

MOUNT OLIVE PUBLIC LIBRARY
MINUTES
Board of Trustees Meeting
September 9, 2009

A. Roll Call

Suzanne Jeska called the meeting to order at 7:39 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, Judith Hirky- Trustee, Scott Ireland- Mayor's Alternate. Helen Robbins, Superintendent's Alternate. Absent: Stephanie Sherman – Vice President.

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. No changes

D. Meeting Minutes

August meeting minutes tabled for review at October meeting.

E. Bill List for September 2009

- A motion to approve the comprehensive Bill List for September 2009 was made by; S. Ireland; seconded by T. Kelly. **Motion Approved.**
- A motion to approve the (non-recurring) Stone Hedge Farm 25% down payment to begin landscaping services invoice dated September 2, 2009 was made by; S. Ireland; seconded by S. Miller. **Motion Approved.**

F. Financial Reports

- A motion to approve the September 2009 Financial Reports was made by S. Miller; seconded by J. Hirky. **Motion Approved.**
- A motion to transfer \$30,000 from PNC account to Wachovia account to adjust for timing and cash flow needs was made by S. Ireland: seconded by S. Jeska.

G. Director's Report

See report enclosed.

H. Committee Reports

- a) Personnel (TK): Objectives, based on board's goals for balance of calendar year were developed and reviewed with Library Director by S. Jeska, S. Ireland and T. Kelly. Director agreed to these objectives.
- b) A motion to approve two additional paid vacation days for 2009 was made by T. Kelly as a one-time merit award in recognition of director's performance this year: seconded by J. Hirky. **Motion Approved.**
- c) Finance & budgets: No update
- d) PR/Communications: no update
- e) Buildings & Grounds: No update.
- f) Energy Efficiency (TK): Waiting for dates for audit from Jim Lynch/Tim Quinn

I. Unfinished Business

- a) Pensions – No updates. Waiting for State response.
- b) Wish List – (Update needed from Scott D.)
- c) Tutor.com- in effect through October. Waiting for cancellation approval from vendor.

J. New Business

- a) Resolution that Noreen Risko be awarded the MOPL Champion Award for 2009-2010

K. Board Comments

- a) Board meetings suggested now for Tuesday or Thursday, board members to get back to S. Jeska with preference/availability.

L. Closed Session

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

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

M. Personnel Actions

T. Kelly made a motion to approve the resignation of Mary Ledderogar effective 9/2009, seconded by J. Hirky. **Motion approved.**

T. Kelly motion to approve new hire Rebecca Hodd, for the period of 10/5/09 - 1/9/10 seconded by J. Hirky. **Motion approved.**

M. ADJOURN

S. Jeska made a motion to adjourn the meeting, seconded by Judy Hirky. **Motion Approved.**

Meeting adjourned at 9:20 PM.

The next meeting is scheduled for Wednesday October 14, 2009.

Suzanne 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 September 9, 2009.

Timothy Kelly, Secretary

Mount Olive Public Library Director's Report to the Board Trustee Meeting – September 9th, 2009

Overview

2009 Summer Reading Club

This year's Summer Reading Club (Be Creative @ Your Library) officially wrapped up on Thursday, August 6th with the Youth Services Department's Art Gala. This year we saw a substantial increase in both the number of participants and programs offered. In comparison to 2008, we saw a 2.4% increase in the number of children registered and an outstanding 33.6% increase in the number of participants: 350 participants over 2008's 262. This year the library offered 98 programs, a 14% increase over last year's 86 programs.

I am very pleased to see the increased number of participants in this year's program as I witnessed firsthand all the time and effort the Youth Services Department put into

planning this year's Summer Reading Club. The success of this program is to their credit, and I look forward to see what they'll come up with for next summer.

Audit

The draft of our 2008 audit has been received and will be emailed out to the Trustees with my comments. I have read the audit and have found a few minor mistakes, and will have our bookkeeper review the financials.

Netcong

In response to Ralph Blakeslee's request for a detailed listing of Netcong residents when invoiced, I'm afraid that we will be unable to accommodate this request. According to N.J.S.A. 18A:73-43.2 which reads: "Library records which contain the names or other personally identifying details regarding the users of libraries are confidential and shall not be disclosed except in the following circumstances:

- a. The records are necessary for the proper operation of the library;
- b. Disclosure is requested by the user; or
- c. Disclosure is required pursuant to a subpoena issued by a court or court order. L.1985, c 172, s. 2, eff. May 31, 1985."

