

**Montville Township Public Library
Board of Trustees Meeting
MARCH 8, 2010
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045**

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

**Timothy Braden Howard Chesler David Dalia Edward Ernstrom Peter King
Donald Kostak Robert Lefkowitz Thomas Mazzaccaro Rita Seipp**

**Allan Kleiman – Interim Library Director
Vincent Sacco – Associate Director for Operations & Technology
Ann Grossi, Esq. – Attorney for Board
Elaine Wood – Recording Secretary**

Peter King stated that prior notice of the Meeting had been published in accordance with the requirements of the Open Public Meetings act.

MINUTES OF MEETING

Meeting was opened at 7:30 p.m.

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

PUBLIC COMMENTS

No public comments.

ADOPTION OF MINUTES

Peter asked if there were any corrections to the February 8, 2010 Open Session Meeting.

Howard noted that Page 2, Treasurer's Report, second paragraph, last sentence should read "...that has **never** been discussed".

Donald noted that Page 2, Treasurer's Report, first paragraph, first sentence should read "... as of **December**, 31, 2009". Also, second paragraph of Treasurer's Report, first sentence should read "**Allan** distributed ..."

Robert noted that Page 4, fifth paragraph should read "**Attorney/Client Privilege Legal Matters**".

James moved that the Minutes should be adopted as amended:
Howard seconded

All were in favor
Montville Township Library
Open Session Minutes
March 8, 2010

REPORTS OF OFFICERS

President – Peter King

Peter stated that on Thursday, March 4, 2010 the library was closed due to inclement weather and on Friday, March 5, 2010, the library opened late, at 11:00 a.m. The parking lot was cleared by 10:30 a.m. and the walk was shoveled. He further noted that six employees came in on Friday: Roma, Amy, Sandy, Alexa, Pam and Jeanne, and complimented them for their dedication and diligence. Howard further stated that Alexa worked diligently to get the website up and running.

Peter stated that Vincent Sacco was given an award: “The Chamber’s 2009 Public Service of the Year Award”. March 20, 2010 was reserved for Vincent and a guest to attend the Installation and Awards Banquet at the Knoll East Country Club, located in Parsippany. The Board commended Vincent on his achievement.

Vice President – Edward Ernstrom

No Report

Treasurer – Thomas Mazzaccaro

Thomas noted that check #7080 was not included in the January 2010 check register. The check has been voided and destroyed.

Assistant Treasurer – Donald Kostka

No Report

Secretary – David Dalia

No Report

Finances – Thomas Mazzaccaro

No Report

Buildings and Grounds – Edward Ernstrom

Edward noted Item D on the Agenda – otherwise, No Report.

Personnel – Edward Ernstrom

Edward stated that Personnel would be discussed in Executive Session.

Patron Services – Howard Chesler

Howard noted again, Alexa's performance. He stated that the Survey for Comment has been put out and the rest of the material would be presented to the Board prior to the next meeting.

Interim Library Director's Report – Allan Kleiman

Allan made reference to his Interim Director's Report for March 2010 stating the following:

- Children's DVD's will be moved out to the public fairly soon.
- Good feedback on the professional look of the newsletter.
- Completed a new ad that will appear in next Montville Messenger.
- Dr. Seuss "Read Across America" was successful.
- Morris Canal Program was successful.
- One of the staff members will be assigned to handle the Book Discussion Group.
- Writer's Group will have Library staff liaison, including Robert Lefkowitz. Cost is \$5.00.
- Township's Recreation Department is looking into the Tai Chi and Yoga programs as well as looking into the storage issue, regarding Pathways.
- Work has begun on the State Aid Report, which is due April 2, 2010.

Allan stated that he would be making a presentation next month at the Montville Chamber of Commerce on the library and how they could better serve to increase business. He further stated that the library would be starting a new initiative in promoting resumes and job searching for their customers; first in moving some of the books so they are more visible and then plans for classes some time in May.

