

**Montville Township Public Library
Board of Trustees Meeting
October 21, 2013
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045**

OPEN SESSION

MEMBERS PRESENT
Mr. Howard Chesler
Mr. Dave Dalia
Mr. Robert Donohue
Mr. Peter King
Mr. Donald Kostka
Mr. Robert Lefkowitz
Mr. Thomas Mazzaccaro
MEMBERS ABSENT
Dr. Casey Shorter
Ms. Lisa LoBiondo

Allan M. Kleiman, Library Director - Present
Ann F. Grossi, Board Attorney - Present
Jeanne Ivy, Substitute Board Recording Secretary- Present

I. Call to Order

The meeting was called to order by Howard Chesler, Board President at 7:30 p.m.

II. Open Public Meetings Act Statement

Howard 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. Tom Mazzaccaro made a motion to approve the September 16, 2013 Regular Session Minutes, and Peter King seconded – motion carried: Ayes: Mr. Chesler, Mr. Dalia, Mr. Donohue, Mr. King, Mr. Kostka, Mr. Lefkowitz, Mr. Mazzaccaro

V. Public Comments

Howard 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, President

Trudy Atkinson asked that the Library Board Trustees let her know if they are up for reappointment and whether or not they want to be reappointed.

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

Ann Grossi said the first contract negotiation meeting took place on October 16th and a second meeting is scheduled for October 30th.

VIII. COMMITTEE REPORTS

Finance: Tom Mazzaccaro said work on the purchasing manual is progressing. Some libraries use the Edmunds System which provides several internal business controls. Allan will find out more about it to see if it would be a good option. The Finance Committee will start working on the 2014 budget soon.

Buildings & Grounds: Peter King asked about the front entrance painting. Allan will call the painter. We are waiting for two estimates for HVAC controls because we cannot control the system now and the software is obsolete. This will be in the 2014 budget.

Personnel: David Dalia said the Personnel Committee will be reviewing and evaluating the Director's contract. Advertisements for Board Attorney will be published in the papers of record. Options for hiring a Library Board Secretary will be discussed in closed session.

Patron Services: Robert Donohue discussed the Meeting Room Policy and Code of Conduct. Several board members made suggestions to be included. In addition, Allan will check with our accountant about the financial implications of charging for use of the meeting room. The policy will be presented for approval next month after the committee considers which groups should be allowed to use the facility. The committee will also make recommendations for the Code of Conduct at the next meeting.

Technology: Robert Lefkowitz asked if the Library is an Optimum Hotspot. Allan said he will look into this tomorrow. All Board members have working passwords for their Google email accounts. If anyone has a problem they should contact Allan who is the system administrator. Allan will follow up with BDE on the security audit. Allan would like to have the website professionally maintained by an outside vendor because no one on staff is available to take on this task.

IX. Library Director – Allan Kleiman

The Library's agreement with the Township for services expires December 31, 2013. Allan said he will discuss using the Township's QPA and landscape maintenance including weeding. The Holiday Party is scheduled for December 13th at the Hollywood Restaurant on Fairfield Road. Allan answered a question about eBooks. They are similar to leased books or subscriptions. There is an annual platform fee and they are available for the duration of the subscription.

Report of Mr. Rich Charles from McEnerney, Brady, and Company, LLC

Mr. Charles reported on the Library's 2012 audit. There were no deficiencies or problems. He reviewed a PowerPoint presentation outlining information that auditors are now required to present to the Library Board.

X. Resolutions/Motions

A. Resolution to accept the check register dated September 1-30, 2013 in the amount of \$70,910.13 – Motion carried upon the following roll call vote: Ayes: Mr. Chesler, Mr. Dalia, Mr. Donohue, Mr. King, Mr. Kostka, Mr. Lefkowitz, Mr. Mazzaccaro

B. Resolution to accept the resignation of Lisa Foreman, Library Assistant, effective September 20, 2013 Motion carried upon the following roll call vote: Ayes: Mr. Chesler, Mr. Dalia, Mr. Donohue, Mr. King, Mr. Kostka, Mr. Lefkowitz, Mr. Mazzaccaro

C. Resolution to hire Liz Johansen as Library Board Secretary for November 2013 Motion carried upon the following roll call vote: Ayes: Mr. Chesler, Mr. Dalia, Mr. Donohue, Mr. King, Mr. Kostka, Mr. Lefkowitz, Mr. Mazzaccaro

XI. Old Business - None

XII. New Business – None

XIII. Public Comments - Howard opened this portion of the meeting to the public for comment. 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 Personnel and Union Contracts; 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.

At 8:57 p.m. Howard made a motion, seconded by Peter King that the Library Board adjourn to Executive Session. Vote: All in favor.

Open Session reconvened at 9:20 p.m.

XV. Adoption of Executive Session Minutes

A. There was no executive session meeting on September 16, 2013

XVI. Adjournment

The meeting was adjourned at 9:25 p.m.