

**WAYNE PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
FINAL MINUTES
August 9, 2011**

The regular meeting of the Wayne Public Library Board of Trustees was called to order by President Catherine Herman on Tuesday, August 9, 2011 at 7:00 p.m. The notice requirements of the Open Public Meeting Act have been satisfied with respect to this meeting. Specifically, the time, date and location were included in the annual notice of meetings, posted on bulletin boards in the Main Library and the Preakness Branch Library, given to the Township Clerk's office and sent to two newspapers including the official newspaper of the Township, the North Jersey Herald & News. The agenda of this meeting was posted in both the Main Library and the Preakness Branch Library, posted on the Wayne Public Library's web page and given to two newspapers, including the North Jersey Herald & News before 4:30 p.m. on the Friday preceding this meeting.

In attendance were President Catherine Herman, Vice President Michael Kealy, who left at 9:30 PM, Trustee Jane Hutchison, Trustee Gabriel Nazziola, Mayor's Alternate Louise Newton Superintendent of Schools Alternate Pat Kneisel arrived at 7:07 PM. Trustee Franco Mazzei and Council Liaison Al Sadowski were absent. Also in attendance was Director Jody Treadway and Assistant Director Doreen Shoba. Business Manager Lynn Mielke was absent.

MINUTES:

Jane Hutchison asked that the minutes be corrected to show that she was in attendance at the June 14, 2011 Board meeting.

Gabriel Nazziola motioned, seconded by Louise Newton, to approve the minutes as corrected from the June 14, 2011 regular meeting. The motion passed 5-0.

TREASURER'S REPORT:

Gabriel Nazziola motioned, seconded by Michael Kealy to approve the Trustees' Account checks for May 2011 as submitted. The motion passed 5-0 with 1 abstention.

Jane Hutchison motioned, seconded by Michael Kealy to approve the year to date financial report for 2011. The motion passed 6-0.

CORRESPONDENCE:

There was no correspondence.

COMMITTEE REPORTS:

Friends – The Friends were very appreciative of the money raised during Wayne Day. The next meeting will be at the President's house on August 18, 2011.

Personnel – none.

Negotiating – The contract will be discussed in executive session.

Facilities/Safety – Will discuss under Old Business.

Budget – Will discuss under New Business.

Events – none.

PUBLIC HEARING:

Michael Kealy motioned, seconded by Gabriel Nazziola, to open the public hearing. The motion passed unanimously.

Joan Rivman: Regarding the issue with the unidentified bugs, she has called Rutgers Extension before and they were very helpful

Joe Cabrelli: Received his tax bill and noticed the line for the Library. He asked if that was a budgeted amount or extra funds.

Director responded that the number was the Library's millage and not additional funds. The State of NJ is now requiring a separate line for the tax impact for libraries. Trustee Kneisel requested that Director Treadway prepare a press release to send to the local newspapers that would explain the change in the detail on the tax bills.

Loretta Krause: She disagrees with the reporting of the Library meeting minutes with regard to the public portion. She believes there should be some detail about public questions and comments. Has the Contract for the union been approved?

Director Treadway and several Trustees commented that they believed the minutes should reflect only a general consensus of the questions and answers, citing that at this meeting, for example, the public portion lasted one hour and it would be virtually impossible to accurately reflect all that is said.

Trustee Herman commented that she understood Ms. Krause's concerns and would make an attempt to expand the minutes with regard to the public portion.

Trustee Herman advised that the Contract between The Wayne Public Library Board of Trustees and the Non-Supervisor's Union Local 108, Public Employees Division was on the Executive Agenda for discussion and would be voted on in Public at this meeting.

Jane Hastings: Regarding individual contracts, how much notice is to be given when that person is non-renewed? Is it 6 months?

Director Treadway and several Trustees advised that this condition would be part of a Contract and would possibly differ from contract to contract.

Joan Rivman: Regarding the EIFS Project –do we have a punch list and has anyone signed off on it

Discussion ensued regarding closing of the EIFS Project Bond. Director Treadway had not been notified that the Bond was closed. She will check with Mr. Bellet to confirm the status of the Bond and speak with Chris from the architectural firm with regard to a punch list and if someone signed off on all aspects of the Bond, and the identity of that person. If the Bond is not closed the Library Trustees would like it kept open until the completion of the winter season. A request was also made to have a copy of the Warranty given by the Contractor of Record for the Library files.

Eleana Cordova: In reference to the “bugs” she was there at the time they were brought in and they did look like bed bugs. She went to Google and the pictures seemed to match. She was told by maintenance staff if that happens again to just throw it out. In the past, there have been discussions about comparing libraries with regard to staffing. She feels it is too difficult to compare libraries because there are so many variables...size of town, of library, of collection, circulation, etc. Staffing should be reviewed in relation to the quality of customer service and patron satisfaction.

Trustee Nazziola showed Eleana a copy of a report comparing libraries, with suggestions for staffing.

Jane Hastings: One can learn from comparisons. If one Library is doing a good thing, then it might be helpful to another Library. Also mentioned that, if requested, Rutgers Extension would go to the Library and make a determination (re: Bugs)

Debbie Chiocca: She is concerned that one week late (re Bugs) we still have no determination from the Health Department. The employees have been working and going home, taking “whatever” with them.