Allan congratulated Vincent Sacco on his Public Service Award and expressed that he hoped everyone would have a chance to attend on Saturday, March 20 at the Knoll East Country Club.

Allan noted that the budget cuts from the New Jersey State Library would affect the Montville Library as follows:

- Less service from the State Library
- Losing some on-line resources
- Will re-evaluate when on-line resources come up for renewal in September 2010 and December 2010.
- The regional library consortium that supplies Montville delivery, as well as some other CE services took some of the hits. Therefore, they will probably have less CE to offer for the member libraries and they may be cutting down delivery or Montville having to pay a portion of the delivery at some point in 2011 or 2012 if the cuts continue on a state level.
- There will be no impact on patrons or staffing.
- This is the second round of cuts – everyone is doing more for less.

Robert asked if he would have any responsibilities with regards to the meetings he was to attend to which Allan stated that there would be a staff member going to the writer's group and if there were any issues that Robert or Jill saw to it that Allan be informed. Allan would make a visit at the next meeting in order to straighten them out.

Associate Director for Operations & Technology Report – Vincent Sacco

Vincent stated that he would like to leave his report for the Resolution portion of the meeting.

7:48 p.m. Peter asked for a motion to go into Executive Session
Thomas seconded

All were in favor

Open Session reconvened 8:12 p.m.

RESOLUTIONS/MOTIONS

(a) Resolution to accept check register dated February 1 to February 28, 2010 in the amount of \$69,917.08.

Edward moved
Donald seconded

Discussion: James stated that the Treasurer was doing a nice job. James requested that Thomas get more information on the check register. James further noted that he believed the bank reconciling items were going to be distributed with the Bank Reconciliation so they would know what they pertained to.

All were in favor

(b) Emergent Resolution to extend 2009 budget to April 30, 2010.

Edward moved
David seconded

All were in favor

(c) Resolution to adopt the 2010-01 Reorganization Plan.

Edward moved
Thomas seconded

Discussion: Allan noted that when he was hired as the Interim Director in July 2009, one of his charges was to look at the library and develop a reorganization plan. He stated that he needed six months to get a sense of how the library was operating and how to make it more efficient, employing the current staff, and improve services to the patrons. Allan stated that he had developed, along with the Personnel Committee, a plan which was presented to the Library's Finance and Personnel Committee. Ms. Grossi was given a copy of the plan as well. Allan stated that it was a plan to move the library forward for the next couple years.

- Makes better use of the existing full time staff
- Reduces for short term as well as long term, dependency on part time staff
- Expands library service by utilizing the current staff by 5 ½ hours per week, at no cost to the library

- Equalizes workloads and schedules among the full time staff as well as some of the part time staff
- Reduces cost of part time staff, both library assistants and librarians which increases efficiency

Lastly, Allan stated that he felt the library needed better leadership if they intended to move forward. He stated that by combining departments, a smoother workflow could be created and provides a better customer service. He said there is a real need to strengthen the administrative unit. Currently there is one 4/5 director and one 4/5 library associate, which is not adequate for a library of Montville's size, which has 30 full and part time employees. One of the benefits of the reorganization plan is that it reduces an average of 40 to 52 hours per work, reliance on the part time staff by equalizing schedules amongst the full time staff members. One of the obvious things in this plan, that has been talked about for the last several years, was to combine the Circulation Department, that currently has no supervisor and hasn't had one for the last several years, and the Interlibrary Department into one department, which he has been renamed Customer Services Department. The current Reference and Children's Departments would be combined into one department that would serve all ages, with a working title of programs and community services. It provides for an equalization of schedules for all full time staff members. Also, there would be reduction of part time staff at the circulation desk, relying more on the full time staff scheduling. There would also be a reduction of a part time librarian. He stated that they would be looking at keeping Wednesday night with two librarians, which would be programming night. Two nights a month there would be children's programs and family programs in the evening and two nights a month there would be adult programs. The plan provides an equalization of workloads for all staff in the Technical Services Department, who will now be working at the front desk as well. A supervisor will be provided for the Customer Services Department and there will be a second supervisor who is currently the head of Technical Services. Allan further stated that there is a need for a Library Associate to be in charge of the library since Vincent has been phasing out and has gone back to teaching his courses. The library associate position should go from part time to full time in the administrative offices.