It is my position, after reviewing this statute and some discussion with other library Directors with similar arrangements, that we are prevented from releasing these names by law. I have contact Mr. Blakeslee and discussed this with him; to no surprise he was unhappy. I ensured Mr. Blakeslee that we would like to come to a mutual agreement and even suggested an independent audit to ensure our billing practices were correct. Mr. Blakeslee was encouraged by our willingness to work together, but indicated our refusal to release the names may jeopardize our relationship. In accordance with the existing contract, either party may seek to terminate the relationship by giving six (6) months notice to the other party. I await further contact from Mr. Blakeslee.

Newsletter Redesign

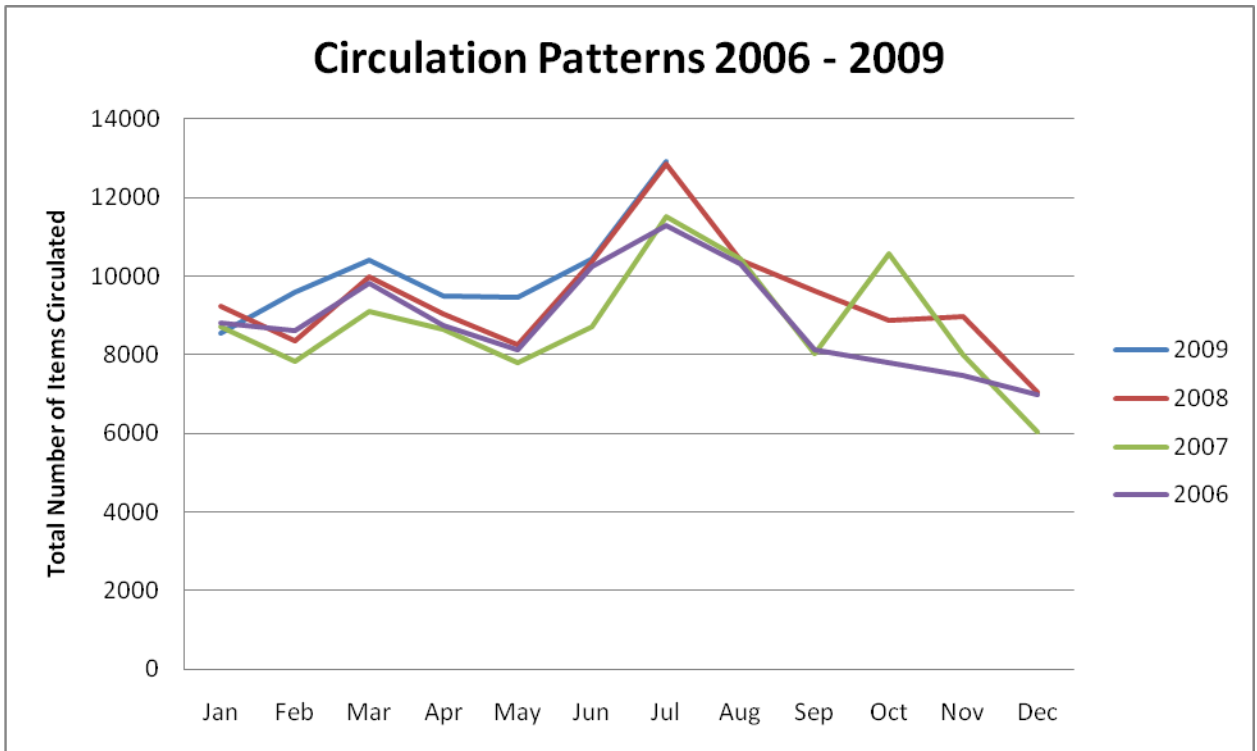
Enclosed in your packet is a draft design of the new library newsletter. This new newsletter offers a much more professional look while simultaneously offering more information and better integration with the library's image. Comments are welcome.

Statistics

2009 Circulation

The circulation statistics for June and July show some very interesting fluctuation in library circulation. Even with the substantial increase in participation for the Summer Reading Club we saw a decrease in children's circulation by 10% in June and a 2% decrease in July over same time last year. In contrast the statistics show a 12% increase for June and a 3% increase for July in adult circulation.

