

MOUNT OLIVE PUBLIC LIBRARY
MINUTES
Board of Trustees Meeting
May 12, 2009

A. **Roll Call**

Suzanne Jeska called the meeting to order at 7:34 PM and Tim Kelly began the meeting by calling roll. Present were Scott Davan Library Director, Suzanne Jeska- President, Stan Miller- Treasurer, Stephanie Sherman- Vice President, Tim Kelly, Secretary, Judith Hirky- Trustee, Scott Ireland- Mayor's Alternate, N. Risko, Superintendent's Alternate.

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. **Meeting Minutes**

A motion to **approve the minutes of April 2009 Trustee Meeting** was made by J. Hirky; seconded by S. Ireland. **Approved.**

E. **President's Report**

- Introduction of new trustee, T. Kelly who replaces C. Kenney.
- Presentation of new committee members/responsibilities.
- T. Kelly will assume the position of Secretary.

F. **Bill List for May 2009**

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

G. **Financial Reports**

- A motion to approve the **May 2009 Financial Reports** was made by S. Ireland; seconded by N. Risko.
- Motion to: Approve early cancellation of 12 mo. CD dated Sept 1, 2008 (incurring penalty for pre-maturity cancellation) with higher interest CD in May 2009. Interest gain on new CD to exceed penalty fee.

H. **Director's Report**

See report enclosed.

I. **Committee Reports**

- a) Personnel: no update.
- b) Finance & budgets: no update
- c) PR/Communications: no update
- d) Buildings & Grounds: No update
- e) Energy Efficiency: T. Kelly to follow up with T. Quinn/J. Lynch on next steps regarding energy audit. Apparently it is on hold because BPU is requiring the township to go with the lowest bidder.

J. Unfinished Business

K. New Business

- Tutor.com service acknowledged as not garnering adequate participation to reconcile investment.
- Mileage budget line should be reassigned to professional development budget line.
- Proposed “Rain Garden” project to be steered to Middle School.
- S. Davan seeking options for library audit.
- S. Davan reports exterior lighting is inadequate, suggests Accuracy Lighting recommend alternatives.

L. Board Comments

Nothing Reported

M. Closed Session

N. Risko made a motion to go to closed session, seconded by J. Hirky. **Motion Approved**

S. Davan presented staffing plan/recruitment update relative to new hire for evening reference librarian position.

S. Sherman discussed ideas pertaining to future staff budgeting.

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

N. ADJOURN

S. Ireland made a motion to adjourn the meeting, seconded by. **Motion Approved.**
Meeting adjourned at 9:30 PM.

The next meeting is scheduled for Wednesday June 10, 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 May 12, 2009.

Timothy Kelly, Secretary

**Mount Olive Public Library
Director's Report to the Board
Trustee Meeting – May 13th, 2009**

Overview:

Slip and fall

On Wednesday, April 15th at approximately 8:15 pm a patron reported that an individual had slipped and fallen outside the library. Ruth Jablonski and Katy Ratti responded to the report and investigated the incident. Apparently this individual had fallen in front of the library and cut their head open. The police were called and I was alerted to the events. I arrived at the library by 8:30 pm to find that I had just missed the police.

An ambulance had to be called as it was the opinion of the officer that this person needed medical attention. I have obtained a copy of the police report which indicates that both the officer and the EMT noticed the smell of alcohol on this individual's breath. The following day I tried contacting the patron to inquire as to their status, unfortunately I had to leave a message. I have not heard from this patron and I've made no other attempts to contact them.

Evaluations

2008 evaluations have been completed on schedule. Having not been present in 2008 to see what goals were accomplished I focused more on creating goals and objectives for the upcoming year. These goals and objectives will be the basis for the 2009 evaluations.

Senate Bill 2775

Once again libraries face potential reductions in funding. Senator Brian Stack (D-Hudson (District 33) has introduced S2775 which would reduce the minimum funding for public libraries to 1/6 mil from 1/3 mil of the equalized valuation of the real property. S2775 was introduced on Thursday May, 7th and has been referred to the Senate Community and Urban Affairs Committee.