It was suggested that this should be voted on as a singular issue rather than having any changes made to it individually.

Howard stated that for the last 6-9 months they had been working on getting a survey out but now the hours are being changed, therefore the survey does not need to question hours any longer. Howard further noted that there were typos in the reorganization plan: i.e., stating that the library was open on Fridays from 10 to 9, which they are not. Howard was not certain that there was a demand to have the library open on Sundays; therefore, he felt that they needed to be certain of their facts. There were also concerns about staffing. Ms. Grossi stated that this reorganization plan could always be changed should they find something is not working for them.

Donald asked if the staff was being paid for Sundays during the summer even though the library was closed. Allan stated that the librarians had to be paid because those librarians do not work any other days but Sundays. These librarians were reassigned to different days.

This plan would also take into account vacation time. Allan stated that there is an approximate hour savings of 45 hours per week, which is offset by the increase in hours by the other two positions.

James asked how they would determine the need for extra hours during the week, particularly from 9 to 10 in the morning. Allan stated that the staff is here at 8:30 a.m. and they would have responsibility for opening up the building and when the rest of the staff came in at 9 a.m. they could just take the desk when the doors open. Jeanne Ivy is the only person who would be receiving benefits who is currently in the administrative office.

Donald noted that the calculated savings were approximately \$25,000-\$26,000 – the cost of the benefits is less than that.

It was noted that the typing error (Friday opening from 10 to 9) would be corrected in the Reorganization Plan.

Ms. Grossi suggested that it might be wise to mention that the alternative was to lay people off, but the Trustees did not want to lay people off, therefore they opted for a reduction in hours.

Peter asked for a vote.

All were in favor.

(d) Resolution to award a contract to Backstage Media, LLC, for Rear Screen Video Projector Design 1, as submitted in their proposal dated February 9, 2010, for the furnishing, installation and technical support of a video projection system in the Pio Costa Auditorium, for a cost not to exceed \$28,000 (drape excluded).

Edward moved
Thomas seconded

Discussion: Vincent handed out his Summary of the Rear Screen Projector Considerations. Vincent noted that at the time of the construction of the Pio Costa building, there was not enough room left behind the screen for a rear screen projector. At that time there was no rear screen projector that would cover the screen. However, approximately one year ago, it was determined that there is now a technology that would incorporate a rear screen projector behind the screen and cover the screen approximately 90%. There was also a rear screen projector that would cover the screen approximately 50%. An RFI was sent out to ensure the feasibility of using a rear screen projector and the responses confirmed the technical feasibility. The Board authorized an issuance of a detailed RFQ requesting three design proposals:

- #1 was for 90% coverage
- #2 was for 50% coverage
- #3 was for upgrading #2 to #3 one year later

There were two submissions: AV Services and Backstage Media. The Source Committee reviewed the submissions and it was determined that AV Services was non-compliant with the specifications. Backstage did a great job and they satisfy all the requirements of the RFQ. It was determined by the committee that they would go with design #1 – 90% of the screen. The cost was \$29,278.00. The Source Committee felt the drapes were not needed. Final cost would be \$27,278.00.

At this time the Source Committee has recommended that they consider a resolution to award the contract to Backstage Media for a cost not to exceed \$28,000.00.

Robert felt \$28,000 was an exorbitant amount. David stated that a good reason to go forward with this project was that libraries today are seeing increased usage and he felt it was a good thing to move forward with technology. He also stated that he believed that the library was getting a much better price than they would in an overheated economy.

Thomas stated that at the beginning of the project he, too, was against moving forward. However, upon researching projectors, he found that when you pay half the price, you are getting half the projector and half the resolution. It was determined that they do need the resolution because they have a reflective screen projector. Therefore, they need a higher resolution to start with. Secondly, a cheaper projector would cause a loss in resolution, and it would be more difficult to see words.

