrees that his department is stretch very thin but wants to see the revised plan before taking an official stance.

Mr. Lynch has recommended that we revise the entire plan and implement it over a few years as the Township has been experiencing negative feedback from residents regarding perceived unnecessary expenditures. Finally, Mr. Lynch has offered to assist the library in obtaining access to the Tree Bank by attending our presentation to the Planning Board. However, due to Mr. Lynch's busy schedule I have not yet received the revised plan and am fearful that the library will not be ready to present to the Planning Board until July.

Shared Services – With the assistance of Tim Quinn and the Township the library has been able to fix the bottom landing of the staff entrance stairway at no cost. A very big thank you goes out to Mr. Quinn for his assistance.

Coffee Bar – I have received a bid from Accuracy Electric for the electrical work needed to move forward with the Coffee Bar. I anticipate having the electrical work complete during June.

Print Cost Recovery – During the month of May I was able to procure a second quote for a print cost recovery system. This system works directly with a networked copy machine and a print release station (computer). Patrons would send their print jobs, then walk over to the print release station, select their prints, insert the required amount of money, and the copier will then release their prints. Currently we have only one copier in the Adult Reference Department that would work with this system.

The quote from Continental Copier is half that of SAM from Comprise but has less functionality, less scalability, would require at least one more networked copier, and at least two additional networked computers. I feel that the additional costs to implement this system would increase the actual cost to equal that of Comprise. I therefore recommend we pass on the Continental system.

Collection Analysis Tool – I've been able to make some headway on implementing a collection analysis software package. As part of our 2009 initiatives I want to be able to review our collection so that we can analyze our strengths and weaknesses. I've recently been in touch with SirsiDynex, Follett Library Solutions, and Baker & Taylor.

I recently spoke with our Baker & Taylor rep (Katy White) who has informed me that B&T offers an analytical tool free to its customers. As this is a new offering from B&T Katy will investigate the procedure for setting it up and contact me later this month. This tool will allow us the ability to extract some very detailed information about our collection.

Scooter – The library has received the Jazzy Scooter as promised. I've reached out to the Director's of Morris County in search for a user policy but it seems that we are the first library to have/offer a scooter for this purpose. Additional research is required but we're on target to offer this service by midsummer.

HVAC – Just a quick update on the HVAC system I've been able to coordinate a second proposal and have received the quote. This contractor is of the opinion that only one of the two heat exchangers needs to be replaced and that the second exchanger would more than likely not qualify under warranty because it has not fully failed. I'm awaiting a third contract to review our heat exchangers for another opinion.

Employee Parking Lot – I have been able to get a second proposal for the recommended repairs to the employee parking lot. This proposal is virtually identical to that of Tim Quinn's but is four times the price; \$29,000. I'll continue to get additional quotes and seek alternative solutions but believe that the Township's quote of \$6,300 is going to be the best.

MAIN/MCPL Agreement – The Morris Automated Information Network (MAIN) has recently begun negotiations with Morris County Library's Online Library Information Services (OLIS) for support of our computer network and online circulation system. OLIS has taken a very firm stance whereby it is either an all in or all out proposal; counter offers have been thus far refused. It is unfortunate that OLIS is taking this position as many libraries will have to either change their computer networks or be forced to seek alternative computer support. I have confirmed with Mr. Gilbert that our system conforms with this proposed agreement.

It is believed that OLIS is taking this firm position as they are looking to drop MAIN as a client. OLIS is responsible for releasing \$125,000 to SirsiDynix for MAIN and Morris County Library's Circulation system and has been quoted as stating they will not release the funds without a signed contract. This leaves some MAIN libraries in a very precarious position. At this time the President of the MAIN Cooperative will be speaking with County Free Holders as she fears that they are unaware of OLIS's tactics and their refusal to release the county funds.

Verizon Bill of \$7k – We have recently received a bill from Verizon Select of \$6,903.04 for services rendered in 2004 during the construction of this building. After a very long and extensive search through the files it appears that after Verizon had installed the phone and public address system the wiring failed inspection. After this inspection the library contracted S&J Electrical to complete and correct the job Verizon had done and the invoiced amount from S&J was deducted from the Verizon payment.

I've neither been unable to find an invoice from S&J regarding this money nor the failed inspection. However, I have been able to find communication between the former Director and Verizon regarding this issue and this is how I was able to deduce what had occurred. In this email from Verizon they accept that we failed inspection but requested the documentation.

Additionally, there is a letter from a past interim Business Administrator indicating that after the library paid what I believe to be this invoice, the Township would reimburse the library from the construction fund. The new rep is unaware of this communication and has indicated that they would require a letter from our attorney disputing these charges. I will further investigate this failed inspection, attempted to get a copy of it to pass along to Verizon, and report on the outcome.

Ted Agar/Ann Baker Funds – With assistance from my Administration team we've been able to clarify the Ted Agar and Ann Baker accounts. The balances on these accounts seem to have been accidentally switched a few years back when the library transferred accounts into Wachovia.

The Ted Agar account was set up in 1987 by Carol Boutilier after receiving a "living memorial" donation of \$2,500 from Ted Agar's sister. The living memorial stipulates that a Ted Agar Children's Art Fund would be established and the earned interest would be used to fund a children's theater program each year. The program would be marketed as being made possible by the Ted Agar Children's Art Fund and memorialized on a plaque

that was to be displayed in the Children's room. No one can recall the last time the library held a program in memorial of Ted Agar and the plaque is nowhere to be found. The account now exceeds \$4,500 and interest has not been recorded since May of 2008. With modest spending the library could fund 5-10 years of programming with just the current available interest.

The Anne Baker account was set up in 1990 to honor Anne Baker, a former library trustee. There seems to be conflicting idea as how to honor Ms. Baker. We have found in Board Meeting minutes and correspondence that there were two ideas proposed: 1. to purchase books for the library's collection in Anne's memory, 2. to set the money aside and decided at a later date how to best use the money. Later correspondence indicates that the Baker family was to visit the library back in 2007 to make a decision. No additional information is available.

Based on the materials that I have found I recommend that we contact the family and invite them to the library to discuss how we can use this money to best honor Anne. However, if we cannot contact the family, as a trustee who was so fond of the library and wanted to see it prosper, I recommend we use the money to update our professional development library with new books and journals to help keep our staff up-to-date.

Memorial Day Parade – We had a very nice turnout for this year's Memorial Day Parade. We had 4 staff and 10 members of the Teen Advisory Group. During the parade the T.A.G. members handed out approximately 250 flyers for this year's Summer Reading Club. This year's reading club theme is *Be Created at Your Library* (Children) and *Express Yourself* (Teens). In support of the *Express Yourself* theme the T.A.G members were invited to make their own Mt Olive Public Library tee-shirts which were then personalized prior to the parade.

Tech Team – Tim Gilbert and I have begun to lay the ground work for the library's 2010-2013 Technology Plan. Mr. Gilbert and I have identified approximately ten potential goals for the next 3 years and will be working in tandem to put together a Technology Plan by the end of the year. Goals include: replace/upgrade/maintain public PCs, implement print cost recovery program, VOIP for our phone system, redesign library website, green computing, purchasing more laptops, multimedia system for Gathering Room, open source software for word processing, e-document storage, software upgrades for Computer Lab, and broadband upgrades.

CWA – We held our second meeting with CWA on Monday, May 18th. Our next meeting is scheduled for Monday, June 15th.

Director's Vacation – If there are no objections I plan on taking the week of July 13th as vacation.

Reminder the next Trustee meeting will be Wednesday, July 8th at 7:30pm.