

Montville Township Public Library
Board of Trustees Meeting
OCTOBER 19, 2009
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.

Howard Chesler Julie Cohan David Dalia Edward Ernstrom
Peter King Donald Kostka Thomas Mazzaccaro Deborah Nielson

Allan Kleiman – Interim Library Director
Vincent Sacco – Acting Director
Ann Grossi, Esq. - Attorney for Board
Elaine Wood - Recording Secretary

Absent: Gary Bowen

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.

ADOPTION OF MINUTES

David asked for a motion to adopt the September 14, 2009 Meeting.

Julie moved.

Peter seconded.

All were in favor of the Minutes as amended, with the exception of Donald Kostka, who abstained.

PUBLIC COMMENTS

There were no comments from the public.

REPORTS OF OFFICERS

President – (David Dalia)

No Report

Vice President – (Peter King)

No Report

Treasurer – (Donald Kostka)

Donald stated that the contract with METIS would be coming up in the month of November. It was noted that in the prior year they looked at a number of other firms. While Donald was satisfied with METIS, he believed it to be a good thing to compare and said that J.H. Cohn made a very good presentation. Ralph Fredericks had contacted Donald and stated that they would be willing to do the accounting, however, if they did that, they would not be able to do the audit. It was noted that all three of the firms had the ability to do the audit. It was suggested that they submit proposals and the Finance Committee would review them.

At this time Julie noted a correction on page 5 of September 14, 2009 Open Session Minutes:

With regards to the Discussion portion of Resolution (d), the third sentence should be removed completely: “When the money was originally deposited, most of the rates in various banks were at 1.85% and it would have to be kept for 13 months or less”. Also, “Boiler” Springs... should be “Boiling” Springs.

All were in favor of corrections – with the exception of Donald Kostka, who abstained.

Donald continued stating that at the end of September there was a cash balance of more than \$250,000.00. It was brought to the Trustees’ attention that whenever there is a balance of over \$250,000.00 that the FDIC would not cover it. However, \$240,000.00 had been moved into the Hudson Savings Bank and was not a concern.

Secretary – (Edward Ernstrom)

No Report

REPORTS OF COMMITTEES

Finance – (Julie Cohan)

Boiling Springs has not opened their Montville Branch to date, but are looking at an opening date for the end of October. Julie stated that at that time she would look into the rates they were offering. There would be a CD coming due at the end of November from Lincoln Park Savings. It was noted that at next month’s meeting Julie would have more information with regards to Boiling Springs’ rates. It was further noted that there was a signature card for Boiling Springs but would be destroyed since there is not an account opened to date.

Buildings and Grounds – (Peter King)

There is a memorandum from Mr. Brewer stating that the library had received a grant in the amount of \$38,000.00. Peter stated that they might give some serious thought as to how soon they would want to go out to bid as the town is asking for start dates.

Deborah noted that this grant was not awarded under the County Grant Program but there were stimulus monies that was supplementing the County Grant Program and this project did not rank high enough for the County Program but because there was supplemental monies through the Federal Program, it received Grant money through the Feds. She further stated that the town did not have the money.

It was noted that the funds could not be disbursed until the Grant Agreement had been executed and the compliance requirements have been satisfied.

The first step would be to go out to bid to find out what the cost would be. It was stated that the surplus portion of the budget would be sufficient to fund the project and would probably be done in 2010. It was also stated that it must be awarded to the lowest bidder and should the bid come in at a larger amount than the library intended to spend, the library does not have to accept their bid. The Board would have to vote on spending a certain amount of money on the project before the money could be used. It was noted that they had until December or January to bid.

It was asked if the Board decided on a threshold number, would it be made public or is it something that is voted on in Executive Session. Ms. Grossi stated that all money spent is open to the public; therefore it should be discussed in Open Session.

Personnel – (Peter King)

It was noted that in last month's Executive Session personnel staffing was discussed regarding Pro Libra and Peter would go over that again this month in Executive Session.

Edward noted that he did get a chance to speak with the Mountain Lake's Library Director and they were very interested in participating with Montville and Allan on developing an on-call plan. Edward noted that Montville's employees work between 80-85% of their time in the library; the rest of the time is vacation, holiday or sick time. This would allow Montville to cover their short calls. It was asked if this would create any problems with the Union. Allan stated that the only process they would have to go through would be that they ask their employees if they are available. Currently there is a shortage of librarians. It was noted that it would be an on-call 179-day appointment and the Board would set the hourly rate. It was suggested that a rate be worked out and when they come in they would become part of the payroll. Ms. Grossi stated that they would be per diem employees and she would check with the Union to avoid any possible problems.

