

MOUNT OLIVE PUBLIC LIBRARY
MINUTES
Board of Trustees Meeting
October 15, 2009

A. Roll Call

S. Jeska called the meeting to order at 7: 45 PM and Tim Kelly began the meeting by calling roll. Present were Scott Davan Library Director, Stan Miller- Treasurer, Suzanne Jeska- President, Tim Kelly, Secretary, Scott Ireland- Mayor's Alternate. Absent: Judith Hirky- Trustee, 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. Agenda Review –

- a. Public request for items to be on the agenda - none
- b. Board request for items to be added to agenda. Scott Ireland requested inclusion of Tutor.com in Old Business discussion.

D. Meeting Minutes

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

E. Bill List for October 2009

- a) A motion to **approve the Bill List for October 2009** was made by S. Ireland; seconded by T. Kelly. **Motion Approved.**

F. Financial Reports

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

G. Director's Report

See report enclosed.

- A motion to authorize **the director to spend up to \$3,800 for purchase and installation of 4 lighting fixture** was made by; S. Sherman, seconded by S. Jeska. **Motion Approved.**
- A motion to **award a roofing bid to Brandon Roofing of Randolph, NJ for roofing repairs of \$3,850** was made by; S. Sherman, seconded by S. Ireland. **Motion Approved.**

H. Committee Reports

- a) Personnel: (TK) reported by director.
- b) Finance & budgets: (SS) Nothing new reported
- c) PR/Communications: (SJ) Press release for various library improvements (scooter, coffee bar, laptops)
- d) Buildings & Grounds: (SM) Per director's report.
- e) Shared Services: (SJ) Nothing new reported
- f) Energy efficiency/energy audit: (TK) Reported in Directors report.

I. Unfinished Business/action items

- a) Roofing – Director's recommendation accepted.
- b) Tutor.com has been terminated.

J. New Business

- a) 4th qtr. Budget revision discussion. Board requested that Director move forward with mechanism and procedure for controlling printing costs. Policy to be discussed at future meeting.

A motion to **approve the director's revised 4th quarter budget** was made by S. Ireland; seconded by S. Sherman. **Motion Approved.**

- b) A motion to **approve Policy L-102: Loan Periods, Fines and Fees for books and materials** was made by S. Miller; seconded by S. Sherman. **Motion Approved**
- c) Fees for conference rooms policy review- Tabled for next meeting.
- d) A motion was made to approve the staff development training on Friday, November 11, 2009 by S. Miller and Seconded by S. Ireland. **Motion approved.** T. Kelly not present for vote.
The library will be closed for an in service training from 9 am – 1 pm on Friday November 11, 2009.

K. Board Comments

L. Closed Session

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

- a. Update on Union negotiations
- b. Part time library assistant recommendation discussed

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

M. ADJOURN

S. Sherman made a motion **to accept the hiring of Maria Koskulics** as a part time library assistant, S. Miller seconded the motion. Motion Approved. T. Kelly not present for vote.

S. Sherman made motion to **adjourn the meeting**, S. Miller seconded. Motion approved and meeting adjourned.

The next meeting is scheduled for Tuesday, November 10, 2009.

Suzanne M. Jeska, Board President

Timothy Kelly, Board Secretary

Mount Olive Public Library Director's Report to the Board

Trustee Meeting – October 15th, 2009

Overview

The library continues its efforts to present new and exciting programs for our adult patrons. On Wednesday, September 16th actress and Historian Monica Hoffman performed as Amelia Earhart in a one woman show that reveals the life and legacy of the world's most celebrated female aviator. 32 patrons attended this program which was very well received; please see the attached email from Nellie Eyerman. Kudos goes out to Rosann Montalto for finding, and hosting this program.

The First Lego League Robotics Team of Budd Lake, formally of Sanshore Elementary now in the middle school, has contacted me expressing their interest in presenting the library with their 2008 Research Award. The Robotics team, also known as Quicksand 3901, meets at the library on Wednesday nights. Quicksand 3901 wishes to present us their trophy as a token of appreciation for the use of the library.

Initiatives Update

Coffee Bar

Please enjoy a cup of coffee, tea, or hot chocolate from the Mt Olive Public Library's newly completed coffee bar. Coffee service is now being provided for the public's enjoyment in our main atrium. We invite patrons to enjoy a beverage while visiting the library but ask that they not be consumed while at the computers.

The library offers an assortment of coffees by Green Mountain as well as teas by Celestial Seasonings, and hot chocolate. Beverages are available in both 6 oz and 8 oz sizes for the same price. Our new coffee bar is just one more way the Mt Olive Public Library is looking to enhance and improve services offered to our community.

Initial feedback has been very positive as the coffee bar has been well received. So far the staff's concern of keeping the coffee bar and the library clean has been a nonissue; patrons have been cleaning up after themselves.

Volunteers

The library has recently agreed to host a volunteer from the Morris County Department of Employment and Training Services. The individual who has been placed has been assigned to volunteer 20 hours per week and has already started. The volunteer is presently assisting Reference with interlibrary loans and Tech Service with book processing, and will gain additional responsibilities in the future.

I have scheduled a discussion of our volunteer program for our next department head meeting on Tuesday, October 20th and have asked that each Department Head provide me with a list of volunteer opportunities within their department. Once we have identified, and planned out these projects I will be contacting individuals who have signed up for volunteering at the library, and send out a community wide press release indicating that we have opportunities available.

