

Montville Township Public Library
Board of Trustees Meeting
OCTOBER 13, 2008
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

The meeting was called to order by President, David Dalia at 7:30 p.m.

Gary Bowen Julie Cohan David Dalia Edward Ernstrom
Randee Fox Peter King Donald Kostka Charles Schmidt

Patricia K. Anderson, Library Director
Mark Tabakin, Attorney for Board
Elaine Wood, Recording Secretary

Absent: Deborah Nielson
Patricia Anderson

David Dalia stated that prior notice of the Meeting had been published in accordance with the requirements of the Open Public Meetings Act.

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

MINUTES OF MEETING

Meeting was opened at 7:30 p.m.

David asked for a motion to adopt the September 15, 2008 Minutes

Gary moved
Julie: 2nd

David asked if there was any discussion.

Mark informed **David** that the Executive Session Minutes for September 15, 2008 would be presented at the November meeting.

The following corrections were noted for the September 15, 2008 meeting:

Page 5, 4th paragraph should read: \$800.00 and \$1,600.00
Also **Julie** Cohan's name is misspelled. Should be "Cohan" not C-o-h-e-n.

All were in favor of the adoption of the amended minutes.

PUBLIC COMMENTS

Public not present

REPORTS OF OFFICERS

Patron Services

There was a presentation by Mr. Bruce Fish from Signal Sign Company, located in Livingston, NJ. Mr. Fish did the sign for the Municipal Building in Montville. However, the sign that the Library was inquiring about would be somewhat larger. The following was noted:

- They had given pricing information to the High School but were slightly higher in price than the company the High School decided on. However, they did not get what they had anticipated. Therefore, **Patricia Anderson** and **Charles** Schmidt asked Mr. Fish to return and review what potentially went wrong and what the needs of the library might be.
- There were several proposals presented with different options due to an inquiry with regards to color.
- The display at the Municipal Building is 2-3 years old and that item has been upgraded to a newer version.
- There were pricing options for the equivalent of what the Municipal Building currently has, which is a medium resolution type of a display and a higher resolution display, which is what Mr. Fish actually recommended as it is more readable and more flexible as far as the type of information that can be put on it. It would be set up so as it can be done “wirelessly” so cable would not have to be run. It could be set up from any lap top or PC should the need arise to access it from outside the building (i.e., home, etc.) with security built into the software so no one else could get into the program.
- They would use a specific display that is used all the time by Mr. Fish’s company which is manufactured by a company named “Daktronics” (who happens to do all highway signage – “they are the Cadillac of the industry”).
- Their proposal includes creating a structure for the sign, doing a concrete base, doing all the installation work.
- One hour service call would be \$115.00.
- The display would be 24 inches up from the ground
- The overall size of the visible part of the LEDs would be 2’ 9” x 7’ 10”.

Mr. Fish explained that there were a number of models to choose from: Lower resolution is less expensive but appears a little “grainier”. At a distance it reads just fine but up close it appears somewhat blurred. The resolution at the Town Hall is 34, which is considered a low resolution and 20 would be considered a high resolution.

David asked what the price would be if they decided to get something similar to the town. Mr. Fish said it is no longer made and indicated that they would have to take either “worse” or “better”. He proposed the better, which would be 4096 which had much more gradations and 20 mm, which has a better resolution and the whole package would be \$29,000.00. **Charles** noted that the \$3,900.00 of that amount would be for the foundation.

Randee inquired what the price for the “worse” would be. Mr. Fish said it was approximately a \$3,000.00 difference between the better and lesser resolution. It was noted that the size of the letters

could be adjusted, i.e., 4 lines of 6" characters or a graphic could be created. Mr. Fish said the advantage of the newer model would be that you would be able to get the different gradations. There would be a five year warranty broken down into a one year and a four year warranty. The first year, all parts are completely covered with any replacements being brand-new, and labor is 90 days. After the first year it becomes a replacement warranty which means they will send new parts but they could be a refurbished part and not brand-new. Mr. Fish did not recommend a service contract as he felt that if something were to go wrong it would happen much sooner than later.

Mr. Fish said he would be happy to put together information for public bid. His consensus was that the lower bid is not always better as in the case of the PTA. He felt that they could have been misled as to what they received and was not what they asked Mr. Fish to give them a price on.

The sign that was proposed to the library was two feet higher and one foot higher. Mr. Fish said that the sign that is outside the library currently is actually longer and shorter. The sign that was proposed was approximately a foot and a half less in width and approximately a foot or so taller.

Mark said that it would be up to the Board to decide what dimensions they wanted which would then be transferred into a bid spec to be bid on. Mr. Fish asked that they take into consideration the length of their messages or context of the sign when deciding on the sign.

