

Montville Township Public Library
Board of Trustees Meeting
MARCH 9, 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**

**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 February 9, 2009 Meeting.

Julie moved, Seconded by Howard

All were in favor.

Correction was noted for February 9, 2009 Meeting – page 3:

“ADT” should read “ADP”

PUBLIC COMMENTS

Dr. Rena Malkova sat in attendance of the Open Session portion of the meeting. She is a new resident of Montville and was interested in how Board meetings are conducted and wanted to learn more about the services the library has to offer as she has a 5 year old child. She was told that Ann Job was the Children’s Librarian and she would be a good source of information regarding the various programs available.

ADP EZ Labor - Presentation by Stephen Baum

Mr. Baum is with ADP, the company currently doing payroll for the Montville Township Library. At this time Mr. Baum gave a brief presentation with regards to automating the payroll process. The following are some of the highlights:

- Automated system for time and attendance through “hand-scanning” via the computer.
- E-mail notification capability
- The system would manage all information entered
- Hand scanner can be ordered with an antibacterial coating

The Mayor suggested presenting the info to the Township Committee Meeting being held March 10th for the purposes of a possible discount for “bundling” the services between Township and Library personnel.

It was noted that by the next Board Meeting the Personnel Committee will have met and will make their decision.

A second company (PAYCHECKS) was considered but they did not offer an integrated system, as does ADP.

REPORTS OF OFFICERS

President – (provided by David Dalia)

While all Board members have access to Ms. Grossi, the president asked that in the future, all questions for the Board Attorney be presented to him first for the purposes of cost control and perhaps he might be able to be of assistance before contacting Ms. Grossi.

Vice President – (provided by Peter King)

No Report.

Secretary – (provided by Edward Ernststrom)

As an item of interest, the Library will have a program on Saturday, March 14th, on the use of DNA for determining one’s genealogy. Secondly, the Board’s Record Management System is lacking and that will most likely be addressed at the next meeting.

Treasurer – (Provided by Donald Kostka)

No Report.

REPORTS OF COMMITTEES

Finance – (Provided by Donald Kostka)

No Report.

Buildings and Grounds – (Provided by Edward Ernstrom)

At the time of this meeting, the first meeting for the Buildings and Grounds Committee was held and Vincent Sacco, Acting Director and James Cutillo, Architect were currently in Morristown presenting the “North Entrance Renovation” project to the Community Block Development Grant Staff, which will determine how much money will be given from the Block Grant, which comes through the Federal Department of Housing Urban Development.

The question arose as to what liability the Library assumed for students being dropped off at the library so they could walk to the High School. It was suggested that since there is no ordinance stating that students could not be dropped off at the library, the liability would be no different than that of a patron falling on the property. The Mayor said she would research it.

Personnel – (Provided by Peter King)

A meeting was held last month regarding the following topics:

- ADP – Hand-scanner
- Who would maintain records for Open Session Minutes, Executive Session Minutes, Agendas, etc.
- Look into Board of Trustees Policy Manual to fully rescind and rewrite
- Township requested that the Library use their Personnel Manual as a guide to rewrite a Personnel Manual for the Library.
- Grant Meeting (being held this evening in Morristown)
- Review the existing library staff to ensure that personnel is being adequately used

Patron Services – (Provided by Howard Chesler)

A meeting will be scheduled this evening following the close the Board of Trustees Meeting.

Library Director’s Report - (Provided by Vince Sacco)

Vince was not in attendance as he was at a meeting in Morristown regarding grant monies for the “North Entrance Renovation” project. However, his written report was distributed.

Resolutions/Motions

RESOLUTION 2009-03-01

Date Passed: March 9, 2009

(a) Resolution to accept the February 4, 2009 check register in the amount of \$1,825.00.

Deborah moved, Seconded by Peter

All were in favor

RESOLUTION 2009-03-02

Date Passed: March 9, 2009

(b) Resolution to accept the March 1 to March 31, 2009 check register in the amount of \$50,478.65.