Overall the library is showing a 4% increase in circulation over the same time 2008 and our circulation mirrors usage patterns of past years.



Meeting Rooms

Presently our meeting room price structure does not include a fee schedule for the conference room in the administration offices. Our existing fee structure for the use of the Gathering Room is as follows:

Resident, Non Profits – Free

Resident, For-Profits - \$100

Non-Resident, Non Profits - \$100

Non-Resident, For Profits - \$200

For our next meeting I would like to propose a usage policy, including a fee structure for use of the conference room.

Initiatives

Coffee Bar

Advanced Builders has begun work on our coffee bar and estimates delivery in two to three weeks. I will be reaching out to Indian Spring Water with our order and anticipate having the coffee bar up and running by the end of September.

Landscaping

I have received three of four solicited proposals for the landscaping project to be implemented this year. In an effort to stay within our proposed budget I have had to modify the scope of the work to include labor costs. The plan I am looking to implement this year is principally the work recommended for the front and sides of the library. The scope of the project includes:

1. Aerating, fertilizing and over seeding the front lawns, including the re-mulching of

existing trees

2. The installation of 1-3" river stone to a depth of 6" in the driveway island, the front half moon of the entrance island, and all four parking lot islands flanking the entrance (two on each side)

3. Installation of Myrtle with mulch and a 24" strip of river stone along the building on both flanks of the library

4. Installation of approximately 7 ornament trees on the rear lawn following the inside track of the driveway

Two of the proposals received are slightly larger than our budget and one is within our budget. I have reached out to Jim Lynch of the Township in an effort to meet with him before our meeting but he is on vacation until the 8th. I anticipate having an update and a recommendation for our meeting on the 9th.

In addition, I'll be reaching out to Catherine Natafalusy to discuss how we can go about accessing the Tree Bank for the installation of the trees.

Library Income

Regarding Scott Ireland's question during our August meeting as to why the library's income for 2009 is approximately \$60,000 less than same time last year; I have reviewed the income report with our bookkeeper and upon examination noticed the difference is principally due to the township's release of funds. As of the third quarter 2009 the Township CFO indicated to me that the Township budget had not passed and that we could receive a maximum of 75% of our previous year's budget. Our total disbursement to date from the township is \$60,151.02 less than same time 2008. Our remaining disbursement for 2009 is anticipated to be approximately \$327,289 of which we should receive \$311,657 after withholdings.

Further analysis of our 2009 income indicate that we are \$2,421.79 below our 2008 generated income levels for the same time last year for non-Township disbursed moneys. Of this \$2,421.79 I can identify that nearly half of this money can be attributed to the 2009 Friends Group donation which was \$1,200 less than the 2008 donation. In addition, late fees are down \$2,402.17 over last year as are non-resident fees and lost book fees.

Library Budget

While reviewing the financials for this meeting I discovered an existing procedure that may become an issue in the near future. Our total operating budget for 2009 is a combination of both the money disbursed from the Township, and our estimated income. The money expended on library functions and operation is drawn off our Wachovia account, however our income is deposited in a PNC account that is kept separate. Therefore, we may run into a scenario where we could potentially overdraw our Wachovia account.

I strongly urge the Board to review this procedure and recommend that money is transferred from the PNC account into the Wachovia account. Very rough estimates indicate that our liquid assets in the Wachovia account will be approximately \$25,000 by the end of September.

Building & Grounds Employee Parking Lot

I have reached out to Bill Benekendorf regarding the parking lot and Mr. Benekendorf has indicated to me that the job will be scheduled once we have signed the contract and have provided him with the required 1/3 payment. We have discussed the need to complete this job before the weather gets too cold and Mr. Benekendorf has assured me the job will be complete this season.

Roofing

Thank to Carlos Villar's coordination we have had two roofers come and inspect our roof and gutters. Presently we have received only one proposal for roof repairs. I will continue to work with Mr. Villar to review the necessary work and get further estimates. Both roofers have indicated during their inspection that the weatherproofing installed under the shingles on the front roof of the library is substandard. Mr. Villar has recommended we hold off any anti-icing measures proposed for the roof until such time as the weatherproofing is repaired.