Gary asked if Mr. Fish was willing to help with the bid spec to which Mr. Fish said "yes". Mr. Fish said that **Charles** and **Patricia** currently had the information which included the original quote.

David asked **Charles** to mail the information to the Board members and it would be put on the agenda for possibly the next meeting.

Reports of Officers

President

David suggested the appointment for the Nominating Committee to be **Julie Cohan**, **Edward Ernstrom** and **Peter King** to which they all volunteered.

Treasurer

No

Secretary

No

Report of Committees

Finance

Donald noted that they had met with three CPA firms as it relates to the Business Manager's position. One was very small, the Metis Group, LLC and J.H. Cohn. All three firms were interested in bidding. They felt that the job encompassed 8-12 hours a month.

Mark explained that it was not a biddable item but more a request for proposals.

Randee questioned the 50% range. **Edward** said the reason the range appeared wide was because they may identify other tasks that they are performing that would be amenable to their firm(s) doing. **Donald** said that they may also be able to identify ways to streamline. It was noted that one firm recommended a labor saving method of handling all of the time and attendance sheets whereby the employees would just

wave their hand over a reader in the morning and would generate the time on the attendance sheet and then at the end of the pay period the employee would initial the sheet.

Donald stated that the next step is that they are waiting on the proposals and noted that in the meantime the work is getting done.

Charles asked what the hourly range was. **Donald** said he thought that the range could be somewhere between \$100.00 and \$115.00 per hour.

Personnel

Peter said per **Edward's** suggestion, they had advertised on the outside marquee for part time help in the library to which **Patricia** received approximately 25 applications, some who appear to be very promising. **Edward** noted for the record that the Office Services Manager job is going to be posted upon **Patricia's** return from vacation. **Peter** noted that the job requirements would be determined before posting and it is a non-union position.

Buildings and Grounds

Peter said that there was a fire inspection this month in which there were nine (9) violations; most of them minor and were currently being remedied. One of the larger violations was the use of space heaters. **Peter** said that they have requested permits for the use of ceramic heaters. Some of the other violations were with regards to the sprinkler system inspection and the fire alarm system inspection. All other items have been addressed and have been rectified.

Edward stated they were uncertain as to what side **David** requested the handicapped entrance to be in the new vestibule. **David** thought that perhaps the handicapped entrance should be on the downhill side of the parking lot, toward the high school as it is more level. **Peter** said that he had handed out the packages from the architect's bid proposal with regards to the doors. **Edward** said that there is a price increase due to the fact that the state requires that a sprinkler head be placed in the vestibule, which means heat will have to be provided so that the sprinkler head does not freeze. Electric heat was suggested, as it was believed to be less expensive than trying to run a line from the heating system.

Randee wanted some prices on the electric as she felt initially it might be less expensive but believed that it was much more costly to run.

Edward said that the heaters themselves were not expensive. He said that in order to run a line through the children's room the cost would be so great to bring hot water from there out to the vestibule and that was the reason the engineer recommended electric heaters. The other option would be to bring in a natural gas line.

Gary suggested that the engineer give the Board an item-by-item cost comparison analysis.

David asked if Halon was a choice.

Julie asked if there was a comparison on price should they decide to use the old sign. **Donald** said he received a price of \$3,500.00 to repair the sign.

Resolutions and Motions

Resolution (a)... to accept check register for September 1 through September 30 approving checks exceeding \$750.00 in the amount of \$22,219.12 not exceeding \$750.00 in the amount of \$11,565.94.

Julie moved

Gary: 2nd

Gary Bowen – Yes

Julie Cohan – Yes

David Dalia – Yes

Edward Ernstrom – Yes

Randee Fox – Yes

Peter King – Yes

Donald Kostka – Yes

Charles Schmidt – Yes

Motion Passed

Resolution (b) ...There was no variance between check register and cash disbursements. One check #6159 was voided due to printer error.

Informational item only – Administratively withdrawn.

Resolution (b)... to accept the Letter of Engagement from R.A. Fredericks at a fixed fee of \$5,500.00 for the year 2008 audit along with 15 hours of consultation calls for 2009 or on site at no extra charge.

Julie moved

Gary: 2nd

Gary Bowen – Yes

Julie Cohan – Yes

David Dalia – Yes

Edward Ernstrom – Yes

Randee Fox – Yes

Peter King – Yes

Donald Kostka – Yes

Charles Schmidt – Yes

Motion Passed

(**David** requested that Resolution (c) and Resolution (d) be grouped together)

Resolution (c)... to approve the hiring of Pamela O’Gorman as a temporary page for 179 days at \$9.00 an hour with a starting date of October 1, 2008 and to approve the hiring of Theresa Deley as a provisional part time Library Assistant for \$9.00 an hour with a starting date of October 1, 2008.

