

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

The meeting was called to order by President, Peter King at 8:20 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**

Absent: Gary Bowen
James Sandham

Peter King 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

Peter asked for a motion to adopt the January 11, 2010 Open Session Meeting and the January 11, 2010 Reorganization Meeting.

Thomas moved
Edward seconded

Peter asked for a roll call.

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

Abstained: Timothy Braden, Rita Seipp

PUBLIC COMMENTS

No public comments.

Montville Township Library
Open Session Minutes
February 8, 2010

REPORTS OF OFFICERS

President – Peter King

Peter noted that they had received a donation from the Atlantic Stewardship Bank for \$1,000.00, which came from their “Tithing Program”. Peter was unaware of any restrictions as far as how the money was to be used.

Also, the front door project has been moved ahead with the \$38,000 and Morristown requested that the architect’s estimate be revised, as they wanted to see a separate line item for the \$38,000.00.

Vice President – Edward Ernstrom

No Report

Treasurer – Donald Kostka

Donald pointed out that the Statement of Expenditures and Revenues, as of September 31, 2009, from Ralph Fredericks, has come in and has been included in the Board members’ packets. He stated that they had updated the year 2009 and the library ended up with a surplus that totaled \$474,044.00, which included all the accruals for the year. The tax relief for the township for the year 2009 is \$237,022.00. The Balance Sheet dated January 31, 2010, notes that there are current cash assets of \$1,362,565.74. Noted in the liability section there is a payable to the township, of \$237,022.00. Donald stated that there are additional steps that must be completed before that money is turned over to the town. He further stated that there is a package that must go to the state.

Donald distributed a two page Project List to all Board members noting Capital Expenditures for the years 2010 through 2012; page 2 shows the dollar amounts for each year. Donald stated that these amounts were significantly higher than what they had looked at earlier. Donald said that the Geothermal Cooling and Heating System was an item that has ever been discussed

Donald stated that he had spoken with Tom Mazzaccaro, Sr. regarding the repaving of the parking lot and the project had been put off for a couple of years, therefore it was not relevant in the year 2012.

With regards to the purchase of furniture, Donald suggested that the Board could decide if it were necessary.

Donald asked for direction regarding these items as this will have an impact as to the State’s ability to either say “yes” or “no”. Donald further stated that none of these projects were on the six (6) year Capital Plan. Donald requested of the President, Peter King, that the Finance Committee review these items and report back to the Trustees by the next meeting. Peter said that would be fine but suggested that the Buildings and Grounds Committee also be involved.

Allan stated that the Board of Trustees must approve the Technology Plan. He stated that the State Library told him that their expectation in the Capital Plan that has been sent forward must have a line for technology. Therefore the Technology Plan needs to be put in priority order with a dollar value assigned for each year.

Secretary – Thomas Mazzaccaro

Thomas noted that he had filed with Adam Brewer the documentation to go forward with the doors project.

REPORTS OF COMMITTEES

Finance - Donald Kostka

No Report

Buildings and Grounds – Edward Ernstrom

No Report

Personnel

No Report

Patron Services – Howard Chesler

Howard stated that hopefully at the next meeting he would have a draft of the Survey for the Board members to review.

Interim Library Director's Report – Allan Kleiman

No

Associate Director for Operations & Technology - Vincent Sacco

Vincent handed out a document regarding the RFQ for the projector. He stated that the proposals were due Tuesday, February 9, 2010 and they would have a month to review them. Vincent stated that after reviewing some older mail (February 11, 1999) he found that someone had bid this job, however, it was never acted upon. Vince stated that he had arranged to send them an RFQ. He further stated that he had discussed the actual layout with the engineer as to what they were looking for. Currently there are thirteen (13) people who have been asked to bid on this project; four (4) are definite, however Vincent didn't believe the number would go higher than six (6). Vincent stated that the evaluation should be completed by March 2, 2010 with an anticipated date of March 9, 2010 to award the contract.

Vincent requested clarification as to what constitutes a "Source Selection Committee". He suggested that perhaps there be a sub-committee to do a technical evaluation before the next Board meeting. Vincent stated that at the onset of this project there was a need to improve the audio and video and they decided at that time to do it in two steps – doing the video first and the audio later. The video constitutes the largest expense and makes a significant change and while the audio is not the best, it will do for now. He said they were lacking a screen that was sufficient for a large crowd viewing.

David suggested that the Buildings and Grounds Committee, by default, serve as the source selection committee for purposes of entertaining the Request for a Proposal. Peter agreed.

It was determined that Vincent would be working with Edward, Thomas and David.

Peter made the following Resolution before going into Executive Session:

WHEREAS, the Open Public Meetings Act, P.L., 1975, Chapter 231 permits the exclusion of the public from 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:

Violations of law and possible violations

AND, WHEREAS, minutes will be kept, and once the matter involving the confidentiality of the above no longer requires confidentiality, the minutes can 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:

Roll Call:

Voted Yes: Timothy Braden, Howard Chesler, David Dalia, Edward Ernststrom, Donald Kostka, Robert Lefkowitz, Thomas Mazzaccaro, Rita Seipp, Peter King.

Open Session closed to go into Executive Session 7:55 p.m.

