

MOUNT OLIVE PUBLIC LIBRARY  
MINUTES  
Board of Trustees Meeting  
March 7, 2010

- 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, Stephanie Sherman, President, Steven Bedell, Treasurer; Tim Kelly, Secretary, Helen Robbins Superintendent's Alternate. Absent: Judith Hirky - Trustee. Stan Miller, Vice President, Scott Ireland, Mayor's Alternate.
- 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 amended minutes of February 2010 Trustee Meeting** was made by T. Kelly seconded by S. Bedell. **Motion Approved.**
- E. **Presidents Report**
- S. Sherman stated that library is off to a great start in 2010 despite closings due to heavy snowfall.
- F. **Bill List for March 2010.**
- A motion to **approve the Bill List for March 2010** was made by T. Kelly; seconded by S. Bedell. **Motion Approved.**
  - A motion to **approve the Encumbered List for March 2010** was made by S. Bedell; seconded by H. Robbins. **Motion Approved.**
- G. **Financial Reports**

- A motion to approve the **March 2010 Financial Reports** was made by; T. Kelly, seconded by S.Bedell. **Motion Approved.**

## **H. Director's Report**

See report enclosed. Proposal to find middle ground on Netcong agreement to protect both patron anonymity and ensure accountability of usage rates being discussed.

Tutor.com has returned via a grant!

## **I. Committee Reports**

- a) Personnel: (TK) Nothing new reported.
- b) Finance & budgets: (SS) Nothing new reported.
- c) PR/Communications: (SJ) Nothing new reported.
- d) Buildings & Grounds: (SM) See Director's report.
- e) Shared Services: (SJ) Nothing new reported.
- f) Energy efficiency/energy audit: (TK) Wind power alternative energy source not practical for this year due to state freeze on energy rebates.

## **J. Unfinished Business/action items**

- a) Wii – program under review.

## **K. New Business**

- a) A motion to approve resolution B-101 was made by made by T. Kelly seconded by TS. Bedell: **Motion Approved**
- b) Library phone accounts. Director is examining potential that the library has superfluous phone lines that are being charged for. Director will report back on findings.

## **L. Board Comments : None**

## **M. Closed Session:**

- a) T. Kelly made a motion to go to closed session, seconded by S. Bedell.
- b) S. Sherman made a motion to go to closed session, seconded by T. Kelly

## N. ADJOURN

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

Meeting adjourned at 8:57 PM.  
The next meeting is April 20th, 2010.

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Stephanie Sherman, Board President

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Timothy P. Kelly, Secretary

## **Mount Olive Public Library Director's Report to the Board Trustee Meeting – March 9<sup>th</sup>, 2010**

### **Snow closings**

Winter has not yet released its hold on us this season. Due to the extreme weather and hazardous road conditions the library was closed for three days in February after experiencing two delayed openings the days prior. It has been very difficult to stay ahead of the snow and ice this year so I want to publically thank Jim Lynch of Buildings and Grounds, along with Tim Quinn of the Department of Public Works for their continued assistance; I've had to reach out to them on a few occasions this season and they have been quick to respond.

I'm grateful for their assistance in getting the library open on Sunday the 28<sup>th</sup> as we saw a 72% spike in patronage. 324 patrons visited the library on that Sunday as compared to our average patronage for the preceding two months of 188 patrons.

### **Netcong**

I am in receipt of a letter from Netcong Borough Administrator Ralph Blakeslee indicating that in response to our position he will be recommending to the Mayor and Council to terminate our contract for library services. As previously discussed Netcong Borough is requesting our assistance in verifying Netcong Patron's residence. Their most recent request was to have Netcong Patrons prove residence at Netcong Borough Hall then bring a receipt with them to the library.

I spoke with our attorney, Michael Cerone, regarding this suggested arrangement prior to our last meeting with CWA and it was his opinion that a procedure such as this would likely be considered a violation of Library Privacy Laws NJSA 18A:73-43:2. It is still my hope that we can both work together with Netcong, and still maintain and protect the confidentiality of our patrons. I await further contact from Mr. Blakeslee.

### **Friend's Donation Day**

The most recent Friends of the Library Donation Day was a huge success. Hundreds if not thousands of books were received; many of which are in excellent condition. The Donation Day was so successful that the Friends have cancelled their next Donation Day in order to get a handle on the copious amounts of books already received.

### **New Jersey State Library Budget Cuts**

It has recently been reported that another \$721,000 was cut from library funding at the state level for this fiscal year. Libraries lost \$1.9 million dollars earlier this year, which brings the total loss to \$2.7 million.