(**Edward** asked that it be noted that Theresa Deley is only being hired provisionally.)

Edward moved for discussion

Randee: 2nd

Gary Bowen – Yes

Julie Cohan – Yes

David Dalia – Yes

Edward Ernstrom – Yes

Randee Fox – Yes

Peter King – Yes

Donald Kostka – Yes

Charles Schmidt – Yes

Motion Passed

Resolution (d)... to adopt “amended” fee schedule for services. (See attached).

Charles moved

Randee: 2nd

Gary Bowen – Yes

Julie Cohan – Yes

David Dalia – Yes

Edward Ernstrom – Yes

Randee Fox – Yes

Peter King – Yes

Donald Kostka – Yes

Charles Schmidt – Yes

Motion Passed

NEW BUSINESS

Julie asked if it were wise to keep all of the money in Lakeland Bank, which is approximately \$800,000.00. She noted that each depository pledges collateral equal to 5% of the average amount of public deposits. Two hundred and fifty thousand dollars is FDIC insured, although that is temporary until 2009. After the \$250,000.00 it falls under GUTPA. If Lakeland has enough reserve, they would use that – if that amount is insufficient, other institutions holding public funds would be assessed for the rate of up to 5% of their public funds. She noted that there is not a 100% guaranty that the money would be paid. **Donald’s** concern was that they were not identifying who the other banks are. **Julie** said that he could go online and see all the banks that are members. **Julie** stated that before she made any decisions she would be interested in what the education system and the town does with their funds.

Gary said that he had the same question come up and they were reassured that it is covered under the state guidelines and they were safe.

Julie quoted “although these protections do not constitute a 100% guaranty of the safety of all funds, no governmental unit under GUTPA has ever lost any value of deposits”.

Mark said that some of the big investment banks offer a fund that they spread the risk to other banks so that the money is fully guaranteed.

David suggested that the money be put into a different bank. She said that they would not get the same rate. She said that they should have \$500,000.00 that is liquid and the remaining money can be put into CDs in another bank.

Edward said that the government announced the possibility that they were going to start FDIC insurance for checking accounts.

Mark suggested that **Julie** speak with Lakeland. **Charles** noted that Atlantic Stewardship is competitive and would allow them to cash in the CD should they have to.

Julie said the money they do not need to operate with can be put into a twelve month CD. However, they must be certain that whoever is responsible for writing their checks has money coming in constantly.

Mark said that is why he suggested institutions such as Merrill Lynch or Goldman Sachs as they would spread their deposit over thirty banks but it would be one statement showing the \$800,000.00 and it would all be liquid. **Julie** said she would give Merrill Lynch a call and see what they suggest.

The next item for New Business was noted in **Patricia's** report stating that the High School was using the library's parking lot and it was very dangerous since there were small children leaving the library's story hour, which happens to be the same time that school is let out. It was suggested that perhaps they get police to monitor the lot to which **Mark** said that was not possible as it is a public parking lot. He said that the town would have to pass an ordinance saying that this lot cannot be used for any other purpose.

OLD BUSINESS

David asked **Charles** for a review of the meeting room guidelines. **Charles** said that was passed out last meeting as well as the Montville Unico request for the facility. He said that they have an art show and sale, however according to the guidelines, sales are prohibited.

Peter had some questions on the guidelines: Item 2 states "all applications must be completed by an adult over the age of 16". His concern was that "16" is not considered "an adult". It was determined that it was probably a typo. Secondly, "How Rooms are to be Used" stated that "...recruitment by any arm of the military services or any educational institution or an entity seeking to retain employees". **Peter** wanted to know where that came from.

David asked if they had received guidelines from the town and asked if the library was incorporated into those guidelines. **Charles** said yes, but those guidelines basically say that there is "no fee". **Donald** wanted to know how they became so extreme as to the groups that can't use the library. **David** asked why they don't just use what the town has established for them.

Donald asked **Mark** why it would be appropriate to ever use the library for recreational purposes for light physical activity and what would the library's exposure be if someone became seriously ill, such as a heart attack or they should die, during some of these physical activities that are being promoted at the library.

Mark said it would be no more damaging than a patron reading a book and something happened to them. **Mark** said that if the library endorsed an activity it would fall under their insurance policy. **Donald** (as an example) asked what if someone wanted to give lessons on skateboarding. **Mark** said that anyone who wanted to do something like that needed to provide proof of insurance and make the Board and the Library an additional insured to that event. **Mark** suggested that it is the library's choice if they wanted to require that "light physical activity events" have insurance.

Edward stated that as long as the library does not sponsor the activity, the town requires a Certificate of Insurance.

