

**Montville Township Public Library
Board of Trustees Meeting
JANUARY 10, 2011
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045**

The meeting was called to order by President, Howard Chesler at 8:06 p.m.

**Timothy Braden Howard Chesler David Dalia Dr. Paul Fried Peter King
Donald Kostka Robert Lefkowitz Lisa LoBiondo Thomas Mazzaccaro**

**Allan Kleiman – Interim Library Director
Ann Grossi, Esq. – Attorney for Board
Elaine Wood – Recording Secretary**

Absent: Dr. Paul Fried

Howard Chesler stated that prior notice of the Meeting had been published in accordance with the requirements of the Open Public Meetings Act.

MINUTES OF MEETING

Meeting was opened at 8:06 p.m.

PLEDGE OF ALLEGIANCE – (Recited at the Reorganization Meeting)

MOMENT OF SILENCE

ADOPTION OF MINUTES

Howard stated that he would like to have the minutes delivered approximately two (2) weeks after the meeting so the members could review them and get back to the President with any changes.

Howard asked for a motion to adopt the December 13, 2010 Minutes.

a) Adoption of the December 13, 2010 Regular Session Minutes

Lisa moved

Timothy Seconded

Robert questioned the bolded paragraph on the top of page 2.

The President suggested that they hold off on the approval of the December 13, 2010 until they were able to talk to James Sandham.

Timothy moved to table the approval of the December 13, 2010 meeting

Lisa Seconded

Timothy withdrew his motion to table the approval of the December 13, 2010.

Montville Township Library
Open Session Minutes
January 10, 2011

Robert noted page 4, seconded paragraph should say that Robert had made a request to review the state's guidance, not "...asked about the Open Public Records Act...".

Robert asked that page 10 be removed from the December 13, 2010 Minutes as they are not corrections.

Lisa moved that December 13, 2010 meeting be passed

David Seconded

Voted Yes: Timothy Braden, David Dalia, Peter King, Donald Kostka, Robert Lefkowitz, Lisa LoBiondo, Thomas Mazzaccaro, Howard Chesler

Lisa made a motion to table the November 29, 2010 Special Meeting Minutes

No second

Howard asked for a motion to adopt the November 29, 2010 Special Meeting Minutes

b) Adoption of November 29, 2010 Special Meeting Minutes

David moved

Robert seconded

It was noted that the November 29, 2010 Special Session Meeting Minutes was missing information and they wanted to know if they would be included in tonight's minutes. It was further noted that the reason it was tabled was because James Sandham was not present to clarify.

David called the question

Lisa asked if this was with no modifications

Peter made a motion to have the following amendment included in the November 29, 2010 Special Meeting Minutes:

"... Robert said that he had given information to the Mayor, showing him the bill from our attorney that said they went over the Policy Manual. Robert said the Mayor said 'we did not discuss the Policy Manual, we discussed political issues'. The Mayor was then asked 'don't you remember in Town Hall there was a meeting and we discussed the Policy Binder and the Mayor said, 'oh, yes I did'. Robert said 'you didn't say that', you said 'no', and the Mayor said 'no, that's not right, we did discuss the Policy Manual'. Then the Mayor said, regarding an e-mail, 'our attorney, meaning the township attorney, would not give it to three out of five members'".

David Seconded

Voted Yes: Timothy Braden, David Dalia, Peter King, Donald Kostka, Robert Lefkowitz, Lisa LoBiondo, Thomas Mazzaccaro, Howard Chesler

REPORTS OF OFFICERS

PRESIDENT – Howard Chesler

The president asked that each member fill out the sheet that was included in their packets, stating which committees they would like to serve on. He asked they fill in their first, second and third choice. He asked that it be handed in at the end of the night, or it could be mailed to him.

VICE PRESIDENT – Lisa LoBiondo

No Report

TREASURER – Thomas Mazzaccaro

It was reported that Atlantic Stewardship Bank has a CD with a maturity balance coming due on January 24, 2011. In December 2010 there were two (2) CDs that were coming due and at that time the Treasurer had asked for a resolution from the board to move them into a money market account, at which time they never passed the resolution, therefore the CDs rolled over in December. Thomas stated that they had an opportunity now to move \$248,000 into a money market that will help them free up money later on if they do return this money to the township. He further stated that if they wanted to move that money into a money market account where it would be more liquid, they needed to have that done by January 24, 2011. The treasurer asked for a resolution to move this money.