Open Session reconvened at 8:26 p.m.

Thomas made a motion to accept the Executive Session Minutes for December 14, 2009

Edward seconded

Voted Yes: Howard Chessler, David Dalia, Edward Ernststrom, Donald Kostka, Thomas Mazzaccaro, Peter King.

Abstained: Timothy Braden, Robert Lefkowitz, Rita Seipp

RESOLUTIONS/MOTIONS

(a) Resolution to accept check register dated January 1 to January 31, 2010 in the amount of \$99,756.66.

Donald moved

Thomas seconded

Discussion: Thomas asked for clarification on Check #7106, to J. Eckert Locksmiths, in the amount of \$494.25. Allan noted that the front door needed a major repair.

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

(b) Resolution to accept Trustee Policy Manual for 2010.

Robert made a motion for discussion.
Edward seconded.

Discussion: Robert asked what the goal of this document was because in some cases it's stating here are policies on how the Board should act, therefore, is the Board saying that by adopting this are they making new resolutions for how they should act or are these things that are already codified in existing resolutions.

Peter stated that this document was revised from the existing document that has been in use for the last 4-5 years. He further stated that it would be revised yearly.

Robert said that there were items in the Policy, which were under the library's control, and then there were other things that were stated that this is what the Township Committee will do. Ms. Grossi asked if the township committee had to advise and consent when they make an appointment to the Board. Mr. Braden stated that statutorily the Mayor has the power of appointment. However, the Township Committee does not operate that way. They do it as a committee.

David asked where the document actually came from to which Peter stated that it was developed 5-6 years ago and this policy has been in existence for years. David asked if this could go to one of the committees for further investigation.

Ms. Grossi asked if, in 2009, the Board decided to redo the entire policy or just Section II – The Board of Trustees - to which it was noted that it was only Section II.

Allan said that the entire manual was on file in the office. He said that the original date on the document was 2004 and the Board revised the document in 2009.

It was noted that discussions between the board members should not be conducted via e-mail as if there were ever an investigation; the Prosecutor's office could actually confiscate their computers as all conversation is considered public record. It was suggested that "web mail" be used as the outside host.

Peter asked that Allan look into that possibility and report back to the Board at the next meeting. Allan suggested that they wait until they move over to the State Library as the company that is currently being used has terrible remote access. Edward suggested that for the time being, every one should turn their comments over to Allan and the sub committee could retrieve them from Allan.

Peter asked for a motion to table Resolution (b).

Donald moved
David seconded

All were in favor

OLD BUSINESS

A. Mission Statement

Peter stated that that if there are no major changes, it will be accepted "as is". Otherwise it will go to Patron Services Committee for review.

B. Strategic Plan

Peter stated that this was passed out last week. He stated that this was critical as this was going to the State Library for the tax refunding of \$237,022.00 that would be going back to the town.

C. Technology Plan

There are no \$ amounts in the Technology Plan.

Howard had questions about the “Unaffiliated Groups”. He noted that there were Options but he didn’t see any decisions made. Allan stated that “unaffiliated” meant that the library does not sponsor them. Allan said that the library monitored the Tai Chi program as the library pays the instructor. Allan stated that Patron Services could look into the unaffiliated groups.

Ms. Grossi stated that if the library did not sponsor the groups they are not covered by the library insurance. Therefore they would have to have their own insurance. Ms. Grossi stated that they would have a Certificate of Insurance showing minimum limits of \$500,000 per loss for general liability and it should name the members as an additional insured and must be received prior to granting the use of this facility. Allan stated that the township ordinance requires \$1,000,000.00.

Timothy suggested that the Patron Services Committee work with the Recreation Department and see if these groups could be funneled through Recreation for a nominal fee and have the library still provide space for these groups.

Allan asked if he would be getting any feedback on the three items listed above from the Patron Services Committee.

Robert questioned the method of how the committees were formed at last month’s meeting. Peter stated that the sample copy of the Bylaws state that the President appoints all committees. He further stated that this was discussed at the last meeting. Robert read Robert’s Rules as it pertained to the aforesaid. Peter suggested that Robert make note of any changes that he is in favor of or against and submit it to the Board at the next meeting. At that time it will either be approved or disapproved by the Board.

Donald stated that some significant cuts to personnel had been made and to the cost of running the library. He said they could continue on that path or another option was to look at outsourcing the operations of the library. One might be a firm like Pro Libra, another like LLSI. He stated that another option would be that prior to the library becoming a municipal library, they could become a free public library. A final option was what if they became part of the town. Donald suggested that they look at the pros and cons of each option and report back to the board. Peter stated that the Finance Committee and Personnel Committee would look into this.

NEW BUSINESS

Peter noted that there would be a slight change in the special election for officers from last month’s meeting. David and Thomas were resigning from their prior positions as David/Treasurer and Thomas/Secretary and moved to the following:

David Dalia – Recorder/Secretary
Thomas Mazzaccaro - Treasurer

Edward made the nominations for both positions.
Donald seconded

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

Abstained: Robert Lefkowitz

Peter asked for a motion to adjourn.

Howard made the motion
Donald seconded

8:55 p.m. p.m. Open Session Adjourned