

**Montville Township Public Library**  
**Board of Trustees Meeting**  
**FEBRUARY 9, 2009**  
**Montville Township Public Library**  
**90 Horseneck Road**  
**Montville, New Jersey 07045**

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**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**

**Vincent Sacco – Acting Director**  
**Ann Grossi, 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 January 12, 2009 Minutes.

Deborah moved, Seconded by Edward

All were in favor.

David asked for a motion to adopt the Reorganization Minutes of January 12, 2009.

Howard moved, Peter Seconded

All were in favor.

David asked for a motion to adopt the Executive Session Minutes of the Reorganization Meeting of January 12, 2009.

Deborah moved, Julie Seconded

All were in favor

## **PUBLIC COMMENTS**

No

## **REPORTS OF OFFICERS**

### **President – (provided by David Dalia)**

David asked if anyone had returned their Financial Disclosure Forms.

The following Committee Heads were selected:

Peter King	- Personnel
Edward Ernstrom	- Buildings and Grounds
Howard Chesler	- Patron Services
Donald Kostka	- Finance

## **REPORTS OF COMMITTEES**

### **Treasury – (provided by Donald Kostka)**

Metis Group met in early February and the checks were cut on the 2<sup>nd</sup> of the month and all went smoothly. The January statement has not been reviewed to date but was distributed and marked “DRAFT” along with a Statement of Expenditures and Revenues as of December 31, 2008 which has not been reviewed and is marked “DRAFT” as well. It was noted that there was a surplus of \$322,971.00 for the year and was slightly lower than projected due to the \$46,000.00 that was paid to the former Director. Had that payment not occurred there would have been a surplus of \$368,000.00.

Julie requested a balance sheet.

### **Secretary – (provided by Edward Ernstrom)**

Correspondence was received from the Department of Personnel regarding a position that had been abolished last year, which was referred to Ann Grossi who is preparing a reply to the state.

Adam Brewer from the Township Administrator’s office prepared a Grant Application for the new front entrance to the library. There will be a presentation by Vince Sacco and James Cutillo on March 9 at 7:45 p.m. in Morristown which funding would come from HUD in the amount of approximately \$40,000.00.

## **Finance**

No Report

### **Buildings and Grounds – (provided by Edward Ernstrom)**

It was reported that after 18 months there is now hot water in the lavatories at the entrance of the Library at the cost of \$1,800.00. Bill Grip performed the work. However, there is still a water leak over Jeanne Ivy's desk.

### **Personnel**

No Report

### **Patron Services**

No Report

### **Library Director's Report – (provided by Vincent Sacco)**

It was noted that much time was spent on the DVD display in order to make it more accessible to the patrons. The acting Director's report was distributed showing a picture of the Waterfall Rack that has been received. However, the Double-tier Multimedia Shelf has not been received to date but delivery was anticipated within the week. The price of the side panels were \$1,680.00.

There have been a number of presentations regarding the Timesheet Monitoring but still waiting on ADP who is expected to meet with Vince this week. Once a decision is made, a operation date of April 2009 is anticipated.

With regards to Communications, it was noted that the Post Office was notified that a mass distribution to everyone in Montville, Towaco and Pine Brook is anticipated for the purpose of informing the recipients (approx. 9,457) of the existing programs and changes to improve services. It is expected to be occurring within the next two months. The estimated mailing cost is \$1,800.00. It was suggested that perhaps this could be done as "inserts" to the "Montville Messenger" as mass mailings have never really worked in the past due to the exorbitant pricing. It was recommended that Vince contact Trudy Atkinson for further discussion.

Lastly, a demonstration was conducted by AEG Corporation showing that it is possible to have rear projection in the Pio Costa conference room. It was noted that presentations could be tied into a lap top computer as well. Quotes will follow.

The question was asked if the Library could look into getting a mailbox on library grounds. David said that perhaps Patron Services could check into it.

It was determined that in the future e-mails would go out informing the Board members when the Minutes were ready. Gary Bowen, Julie Cohan, and Deborah Nielsen would continue to pick up their packets in their designated mailboxes at the library. The

remaining Board members requested that their packets continue being mailed via priority mail.

### **Resolutions/Motions**

RESOLUTION 2009-02-01  
9, 2009

Date Passed: February

(a) Resolution to accept the February check register in the amount of \$62,709.83.

Deborah moved, Seconded Peter

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

Abstain: Julie Cohan

### **OLD BUSINESS**

No

### **NEW BUSINESS**

Computer classes have restarted and have been very well received. Domenico Susini was hired as the trainer. The programs that are currently being offered are Word, Excel, Internet E-mail, and Searching the Web. Power Point is one of the programs that have been added.

It was noted that the Morris County Library has a training program entitled "Looking for Jobs" and due to the poor economy perhaps it might be something that Montville might want to look into.

It was requested that statistics on patrons using the library be resumed as well as getting a new counter for the purpose of keeping accurate records in order to get an accurate understanding of what is going on at the library. Vince informed the Board that currently that system is not operational due to battery failure but he is attempting to have someone come in to repair it.

\*With regards to the computers it was noted that there is not a backlog of patrons waiting to use them. Also, the filters have been removed from the computers, therefore making it possible to go onto any site. Vince stated he had contacted Lenny to put the filters back on. David asked that Vince keep him advised as to the status of this situation.

\*Please note that before the close of the meeting Vince informed the Board that the filters had been put back on.

Edward made the motion to go into Executive Session for the attorney/client privilege purposes.

Julie Seconded

All were in favor

8:02 p.m. Open Session closed to go into Executive Session

8:36 Open Session reconvened.

(Reorganization Minutes and Executive Session Minutes of Reorganization were adopted at this time)

9:40 Open Session adjourned.

All were in favor