The Senate Community and Urban Affairs Committee is Chaired by Ronald L. Rice of Newark, NJ. We urge everyone to contact Senator Stack, and Senator Rice in opposition of this bill. The New Jersey Library Association has posted a boilerplate letter of opposition that can be found at:

<http://capwiz.com/ala/nj/issues/alert/?alertid=13301621&PROCESS=Take+Action>

On Friday, June 5th I will be attending the New Jersey Library Association's annual Public Policy Forum at which time the NJLA will provide updates to this Bill.

Donation

The Friends group has generously donated \$800 to the library for the Summer Reading Club. This year's Summer Reading Club theme is "Be Creative at Your Library". Our Youth Services department is busily preparing for what promises to be an outstanding summer.

2009 Initiatives:

Print Cost Recovery

I continue to investigate a print cost recovery system that will suit the library's needs. Recently I have discovered two new systems that may be of interest. These two systems use a networked

computer and a copy machine to release print jobs. I need to further investigate its scalability and functionality. Roxbury Township Library has implemented a print cost recovery system similar to this design. Joy Kauffman has invited me to stop by and see their system firsthand.

Landscaping Project

On Thursday, April 30th, I met with Tim Quinn of the Township regarding the pooling of water that's been taking place in the employee parking lot. Mr. Quinn has indicated to me the best solution would be to mill 2 inches off the surface of the entire employee parking area and regrade the lot with new asphalt.

Mr. Quinn estimates that cost for milling 580sqyds @ \$2.70 per yard= \$1,566.00 and the 2 inch overlay will then be applied as the new surface-approx 5200sqft= 65 tons of asphalt @ \$73.05 per ton = \$4748.25 for a total of \$6,304.25. Mr. Quinn recommends we budget \$7,000-\$7,500 for the project.

As the cost above \$3,150 it will necessitate the solicitation of two addition proposals should we decide to move forward with this project. Mr. Quinn has indicated that this "is the proper way to complete this project for a longer lasting surface".

Now that we have an idea as to what will be required to correct the pooling issues in the parking lot I have contacted Jim Lynch regarding the last three phases of the landscaping project that need to be estimated. I have a tentative meeting with Mr. Lynch set for Thursday, May 14th. Once we have cost estimates for the final three phases we can move forward with our proposal to the planning council for access to the Tree Bank.

Scooter

We have rescheduled the pickup date for the Jazzy scooter that is to be donated by Nancy Smith of Flanders. Carolos Villar and I will pick up the scooter from Mrs. Smith and her husband on Monday, May 18th. This delay will set us back in offering access to the scooter but I'm hopeful we will have it available to the public this summer.

Maintenance:

Light Bulbs and Cost Savings

During the month of April Mr. Villar indicated to me that an order of light bulbs was filled with the wrong bulbs from Graybar of Hackettstown. Graybar has willingly refunded our cost toward the purchase of the correct bulbs. This error has motivated us to seek out alternate vendors for light bulbs. Our research has found a supplier out of Atlanta that could reduce our expense on light bulbs by up to 50% on select blubs. Mr. Villar is attempting to contact this vendor in hopes that their stock is compatible with our lighting.

Electrical Panel

On Sunday, April 19th I received a call from Katy Ratti indicating that there was a loud buzzing emanating from the electrical closet in the small conference room. I immediately arrived at the library to investigate this noise. The noise was loud enough that it could be heard through the walls out on the Reference desk. I was concerned that the panel was overloaded however it was cool to the touch. I determined that there was no immediate danger, left instruction for Ms. Ratti to contact me if needed and planned to return by 4pm to turn off the main power to that panel.

At closing I was able to determine that the buzzing was isolated to the circuits that powered the overhead lights on the adult side of the library. The following morning we contacted Accuracy Electric to investigate panel. Accuracy identified the problem as a failing contactor and indicated that it was no immediate threat. I was relieved but could not allow the buzzing to continue and ask for the contactor to be replaced. Accuracy had to order the part but had the contactor replaced by Wednesday of that week. In his investigation of the issue he noted that the contactor that had failed may not be rated for lighting and promised to look into it further for me.