As a result of these cuts the New Jersey Knowledge Initiative lost \$231,000 from their budget. NJKI will continue to support REF USA and Academic Search Premier and will continue to support Business Source Premier until June 30 by using carry forward funds. Loss of funding for databases support will result in the termination of Heritage Quest as of Dec. 31, 2009. We still have the EBSCO Suite of databases, Gale newspapers, and Informé.

Network funding reductions will result in the loss of 5% to regional library cooperatives - \$35,151 in SJRLC, \$27,927 in CJRLC, \$43,953 in HRLC and \$42,970 in Infolink.

At this time I have no specifics as to how these cuts will impact the library, however if we read the "writing on the wall" we can anticipate deeper cuts in funding from the state that may well impact our services.

### **Homeworkhelpnj.com/Tutor.com**

I am proud to announce that thanks to a partnership between the New Jersey State Library and Public Service Enterprise Group (PSEG), the Mount Olive Public Library, along with all libraries in Morris County, will once again be able to offer access to Tutor.com.

The Homework Help NJ Program provides students in grades kindergarten through 12 and those taking introductory college courses with help in Math, Social Studies, Science, and English via the Internet at [www.homeworkhelpnj.org](http://www.homeworkhelpnj.org). Spanish-speaking tutors are also available for help with math and science assignments.

The program offers one-on-one instruction. Students can connect to a tutor from either the library or their home computers by using their library card number. Online tutors are available from 2 p.m. until 10 p.m. seven days a week. Tutors can help students with both simple questions and complex concepts. The Homework Help NJ Program is far superior to our previous Tutor.com subscription including:

☒ **K-12 Student Center:** Students can get help with homework, test preparation, skills and concepts they are learning in class and standardized test preparation and college entrance exams. Subjects include Math, Science, Social Studies and English.

☒ **College Center:** Besides subject-specific help, students can prepare for the GED and get resume help or prepare for graduate school entrance exams.

☒ **Adult Career Center:** Adults going back to school can get subject-specific help, prepare for the GED, get resume help or prepare for the citizenship exam.

Each center also includes real-time writing assistance from English tutors or career specialists for adults working on resumes. Students and job seekers get immediate feedback, writing tips and strategies as well as proofreading. Each center includes 24/7 access to thousands of resources including study guides, worksheets, videos and more in math, science, social studies, English, resume writing, GED prep, Citizenship exam prep and more.

### **2010 Budget**

I have recently submitted my draft 2010 budget to the Finance Committee. It is my hope that we will meet and present our finalized 2010 budget to the Board of Trustees at our next meeting.

### **Verizon Wiring Bill**

I have recently received word from Verizon Business Services that our dispute over a \$6,903.03 bill from 2005 has been rejected. You may recall that I mentioned early last year the library received an invoice for unpaid services dating to 2005. This invoice was for an unpaid portion of substandard work performed by Verizon whereby the library failed an electrical wiring inspection resulting in the hiring of a third party vendor to complete the job. A detail of total disputed cost is: \$4,950.00 to correct the wiring issues, \$1,949.98 in taxes, and \$3.05 that Verizon has failed to explain.

I was asked by our account representative, Brenda Kinsey, to provide the failed inspection, invoice for additional services, our Tax Exempt Certificate, and past correspondence between the previous Director and former Account Manager. I provided all this information as requested between July 29<sup>th</sup> and September 16<sup>th</sup>, 2009. On Friday, March 05, 2010 I received a phone message indicating that Judy Waage, Verizon Business Services Manager, had rejected our dispute. I've reached out to Ms. Waage and am awaiting her response.

### **In-service with Schools**

On Tuesday, February 16<sup>th</sup> Audra Osorio (Head of Youth Services), Cindy LaPenna (Head of Reference) and I met with the School Librarians from the Mt Olive School District. We had a very fruitful discussion as to how we can improve the level of shared services and as well as the obstacles we'll need to overcome to move forward.

One of my biggest priorities was to come away with a plan of action for a library card drive in the schools for May. In order to run a successful library card drive we'll have to review and revised the policy for obtaining a library card. Once that is done my plan is to

start in April by reaching out to students and parents informing them of the upcoming library card drive. Follow that up in May by sending out applications that can either be brought back to the library in person or completed and returned to the schools for processing at the library. May and June is when we usually reach out to the schools with visits to promote our Summer Reading Club.

In addition to the library card drive we discussed other shared services such as lendable collections to support the school libraries, potential programming/displays coordinating with the schools' curriculum, interlibrary loan, and school visits. The greatest concern raised by the school librarians was the lack of delivery service between the schools and the library. I was made aware that in the distant past the interschool delivery service would stop at the library but that has not happened in years. It was recommended that we reach out to Susan Dinges to explore what can be done in the future as the general consensus was that all of our proposed ideas hinge on the ability to transport resources to and from the library.

**As a reminder our next meeting is Tuesday, April 20<sup>th</sup> at 7:30pm.**