It was suggested that should someone from Mountain Lakes be needed one day a week, they must be on our payroll or Montville could make an agreement with Mountain Lakes where they could supply people to us and they would bill Montville for services rendered.

It was further stated that the Personnel Committee would work on this and have a recommendation by the next Board meeting.

Patron Services – (Howard Chesler)

Howard stated that he would like to discuss under the category of Old Business.

Interim Library Director's Report – Allan Kleiman

It was noted that the auditors started last Thursday and it was believed that they would be finished by the close of business today or tomorrow (October 15).

With regards to the Pet Parents book sale, Allan stated that there were a lot of procedural issues, (manpower, overtime, securing the building, etc.) between the library and the town where it was unclear as to who was responsible for each job. It was noted there is a township resolution, which defines the kind of services that organizations would get from the town. Allan stated that he would like to get together with Mr. Brewer in order to understand the resolution a little better so that there is better communication between the town and the library.

It was stated that one of the main issues that impacted the library in a negative way was that the library had storage of their material two weeks prior to the sale which meant that the conference room could not be used and it interfered with the library's programs. Also, it was a fire issue and had the Fire Marshall come to do an inspection; there might have been a problem.

With regards to the Trustee Workshop, Allan stated that the reason he put it under New Business was to remind everyone that it is being held at the library and they would be hosting approximately 90 Trustees and Library Directors from most of northern New Jersey. Allan suggested that it would be good if the Montville Library Trustees attend.

Associate Operating Director's Report – (Vincent Sacco)

No Report – However, Vincent did comment on the Smoking Program conducted by Kathy Lindert, stating that she had three (3) trainees. The feedback that Ms. Lindert gave Vince was that two of the attendees, who were very heavy smokers, had quit smoking. Ms. Lindert told Vincent that some of the library staff had indicated they would like to see a weight-loss program conducted next. Ms. Lindert was receptive.

Ms. Grossi stated that when a program is offered to the employees, then the question becomes: Is this a benefit that the Library is providing to them? It was noted that the programs would be offered to Montville residents as well and would be monitored.

RESOLUTIONS/MOTIONS

RESOLUTION R-2009-10-01

Date Passed: October 19, 2009

(a) Resolution to approve the September 1 to September 30, 2009 check register in the amount of \$64,429.69.

Edward moved
Thomas seconded

Discussion: It was asked if the \$12,375.00 to Centralpak was for the compressor and was it repaired. It was stated that it was repaired by replacement.

All were in favor.

RESOLUTION R-2009-09-02

Date Passed: October 19, 2009

(b) Resolution to approve the appointment of Risa L. Skerker to the position of part-time Librarian Reference (Children's Department), effective October 20, 2009, at an hourly salary of \$21.84.

Edward moved
Peter seconded

Voted Yes: Howard Chesler, Julie Cohan, David Dalia, Edward Ernststrom, Peter King, Thomas Mazzaccaro

Voted No: Donald Kostka, Deborah Nielson

Discussion: It was noted that this is a replacement for Dee DeCarlo. The Civil Service exam that Ms. Skerker took was not Children's Service, but inadvertently Reference Service so to keep in line with what the Civil Service sheet says the Civil Service is - "Librarian Reference".

Allan stated that the library had hired an individual and when the test was named, it should have been "Children's Reference" or "Librarian", as when it comes to job description, they are all the same. Dee DeCarlo was disqualified from any of the Civil Service classifications with the word "librarian" in it because she does not have a Library Degree; she has a School Media Degree. Therefore she was disqualified and could not take the exam. A valid list was requested and from that list the Library had to hire someone if they found that they were qualified to replace Dee's position, which was a librarian position. Dee DeCarlo continues to be employed by the Montville Library until a replacement is found, and is aware of the same. It was further noted that this position would also be utilized in working with young teens. It is work that Ron Rizio was supposed to do but never got off the ground.

It was suggested that this be discussed further in Executive Session.

OLD BUSINESS

- A. Library Trustee Training Workshop at Montville Twp. Public Library on October 28, 2009 at 6:30 p.m.

Allan requested that if any of the Trustees were able to attend, please let him know.

Howard stated that he sent everyone an e-mail regarding Trinity Christian School. It was noted that they were trying to accommodate Montville Library with all that we required in order to use the library in case of an emergency. Howard stated that as long as we received the Insurance Certificates, he did not have a problem with their request. He stated that the Board needed to make a decision and then inform Trinity Christian School of that decision.