Building Maintenance

Energy Audit

On Tuesday, September 22nd Suzanne Jeska and I attended the energy audit kick-off meeting with Andrei Aroneanu from Steven Winter Associates as well as Kathy Murphy, Jim

Lynch, Tim Quinn, and Bill Sohl of the Township. Mr. Aroneanu briefed us on the project and asked some very general questions regarding our facility. Later that same day I took Mr. Aroneanu on a tour of our building indicating our areas of concern as well as answering his questions.

I have continued to work with Kathy Murphy to get Steven Winter Associates copies of our utilities bills from the last two years and our next building review is schedule for Monday, October 18th.

Parking Lot

Work has begun on the employee parking lot and has already run into issues; the lot was milled and repaved but not graded properly. It was reported to me on Saturday, September 26th that after the very first rain the draining of the lot was actually worse than before. I contacted Benkendorf on Monday, September 28th and over the course of the week work was completed to improve the drainage. Although improved, the lot still needs to be corrected.

On Tuesday, October 6th Bill Benkendorf visited the site at my request and identified the problem. Bernekndorf's team has returned to take measurements, and will return to complete job. I'm waiting to hear back from Mr. Benkendorf regarding the next step.

Roof

I have received three proposals for the repairs needed for the two sections of roof that overhang the front entrances and the library's gutters. If you recall, last winter the library was bombarded with snow and ice causing some severe ice damming near the front entrance and in the spring, severe runoff leaking under the overhand. Carlos Villar was able to identify the main problems; the 45 degree angles on the gutters and the lack of weather proofing on the overhangs.

I am recommending we award the bid to Brandon Roofing of Randolph, NJ. Their proposal to tear off existing roofing, install an ice/water shield, removal of all debris, replacement of all gutter angles, and seal and fix exposed nails on the roof comes to \$3,850. Brandon was the lowest bid and anticipates being able to complete the job this season.

Lighting/Heat strips

I have been working closely with Glenn Kovach of Accuracy Electric regarding the installation of additional exterior lighting along the outer wings of the library's front. Mr. Kovach has presented me with a proposal for the purchase and installation of four fixtures on the front of the library for a total of \$3,800. Due to the cost of this bid we will have to go out for additional proposals. I was mistaken about our ability to piggyback on the township's contract with Accuracy and our ability to use them; thankfully none of our previous work has exceeded \$3,150.

I have reached out to Glenn in an effort to get the manufacture's make and model number for the fixtures and will get additional bids immediately.

Activities and Displays

Roots in Reading

The library is proud to display "Roots in Reading", coordinated by Maggie Mullens of the Mount Olive Middle School. In response to President Obama's call for a "National Day of Service" the Yellow Team of the Mount Olive Middle School created a reading tree where by each student decorated the tree with a leaf containing the name of their favorite book. The "Roots in Reading" tree will be on display in the library's main entrance through the end of October.

FY2010 2010 Budget

Town CFO Sherry Maniscalco is scheduling the preliminary budget hearings for the end of November; our meeting is Tuesday, November 24th at 11:30 am. These are not the public hearings and will not require the presence of the Trustees.

According to the Department of Taxation's Table of Equalized Values, released on October 1st 2009, Mount Olive's equalized value is 3.231% lower than 2008. Based on this figure we are facing approximately a \$42,000 reduction in municipal funding for our 2010 budget. I recommend that the Finance Committee begin meeting in December and get working on the 2010 budget as soon as possible.

State Aid

We have recently received our annual State Aid disbursement from the New Jersey State Library for SFY2010 in the amount of \$22,421. As anticipated, this year's disbursement was less than last year's by approximately 10%, however current projections for 2009 income, including State Aid, are up by 4% or approximately \$2,800. This brings our anticipated income up to \$65,874.55 for 2009.

Workshops and conferences

Super Supervisors II Workshop - Audra Osorio

On Thursday, September 17th Audra Osorio began attending HRLC's Super Supervisors Series II workshops. These five workshops span ten weeks and are open to graduates of Super Supervisors Series I. The workshops include: Supervising in a Diverse Environment: managing cultural differences, Customer Service from Supervisor's Point of View, Managing In All Directions: working with administration and other departments, Teamwork & Effective Meeting Skills, Managing Stress at Work & Walking the Talk.

It is my intention to send one of my supervisors each year to either series I or II. Super Supervisors Series I is offered annually in the spring and I believe that only one supervisor has not yet attended that workshop.

NJLA Building Seminar

On Friday, November 6th I will be attending the NJLA's New Jersey Library Building fair; this year's focus is "Greening. Maintaining. Sustaining." This conference will offer a variety of workshops including Facilities Management 101, Green Solutions That Work, and Sustainability in Library Buildings. This is a very exciting building fair as it relates directly to the energy audit being undertaken. The fair is being held in Monroe Township and trustees are invited to attend. I will be happy to provide you with more information if you are interested in attending.

Director's Vacation

For the remainder of the year I plan on taking the following vacation days:
½ day 10/30, ½ day 11/25, 11/27, 12/28, 12/29, 12/30, ½ day 12/31

As a reminder our next meeting is scheduled for November 19th.