Vincent further stated that there would be more instructor seminars; i.e., financial planning and photo shop. The biography room only holds six people at a time; with a rear screen projector it would be possible to have a seminar arrangement, and be able to accommodate a much larger crowd. Other uses would be: teenage programs, family programs, history programs for the community, etc.

Robert suggested borrowing a front screen projector from one of the schools to see if they could use a system for \$2,000.00 as opposed to spending \$30,000.00. Robert felt that the Wii Program was not a valid argument for purchasing the more expensive projector.

Thomas noted some of the cons for a front screen projector: Every time the projector is moved it causes wear and tear on not only the projector, but the bulbs as well. They are not designed for constant moving. There is also wear and tear on the drop-down screen.

Donald asked if they were to move forward with this projector, is it HD to which Vincent said it was. Also, Donald wanted to know if there was a need to spend any future money on this system to which Peter said he believed not. Thomas stated that the sound system was not the greatest, but it was certainly suitable and if there were a need to purchase speakers in the future, it would not be a great expense.

Peter asked if we could take a vote at this time.

Robert stated that he was not allowed to finish his statement.

Peter said that he would “procedurally” stop him from finishing his statement as he felt Robert was trying to rearrange the entire portion of this part of the meeting.

Robert said he needed to follow Roberts Rules of Order to do it.

Edward called the question.

David seconded

Robert said you can’t call the question when someone is speaking. At this time Robert asked Ms. Grossi for her opinion.

Ms. Grossi stated that she believed Peter did not have to recognize him any more. Ms. Grossi stated that Peter was trying to move the meeting forward and it seemed very clear that Robert was opposed to this. She further stated that at this time the entire Board of Trustees is trying to move the meeting forward and informed Robert that he could not have the floor for twenty minutes or more, and it seemed that that was really what he was doing.

David stated that Robert’s Rules does state that there is not to be whipsawing back and forth between members. He further stated that Robert’s Rules say that you can not even speak to another member – it must go directly to the Chair, and that Robert could not speak until everyone else has spoken on that topic as well.

At this time Peter asked for a vote on calling the question.

Voted Yes: Howard Chesler, David Dalia, Edward Ernstrom, Donald Kostka, Thomas Mazzaccaro, James Sandham, Rita Seipp, Peter King

Voted No: Robert Lefkowitz

At this time Peter asked for a vote on Resolution (d)

Voted Yes: Howard Chesler, David Dalia, Edward Ernstrom, Thomas Mazzaccaro, Rita Seipp, Peter King

Voted No: Donald Kostka, Robert Lefkowitz, James Sandham

Peter made a motion for a resolution to approve the payment of \$2,048.00 as ordered by the Civil Service Commission.

James moved

Donald seconded

All were in favor

James made a motion for a resolution that was passed in December 2009, except now there is a specific dollar amount:

Resolution to establish intent to transfer excess funds to the Municipality of Montville Township and in the approval of the New Jersey State Librarian to make a one-time contribution of \$237,022.00, made in quarterly payments, back to the township taxpayers, subject to review by library counsel, which represents 50% of the calendar year 2009 surplus.

Peter said that he was not in favor of this resolution, as they have not gotten state approval for the amount. He said that if the resolution is made and it is placed in the budget, and for some reason the state comes back and says no, we can only give back \$1,000.00 – and that would be a mis-statement. He further stated that that resolution does not champion the resolution that was made by the Board, which said that they would do that once the state approves it. He noted that they were waiting for the amount of money that the state is going to approve and once that occurs, it will go exactly as James stated – that it would be given back in quarterly payments.

James said it was noted that it was subject to the State of New Jersey, librarian approved. James said if it wasn't done now they could not put it in their budget.

Peter stated that once it has been approved and been sent down to the state, it could take a couple weeks for them to approve. Peter suggested that if it were approved this evening, they could have it back by the end of the month.