Donald's main concern was what is considered to be "light physical activity" and how does it effect the library and does it make the library subject to additional risk. **Mark** said that it is really not a legal issue, but rather is the library satisfied with the amount of coverage provided by group conducting the activity.

Edward asked just how far the library wanted to go with regards to the kinds of activities they are willing to sponsor. **Edward** said that between now and next meeting that they should check out the rates at the Embassy Suites as they have conference rooms this size and they could make a comparison. **David** said he didn't feel their policy should be any different than the town.

Donald mentioned the profit motivated activities. He said he didn't have a problem with it. He said if you wanted to get a financial planner, tax person, an elder care attorney, he felt that they ought to be charged the going rate for a meeting room. **Mark** said that the township says you cannot charge.

David asked Unico was told that they couldn't use this facility to which **Mark** said the township says that they can use if for free. **Edward** said that **Patricia's** concerns were that there was only one artist; therefore it could not be considered an art show. Secondly she felt that the paintings should be displayed with a card case where a person could take a card out with a painting number and then after the event, call the artist and order the painting. **Mark** said that they were super-legislating over a township ordinance. He said you cannot preempt a township ordinance. **Edward** said **Patricia** was concerned with the sales tax issues. She was concerned that this might start a trend where other artists would want to come into the library and sell their paintings. **Edward** said that in any event, if Unico were willing to make a donation, he would vote in favor of Unico.

David said it was a charitable event and therefore they could not ask for a contribution. **David** asked if anyone would object if he were to call this foundation's president in **Patricia's** absence and say it was okay. There were no objections, therefore **David** said he would do that.

Donald noted that on page 2 "how to plan an event", said "the application to use the Meeting Room must be presented to the Program Coordinator". **Donald** inquired if the Board had established a new position.

Edward said they had abolished the Program Coordinator job. **David** suggested calling the individual responsible for scheduling – "the Scheduler".

Charles asked how to proceed with the guidelines. **Peter** said that some would be changed and they would look at them again. **David** said to go by the Township Guidelines.

David asked for a motion to go into Executive Session for the purpose of discussing the grievance.

Donald made the motion

Randee: 2nd

All were in favor

8:55 p.m. Open Session closed to go into Executive Session

9:05 p.m. Open Session reconvened

David asked if there was a need to go back into Old Business.

Julie asked if there were some way to be able to get into the Director's office should the Director not be available.

Randee was more concerned with who was in charge. **Edward** said that **David** Dalia is in charge of the library when nobody is here.

Donald noted that the Library employees arrive at 9:00 a.m. on Wednesday, but the library does not open until 1:00 p.m.. He asked why they are paying the library employees for those four hours. **Julie** said that **Patricia** said that they use that time to catch up, such as ordering. **Donald** thought that perhaps they should take those hours and keep the library open on a Friday evening, with no increase in cost but a more productive use of time. **Julie** suggested looking into whether there are other libraries opened on Friday evenings.

David suggested a trial for 2009. **Julie** said that they could use the Inter-Library Loan people. **Donald** suggested looking into it.

Edward said that there are approximately 10-12 people working on Wednesday mornings and in 2001 there were only 4 people working on Wednesday mornings. **Julie** said that the I.L.L. people are always working. **Donald** suggested looking into what I.L.L. is doing and perhaps it could be restructured. **Donald** said in looking at the financials, it was an "eye-opener". He said that they were going to get an accounting firm to come in and cut the checks and to also produce the financials.

With regards to the I.L.L., **Julie** said that they sent out twice as many books this year as they did last year but are still bringing in a little bit less. **Randee** said that therefore we are paying a lot of people for the patrons of other towns.

Edward said that this Board has the authority to reserve all new acquisitions for Montville residents only, needing just a majority vote of the Board, for a period of 90 days.

Donald said one other idea that they came up with was that evidently you can order books that are already coded and ready to go right on the shelves.

David asked for a motion to adjourn.

Randee moved

David: 2nd

All were in favor

Meeting adjourned at 9: 35 p.m.

AMENDED SUGGESTED FEE SCHEDULE
FOR LIBRARY CLASSES AND PROGRAMS

1. **Computer Classes - \$10 local, \$20 non-local, Montville Senior residents free.**
2. **Story-time – non-local \$10 per child**
3. **Exercise Classes – tai chi \$48 for six classes (paid in advance) \$10 at the door.**
4. **Yoga – free (self-run)**
5. **Art classes – Adult \$15**
6. **Notary Services - \$1.00 per signature**
7. **Fax Services - \$1.00 per page**
8. **Copies – 10 cents per page for black and white, 30 cents per page for color.**
9. **Computer Printing – 10 cents per page for black and white, 30 cents per page for color.**