Heat Exchangers

During routine maintenance Dyna-Temp discovered that two of the heat exchangers on our HVAC system have failed. The heat exchangers are still under warranty by Trane but the proposal from Dyna-Temp for labor and installation was \$3,200. With this bid exceeding the \$3,150 threshold it will necessitate the solicitation of proposals. I've contacted Trane to get the names of two other authorized vendors in New Jersey and have already contacted one of the two vendors.

While in conversation with this vendor it became apparent that Dyna-Temp was not giving us all the information we needed to make an informed decision. I contacted Dyna-Temp for an itemized breakdown of the work to be provided in this proposal and I am waiting to hear back. Once I have received this itemized proposal I will reach out to the other two vendors for bids.

Meetings:

CWA

On Wednesday, May 6th Stephanie Sherman, Scott Ireland, Michael Cerone, and myself had our first meeting with CWA. The Union has presented us with their initial proposal. Our next meeting is scheduled for Monday, May 18th.

NJLA

On Tuesday, April 28th and Wednesday, April 29th I attended the New Jersey Library Association's annual conference. This year's theme was New Jersey Libraries Rock! Audra Osorio and Beverly Rowan also attended the conference. Overall the conference was excellent and well worth the trip to Long Branch. Most notable were the workshops I attended on marketing and merchandising. Author Paco Underhill gave an outstaying lecture on the necessity to market library services in new and more inviting ways, and Alison Davis, author of "Your Attention Please" presented a workshop about overcoming information overload.

The most interesting workshop I had the pleasure to attend was "To Dewey or Not to Dewey" a lecture regarding a movement away from using the Dewey Decimal System to a retail book store model where by books are arranged by words rather than numbers. The lecture sited very specific examples of successful implementation of this model both here in New Jersey and around the world. This is a very interesting concept worth investigating as the data suggests a significant increase in patronage and circulation as a result of increased ease of access.

Folding Wall

On Thursday, May 7th I met with Ed Michinski of Contemporary Wall Systems regarding the movable wall system that was proposed for the Gathering Room. Mr. Michinski has presented

me with a copy of the original proposal and it is my recommendation to pass on this project at this time. I do not foresee enough usage of the Gathering Room to justify the expenditure.

Events/Programs:

Programs

During the month of April the library hosted two outstanding programs. “An inside look at the FBI”, hosted by Rick Berger a former FBI specialist, 28 patrons attended, and “Understanding Memory Loss” hosted by the Alzheimer’s Association Greater New Jersey Chapter,. 22 patrons attended.

For the month of June the library will be hosting a variety of job hunting/resume writing workshops. Starting June 3rd Neil Cooper, certified leadership coach, will present a program entitled “Developing Your Quick-and-Easy Career Development Plan”. On June 15th Michele Dagle of Editorial Studios will present "Writing a Resume to Market Your Strengths". Ms. Dagle is a member of the Professional Association of Resume Writers and Career Coaches. Additionally I have placed a call to Alexis Thurman the Chair of CCM’s Business Department with additional programming ideas, I’m currently waiting to hear back from Ms. Thurman.

Beyond the Book – NJLA 2009 Fundraising Fair

On Tuesday, June 9th the New Jersey Library Association will be presenting their 2009 Fundraising Fair in Lincroft, NJ. This presentation promises to teach how to establish foundations, endowments and giving programs, how to set goals and strategic planning for fundraising, how to plan special fundraising events, and new ideas for library fundraising. I’m planning to attend and I invite all Trustees to attend. Please submit your registration form to the library if you would like to attend.

Memorial Day Parade

On Monday, May 25th the library will be participating in the 25th annual Mount Olive Memorial Day Parade. I invite all Trustees to march with the library. The parade will begin forming at 9 am at the Chester M. Stephens Elementary School on Sunset Drive with an actual start time of 10 am. Please let me know if you are willing to march.

As a reminder the next Trustee meeting will be held on Wednesday, June 10th, at 7:30 pm.

Finally, if there are no objections I plan to take a vacation day on Tuesday, May 26th.