

**Montville Township Public Library  
Board of Trustees Meeting  
September 10, 2012  
Montville Township Public Library  
90 Horseneck Road  
Montville, New Jersey 07045**

---

**OPEN SESSION**

<b>TITLE</b>	<b>NAME</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Mayor	Mr. Braden	X			
Mayor's Alt.	Mr. Sandham			X	
Board Member	Mr. Dalia	X			
Board Member	Mr. King	X			
Board Member	Mr. Kostka			X	
Board Member	Mr. Lefkowitz	X			
Board Member	Ms. LoBiondo			X	
Board Member	Mr. Mazzaccaro	X			
Board Member	Mr. Chesler	X			
Superintendent	Dr. Fried			X	
Superintendent Alt.	Dr. Shorter	X			

Allan M. Kleiman - Library Director  
Ann F. Grossi - Board Attorney  
Cynthia Oravits, Board Recording Secretary

**I. Call to Order**

The meeting was called to order by Howard Chesler, Board President at 7:30 p.m. Howard then introduced Dr. Shorter who will be attending as the Board of Education Superintendent's alternate.

**II. Open Public Meetings Act Statement**

Howard Chesler stated that prior notice of this meeting has been published in accordance with the requirements of the Open Public Meetings Act. Meetings will be tape-recorded. Minutes will be available to the public on the Library's website once they have been officially approved.

**III. Pledge of Allegiance and Moment of Silence**

**IV. Adoption of Minutes**

A. Adoption of August 13, 2012 Regular Session Minutes

Robert spoke about needing clarification of the number of books mentioned in the section 9 of the August minutes. Allan confirmed that corrections to the Minutes are being done by Jeanne Ivy in his office.

Howard Chesler asked for a motion to accept the Minutes. Robert Lefkowitz seconded.

Vote: All in favor

**V. Public Comments**

Howard Chesler opened this portion of the meeting to the public for comment. Having no one come forward, he closed this portion of the meeting.

**VI. Reports of Officers**

Howard Chesler said he spoke to UNICO, who is running the San Gennaro Festival this weekend and told them that they do not want to shut the library during the event.

**VII. Report of Board Attorney - Ann F. Grossi, Esq.**

No report

**VIII. Committee Reports**

- A. Finance: Tom Mazzacarro indicated that the IRS Form 990 has been filed. The audit has been completed as official. There was a line item 60247 in our budget under professional services, which was incorrect. The moneys were attributed to that account for a space planner which has now been corrected – it is line item 60227. Another payment has been made to the Township on September 1; therefore, they have one more payment left to make. Peter King questioned payments on the bills list for health insurance. Allan said he would find out and clarify at the next meeting.
- B. Buildings & Grounds: Regarding the Space Planner, Allan said that the Buildings and Grounds Committee has been trying to get together to meet and hopefully something will be scheduled this month. Regarding the RFID Installation, Allan received a second quote and is awaiting a third.
- E. Technology: Regarding the email issues, Robert Lefkowitz wants to be sure the Library staff does not delete emails and asked Ann what should be done with emails, once there is no longer space in the e-mail hosting accounts. Ann said they cannot be deleted and would have to be stored elsewhere. Allan said the library's emails would be stored on another drive. The Board directed the Director to contact OLIS and Lenny (Hi Tech Computers) and give them deadlines so that the Technology Committee can discuss email issues.

**IX. Library Director's Report**

Allan received two quotes to repair the two components of the HVAC that went out in August. He said Joe Gasparro is conducting a class on the Kindle and Nook next week. Upon the request from Robert regarding e-books, he previously submitted a packet to the Board and said there are approximately 150 checkouts of e-books each month. They would like to expand the program in the new year.

Robert questioned "Overdrive", the vendor that carries our e-books, who state that they have 700,000 books available, however he doesn't see that many when he searches for e-books. Allan said these books must be purchased, and he will find out what our library's total actually is. He said we have our own sub-contract with Overdrive in which we buy, actually lease, certain books each year.

Allan also talked about a year-long initiative to promote library cards and encourage reading through the "Passport to Imagination". The library hopes to get more involved in promoting the Library and doing outreach in the schools by attending Back to School Night, to encourage parents to sign-up for Library cards.

**X. Resolutions/Motions**

- A. Resolution to accept the check register dated August 1-31, 2012 in the amount of \$145,312.52. Tom Mazzaccaro made a motion stating for the record he has gone over all the invoices and all signatures are sufficient, and Robert Lefkowitz seconded the motion. After discussion pertaining to Check # 8478, Tom amended his motion, to be sure that is a legitimate expenditure. Mr. King said in looking at the list of employees, there is one employee who has two children on her insurance. Allan said the employee would have to pay this herself. This resolution was approved upon the following roll call vote: Yes: Braden, Dalia, King, Lefkowitz, Mazzaccaro, Shorter and Chesler.
- B. Resolution to approve lease on replacement of current copying machine. There is no recommendation to date, therefore, the resolution was tabled.
- C. Resolution to accept the retirement of Tae J. Yoo, part-time Librarian Reference, effective August 31, 2012. Allan indicated that he may have a candidate for appointment to this position at the October 15 meeting. Howard made a motion to approve, and Peter King seconded. Motion carried upon the following roll call vote: Yes: Braden, Dalia, King, Lefkowitz, Mazzaccaro, Shorter and Chesler.

**XI: Old Business**

Robert Lefkowitz: There was discussion about putting the Minutes onto the Library's website and Allan said there is no longer a webmaster for the site. However, if an OPRA request is received, the Minutes are in fact in writing and available. Various options discussed were having the library staff, someone from the school, or a library trustee to do it. Mayor Braden asked Allan to come back to them with a plan.

Robert also requested that the Minutes have page numbers on them.

Robert spoke about the parking lot and the solar panels. There was discussion regarding the solar panels and proposed expansion of the parking lot. Howard said this topic will be given to the Buildings and Grounds committee for further discussion.

**XII. New Business**

None

**XIII. Public Comments**

Howard opened this portion of the meeting to the public. Having no one come forward, he closed this portion of the meeting.

**XIV. Executive Session**

**WHEREAS**, the Open Public Meetings Act 1975, Chapter 231 permits the exclusion of the public for a meeting in certain circumstances; and

**WHEREAS**, the Board of Trustees is of the opinion that such circumstances presently exist; and

**WHEREAS**, the Board of Trustees wishes to discuss issues dealing with Closed Session Minutes; and

**WHEREAS**, once the matter involving confidentiality of the above no longer require confidentiality, the minutes shall be made public.

**NOW THEREFORE**, be it resolved by the Board of Trustees of the Montville Township Public Library that the public be excluded from this meeting.

Howard Chesler made a motion, seconded by Peter King that the Library Board go into Executive Session at 8:05 p.m.

Vote: All in favor.

8:10 p.m. Open Session reconvened

**XV. Adoption of Executive Session Minutes**

A. Peter King made a motion, seconded by Don Dalia to adopt the August 13, 2012 Executive Session Minutes.

Vote: – All in favor

**XVI. Adjournment**

Peter King made a motion, seconded by Robert Lefkowitz to adjourn.

Vote: All in favor

Open Session adjourned at 8:12 p.m.