Julie moved, Seconded by Peter

(It was suggested that the report indicate what the accounts were going towards).

David made an amendment to Resolution (b) to read as follows:

In addition, authorize payment for six months of 2009 subscription fees to Professional Marketing Associates in the amount of \$2,428.35.

Seconded by Peter

Donald made a further amendment to Resolution (b) to read as follows:

Withdraw check #6476, dated March 3, 2009, paid to Dean Quilici Electric in the amount of \$1,700.00 and the adjusted check register will be \$51,207.00... it was then decided to

...modify check #6476 by replacing it with a check for the month of March in the amount of \$1,652.40. Total March Register will then be \$52,859.40

Seconded by Peter

All were in favor

RESOLUTION 2009-03-03

Date Passed: March 9, 2009

(c) Resolution to approve the provisional appointment of Marilyn Giancaterino as a part time Library Assistant, not to exceed 20 hours per week, at a rate of \$10.03 an hour, effective March 9, 2009.

Edward moved, Seconded by Peter

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

Voted No: Donald Kostka

RESOLUTION 2009-03-04

Date Passed: March 9, 2009

(d) Resolution to approve the provisional appointment of Pamela O’Gorman Reeve as a part time Library Assistant, not to exceed 20 hours per week, at a rate of \$10.03 an hour, effective March 9, 2009.

Edward moved, Seconded by Peter

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

Voted No: Donald Kostka

RESOLUTION 2009-03-05

Date Passed: March 9, 2009

(e) Resolution to purchase EZ Labor Manager from ADP to track time and attendance using a hand scanner which will import data to ADP PC payroll. The annual cost is \$3,930.00 plus an additional one-time implementation fee of \$600.00.

Edward moved for discussion, Seconded by Peter

It was noted that the Library would be responsible for providing the formulas for hourly accrual of vacation, sick time, etc.

At this time Edward suggested that this resolution be tabled for the month of April as it was too premature to vote on this.

Edward moved, Seconded by Peter
All were in favor

RESOLUTION 2009-03-06

Passed: March 9, 2009

(f) To increase Jeanne Ivy’s hourly compensation by \$1.00 per hour recognizing completion of the sixty days of her performance, effective the next pay cycle - March 16, 2008, next pay cycle.

Julie made the motion.
All were in favor

OLD BUSINESS

It was noted that the Library currently does not have a budget, therefore they are operating on the old budget. It was suggested that they put together a budget for April.

The February check, to date, has not been received from the Township. The Mayor said she would look into that.

It was requested that the “North Entrance Renovation” project be placed on next month’s Agenda so as to bring everyone up to date with its progress.

NEW BUSINESS

While there have not been any formal budget meetings there has been communications with Board members and it appears that it will be available by April’s meeting. It appears that there will be an overall increase of less than 2% along with other major changes.

“Pet Parents”, who conduct their annual book sale project, is looking for a week where they could get books dropped off. It was suggested that they contact Vincent Sacco.

The “Mayor’s Wellness Campaign” is underway and it is open to all Montville residents. It is a 100-day, countywide project, and is entitled “Toxic Waistline”. The signup is at Town Hall where a nurse will do the weigh-ins and take measurements. The purpose of the program is to promote healthy eating habits and to fight childhood obesity. It is strictly confidential. There will be prizes.

David asked for a motion to move into Executive Session for the purpose of discussing litigation and the Collective Bargaining Agreement – attorney/client privilege.

All were in favor.

Open Session closed to go into Executive Session at 8:23 p.m.

9:23 p.m. Open Session reconvened.

David made a motion to adopt the Executive Session Minutes of February 9, 2009

All were in favor

At this time Julie made a motion to increase Jeanne Ivy's hourly compensation by \$1.00 per hour recognizing completion of the sixty days of her performance, effective the next pay cycle - March 16, 2008.

All were in favor

David asked if all were in favor of adjournment.
All were in favor

9:28 Open Session adjourned.