NEW BUSINESS

Mayor, Deborah Nielson, noted that on September 22, 1009 the Township Committee passed a resolution urging the Library Board to return surplus monies. (A copy of that resolution was provided to President David Dalia, sent via e-mail, to his work and home address, by the

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Township Clerk on September 24, 2009, 1:43 p.m.). Mr. Dalia stated he has requested that e-mails not be sent to his work, and most likely it went into "Spam" and the home address was incorrect, therefore he never received it.

Continuing, Deborah stated that it was in the budget to return one-half of the surplus of this year. (Deborah provided copies to all Board Members). It was further stated that there has been no forward motion on the resolution. Also, there is a procedure for state guidelines to return surplus monies to municipalities. (Copies were passed out). It was noted that at a prior meeting the township operates on a modified accrual basis of accounting and they are not allowed to anticipate more revenue in a fiscal year budget, than when it was realized in a prior year budget. It was also stated that to take these library funds and put them in the municipal surplus in 2009 allows the Township, in the 2010 budget, to take this increased surplus to keep the tax rate lower. The Mayor stated that she was bringing this up now because this dovetails with the resolution adopted by the township committee urging the library to return half of the surplus to the municipality prior to end of this calendar year so it could be a tax savings for the year 2010.

David asked for motion to go into Executive Session for the purpose of discussing personnel and litigation.

Peter moved
Donald seconded

All were in favor

Open Session closed to go into Executive Session 8:35 p.m.

Open Session reconvened 9:11 p.m.

(At this time a vote was taken for Resolution (b) (see above)

RESOLUTION R-2009-10-03

Date Passed: October 19, 2009

(c) Resolution being put forward to allow Trinity Christian School to use the Library for catastrophic emergency purposes, subject to the signing of an Agreement setting forth those items that have been discussed in the e-mails previously sent.

Howard moved
Edward seconded

Voted Yes: Howard Chesler, Julie Cohan, David Dalia, Edward Ernstrom, Peter King, Donald Kostka, Thomas Mazzaccaro, Deborah Nielson

RESOLUTION R-2009-10-04

Date Passed: October 19, 2009

(d) Resolution to approve a contract with Pro Libra for a person, for up to 80 hours a month, to be adjusted after review of the position.

Howard moved
Edward seconded

Abstained: Howard Chesler

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Voted Yes: Julie Cohan, David Dalia, Edward Ernstrom, Peter King,
Voted No: Donald Kostka, Thomas Mazzaccaro, Deborah Nielson

RESOLUTION R-2009-10-05

Date Passed: October 19, 2009

(e) Resolution proposed by David Dalia to open up the Public Comments sections of the Open Session Meeting.

Deborah moved
Julie seconded

Voted Yes: Howard Chesler, Julie Cohan, Edward Ernstrom, Donald Kostka, Thomas Mazzaccaro, Deborah Nielson
Voted No: David Dalia, Peter King

PUBLIC COMMENTS – (Re-opened)

At this time Kathy Lindert introduced herself, stating she resides at 38 Underwood Road, Montville, NJ. Ms. Lindert thanked the Board for allowing her to conduct her program at the Montville Township Public Library. Ms. Lindert stated that her purpose for attending this meeting was due to the fact that her September class, “Stop Smoking with Hypnosis”, was canceled the day before the class was to be conducted. She stated that this program had been approved since July 2009 and it was the library that had asked her to come in do a program to help the community to stop smoking. She stated she was disturbed that the program was up to a vote the evening before the class and, suggested by the Board, that the program should not have taken place. Ms. Lindert requested the tapes from that meeting and stated that if she feels something was handled inappropriately, she would be taking further steps. She further stated that she does this as a service to the community and she does incur some personal expenses. Lastly, she stated that she had offered a weight-reduction program for the library staff and noted the Board’s concern that this might be considered a “benefit” for the employees. She stated that she has done these sorts of programs for free and does not have a problem with it being open to the public.

Ann Grossi stated that Ms. Lindert should fill out the Freedom Act form/Open Public Record Act and submit it to Allan. She also stated that Vincent would have the tapes and he would make them available to her.

Ms. Lindert asked if the Board was going to take her up on the free “weight-reduction” program and she would like to conduct it on a Sunday, after 5:00 p.m. so the library staff could participate in the program.

David asked for a motion to adjourn Open Session
Peter moved
Edward seconded
All were in favor
Open Session adjourned 9:26 p.m.