Trustee Nazziola asked that the Board review its Policy Manual with respect to protocol and procedures with respect to health issues, such as a patron delivering bugs to the Library, or obtaining permits and issues such as closing out bonds.

Jean Ayers: Had previously requested in May that the April minutes be amended to reflect that Trustee Nazziola had made a comment regarding the transfer of an employee. She did not know if that correction had been made.

Trustee Nazziola commented on what he believed his comments were from the April meeting

Trustee Herman commented that if the April meeting minutes were not corrected, she would attempt to set it straight with the August minutes in that a comment was made by Trustee Nazziola (at the April 2011 meeting) regarding the transfer of an employee, but a Motion was not made and no action was taken.

Michael Kealy motioned, seconded by Louise Newton, to close the public hearing.
The motion passed unanimously.

BOARD MEMBER COMMENTS:

Jane Hutchison spoke on the passing of Wes Pikaart a long time Friend of the Wayne Public Library and his dedication over the years in volunteering to help stock the Friends Room with books for sale.

Jane Hutchison motioned, seconded Pat Kneisel to purchase up to \$50 in books in memory of Wes Pikaart from the Board funds for the library. The motion passed 6-0.

DIRECTOR'S REPORT:

Director Treadway reported on possible bug problem at the library which was caused by a patron returning item with bugs in them. The Health Department was coordinating the hiring of an exterminator to treat the library. The patron had been billed for the books.

Director Treadway talked about the problem with the petting zoo that the Friends of the Library sponsored on August 1 as part of the Summer Reading Program. The Summer Reading Program will be ending on August 12th with the final program to be held on August 17th.

BTOP job training that took place in the library's computer training center on July 15, 22, 25 with a trainer from PCCC was very well received. The training for July 26th had to be rescheduled since the internet was down and the class that day was on email.

Several Board members asked questions on the director's report from ALA and the growing popularity of e-books and how hand held devices are changing the way information is used.

Director Treadway informed the Board that the halogen lights that were still out in the gallery area due to the lack of lift to replace them. Maintenance is waiting on a lift in order to do the repair work. No date has been given for completion.

OLD BUSINESS:

EIFS Project – Director Treadway reported that the work is complete and the bond has been closed out. The Board is concerned that they did not have the opportunity to review the punch list and see the warranties on the work prior to the bond being closed.

Adapting to Change – Assistant Director Doreen Shoba talked about how the workshop was structured and how the facilitator lead the staff through the day. The greatest fear among all the staff was loss of their job in this economy. Trustee Nazziola commented on what he had observed while he was at the workshop.

Post reduction In Force – Director Treadway talked about staffing issues at certain times and how the daily workflow has changed. Trustee Hutchison recommended hiring additional subs to have on call when needed.

Library Banner – Director Treadway presented the Board with a sample Wayne Public Library banner and a cost estimate of \$105.00 for a six foot banner. The banner would be used at Wayne Day and other events to help promote the library.

Gabriel Nazziola motioned, seconded by Michael Kealy to approve the purchase of a six foot banner at a cost of \$105.00 from Library Board funds. The motion passed unanimously.

Inter-local Agreement – Trustee Kneisel presented a sample of how an inter-local agreement with the township for specific services that they would provide to the library would be structured. A discussion of what services could be covered by an inter-local agreement and how to approach the township followed.

NEW BUSINESS:

Accounts controlled by the township – There was a discussion among the Board members concerning the cost of the Health Insurance that the library is billed for through the township and what the cost is based on the numbers supplied to the employees based on their individual cost for their insurance. Trustee Nazziola also stated that to base our costs on a salary number that is higher than our actual salary line is not correct and needs to be corrected in the budget.

TD Bank CD Account – The Board discussed the possibility of moving their CD account from TD Bank to an account that would provide a better interest rate. The Board will investigate different accounts and review their findings at the September meeting.

Line Item Transfer – The annual assessment from OCLC for Interlibrary Loan services was \$500 more than expected. Director Treadway recommended moving \$2,000 from the Legal line to the Computer Cataloging line of the budget to cover the additional cost.

Jane Hutchison motioned, seconded by Louise Newton to approve the line item transfer of \$2,000 from the Legal line to the Computer Cataloging line. The motion passed unanimously.

PERSONNEL CHANGES:

Gabriel Nazziola motioned, seconded by Jane Hutchison to approve the personnel changes. The motion passed unanimously.

EXECUTIVE SESSION:

Louise Newton motioned, seconded by Gabriel Nazziola to go into executive session at 9:55 PM. The motion passed unanimously.

Gabriel Nazziola motioned, seconded by Pat Kneisel to go back into open session at 10:35 PM. The motion passed unanimously.

Gabriel Nazziola motioned, seconded by Jane Hutchison to approve the Non Supervisors Union Local 108, RWDSU, UFCW, Public Employee's Division Contract with the Wayne Public Library Board of Trustees for 2011-2015 that has been reviewed by the township Legal Department and attach the current two Health Care plans that cover library employees. The motion passed unanimously.

ADJOURNMENT:

Pat Kneisel motioned, seconded by Louise Newton to adjourn at 10:38 p.m. The motion passed unanimously.

Respectfully submitted