James stated that the deadline for the Town could be as early as March 31, 2010. Peter said he would call a special meeting if necessary to approve it.

James stated that if the motion is not approved this evening then the town can not anticipate this revenue and therefore it will not be going back to the taxpayers in 2010 – in fact it will drain the surplus so that it also has a negative impact in 2011.

Peter disagreed and stated that the town can assume that they will be getting the money back but they must wait for the approval of the state.

Ms. Grossi stated that it is not a firm number.

Robert said he would like to lay it on the table for a vote.

It was stated that the Township Administrator/Auditor was saying that if they don't have this motion passed by the Library, they couldn't include it in their budget.

Ms. Grossi stated that legally they could include it in their budget plan.

Allan stated that this is very new – Montville would be one of the first libraries to be giving money back. He further stated that he did believe it would take the 45 days before they received an answer. He doubted that they would rush it.

Peter stated that they needed a Mission Statement.

James said that a resolution was needed that had a dollar amount in it before the budget was submitted.

Ms. Grossi stated that as long as the resolution is subject to any amount and the approval of the state librarian, which it seems clear that it is, she did not believe there would be a problem as they were just including the dollar amount that the library was asked to approve.

Ms. Gross read the resolution as follows:

Resolution establishing intent to transfer excess funds to the Municipality of Montville Township in the estimated amount of \$237,022.00 pending the approval of the New Jersey State Librarian. The Board will make a one-time contribution in quarterly payments to the township taxpayers subject to review by the library counsel, which represents 50% of the 2009 surplus for the calendar year.

Motion was moved by James
Donald seconded

Peter asked for a vote

All were in favor

There was a motion to approve the Executive Session Minutes as amended.

James moved
Howard seconded

Robert asked to make a friendly amendment to release the minutes. Ms. Grossi said an amendment was not needed, as they would be released when the time was appropriate. Robert suggested that now was the appropriate time.

James said he would prefer to do that as a separate motion.

Voted Yes: Howard Chesler, Donald Kostka, Robert Lefkowitz, Thomas Mazzaccaro, James Sandham, Rita Seipp, Peter King

Passed: David Dalia, Edward Ernstrom

Abstained: David Dalia, Edward Ernstrom

OLD BUSINESS

- A. Mission Statement
- B. Strategic Plan
- C. Technology Plan
- D. Board Policy Manual

- E. Unaffiliated Groups
- F. Library Township Agreement
- G. North Entrance Construction Project

Peter reiterated that if items A, B and C were not approved this evening the package cannot go down to the state. If the state does not get the completed package then the \$237,022.00 cannot be approved.

James stated that he did not have a problem passing these three items as they were presented and sending the recommendations that came back in to the committee for them to adopt at a future point in time.

James made a motion to approve the Mission Statement, Strategic Plan and the Technology Plan as presented, which was distributed to each Board Member in January 2010.

Donald seconded

Allan noted that the Vision Statement is attached to the Mission Statement. The other document that he had to write is a Librarian's Document, which simply talks about how they have actually responded to the changes in publishing.

Donald suggested that A, B and C be passed and set something up where the Board President, Acting Director and one other individual (Donald's volunteered) look through the documents and if satisfied, they would submit to the State and it would be done before the next meeting.

Voted Yes: Howard Chesler, David Dalia, Edward Ernstrom, Donald Kostka, James Sandham, Rita Seipp, Peter King

Abstain: Robert Lefkowitz, Thomas Mazzaccaro

Item D. Board Policy Manual – Allan stated that there were suggestions and changes and that the policy manual has been given to the library's counsel to review and then to return to the Board President.

Item E. – Has been dealt with.

Item F. – Library Township Agreement – Allan stated that they were waiting to have some clarification as to how they were going to handle security issues such as the alarm as well as the terms of the agreement and hopefully at the next meeting there will be something for the board to approve. Thomas stated that he had spoken to his father about that and he suggested that an employee be assigned or even a trustee who would come to the library each time an alarm sounds to make sure that things are secure rather than using township services. Allan's concern was who they would ask to undertake this position at 3 a.m. Peter suggested that someone volunteer. He further stated they would address that at the next meeting.

Item G – North Entrance construction Project – Allan stated that he had received correspondence today from Adam Brewer where he stated that he would be seeing the Morris County Community Development people this evening. He said he would review with them the Davis Bacon requirements for the titles so the bid specs will be compliant. He further stated that Anthony Barille, Township Engineer has had to spend significant time correcting the draft bid specs. He said that he told Peter King that they would be out soon, and stated that he was overly optimistic. He said they were close but not quite there yet. He said he would keep Allan updated and as soon as things are ready to go out he would contact Allan.

Robert stated that he had some old business. He noted that at the January 2010 meeting it was suggested that a committee be formed to look into the bylaws. He said that was postponed because the public had not been noticed on that. He said he looked at previous minutes and found out that they had had a successful motion to form a committee for bylaws.

Peter said he recalled asking to form a committee but no one was willing at the time.

Peter said that it was his understanding that the president appoints the committees. He said that James recommended four people for the committee but those people declined at the time. Robert said that there was a previous motion that formed an ad hoc committee to form bylaws.

Thomas asked Ms. Grossi if the Board Policy Manual were de facto bylaws. Ms. Grossi said that there were a lot of things that were incorporated into the policy manual, which would have been in the bylaws. She said it incorporates the library's policies and procedures. She said it does specify who has authority and how the procedures are to be run. Ms. Grossi said that there were some valid questions that Robert had that she still wanted to look into.

James volunteered to sit on the Bylaws Committee.

Peter stated that the policy binder would be reviewed and approved each year.

Robert stated that the vote that was passed to form an ad hoc committee stated: "Mr. Ernstrom moved that the Board establish an ad hoc committee on bylaws to be chaired by himself with other members" (and the members are named). Dated 1989. Robert further noted that in July of that year it mentioned that the board was going to be presenting interim bylaws at the next meeting.

James asked Ms. Grossi if they should or should not have bylaws. Ms. Grossi stated that as a corporation generally you do have bylaws but they are very loosely written.

Peter suggested that the policy manual takes the place of the bylaws and that is mainly how this library was run.

Edward stated that the overarching work should really be "governance". He stated that the IRS recently had changed all the rules for 501C-3 Corporation Bylaws and they now call it "Corporate Governance". He further stated that their Policy Manual is their governance.

David said he wanted to make a motion to adjourn

Peter just wanted to note that they have Central Pak Service and Automated Temperature Control Systems takes care of the library's system and they are both separate contracts. He said each one is due now. He stated that Edward was looking into combining both for a cost savings. He said that they would be using them on a monthly basis.

Howard seconded David's motion to adjourn

Voted Yes: Howard Chesler, David Dalia, Edward Ernststrom, Donald Kostka, Thomas Mazzaccaro, Rita Seipp, Peter King

Voted No: Robert Lefkowitz, James Sandham

Robert noted that he would be sending Ms. Grossi an e-mail about a violation of the Open Public Meetings Act by this Board.

9:50 p.m. Open Session Adjourned

CORRECTIONS TO FEBRUARY 8, 2010 MEETING:

OPEN SESSION:

First Page: Dr. Bowen was noted as “absent” – his name should be taken off as he is no long a member.

Page 2, Treasurer’s Report, second paragraph, last sentence should read “...that has **never** been discussed”.

Page 2, Treasurer’s Report, first paragraph, first sentence should read “... as of **December**, 31, 2009”. Also, second paragraph of Treasurer’s Report, first sentence should read “**Allan** distributed ...”

Page 4, fifth paragraph should read “**Attorney/Client Privilege Legal Matters**”.

EXECUTIVE SESSION:

First Page: Dr. Bowen was noted as absent – his name should be taken off as he is no longer a member.

Page 2 – “**The Board discussed telling the public, that they would be addressing the issue of the missing files, in Open Session.**” ... should be added to 7th paragraph, last sentence.