Donald made the motion to move the \$248,474.00 into a money market account.
David seconded

Voted Yes: Timothy Braden, David Dalia, Peter King, Donald Kostka, Robert Lefkowitz, Lisa LoBiondo, Thomas Mazzaccaro, Howard Chesler

The treasurer stated this concluded his report other than the fact that he did go over the checks this evening and everything appears to be in order.

The treasurer stated that if any of the trustees had specific questions regarding any of the financial statements, if they would e-mail him ahead of time it would give him a chance to do any research.

The president asked the treasurer to check with the accountants to see when it would be appropriate to write off any outstanding checks from 2008 and 2009.

ASSISTANT TREASURER – Donald Kostka

The assistant treasurer reported that 2010 was a great year as they were able to operate the library with a \$457,000 surplus. The treasurer noted that much of the credit should go to the director for a job well done.

SECRETARY – David Dalia

No Report.

REPORT OF BOARD ATTORNEY

Ms. Grossi reported that at the last meeting Thomas had a question regarding returning funds to the township and whether it was mandated that the State Library must approve it. Ms. Grossi cited statute NJSA40:54-15 which says that the State Library shall comply by regulation the form of all reports and that includes an analysis of the position of the library. Once the Board adopts the resolution, it shall forward the resolution to the State Librarian for approval. Upon the approval of the resolution that is sent to the State Librarian the Board of Trustees shall cause the excess funds to be turned over to the municipality.

Ms. Grossi stated that a specialist does not have to be hired to put the plan together, but the plan must meet certain criteria. She said if you view the State Librarian's website you will find a plan for Marlboro Public Library that can be used as an example.

It was stated that as trustees they had a choice: 1) band together and put the strategic plan together and do it on an ASAP basis or; 2) if they don't have the time, then immediately find someone to put the plan together.

Donald said he would put a motion together suggesting they band together and prepare the document amongst themselves.

The president suggested he put that under the New Business portion of the meeting.

Ms. Grossi concluded that once the resolution and the plan is approved by the library, that should only take approximately three (3) weeks from the time it is submitted to the State Library to the time they give the library their approval.

REPORTS OF COMMITTEES

It was noted that due to the holidays none of the committees met.

BY-LAWS (Ad hoc Committee)

Robert reported he had a teleconference last week. He said his committee would be meeting once next month and he would have something to present at that time.

The president asked that he be informed of all future meetings.

INTERIM LIBRARY DIRECTOR'S REPORT – Allan Kleiman

The director reported that he submitted a format very much like an annual report to show what the library had accomplished during 2010. He stated some of the items would be incorporated in the new technology plan that the board also has to include as part of the material to send to the State Librarian.

The children's librarian position will start interviewing next week and the director stated that hopefully by the next meeting he would have two or three candidates to present to the board with recommendations for hiring.

The director said he could not recommend proceeding with the \$8,000 project for the server to Central Pack as he was not convinced that he would be comfortable in operating the software as he had never seen the software. He was unable to get together with Joe Rivera to look at it and the staff at school that does use the Honeywell software is trained in the software, also have Black Seal Licenses (certified boiler operators), and they are also experienced in HVAC systems, boilers, etc. He said unless he could get a little bit more of a handle on what the software would contain, he could not confidently say to the board that he could recommend an \$8,000 project to install the software and the server unless he knew it could be operational. He suggested they revisit this project once he could look at the software and he believed the township should be involved.

The director stated he would be recommending to the board that the library proceed in the 2011 budget with the sign project and it should be determined by the board if they want to move ahead with the project or not. Currently the Buildings and Grounds Committee is working on this project.

The director recommended that the Budget Committee (Thomas, Donald and David) meet sometime between now and the end of the month so they could continue to work out the budget and make a presentation. The president asked that the director call the meeting, to which he replied that he would.

The director stated he believed it would be possible to work out a Strategic Plan without cost to the board. He said that he felt the board was committed to the project and he believed it could be done within a month to five weeks. He did further research and looked at the planning process that ALA recommends for this kind of a project. He said he would follow up.

At this time the president thanked the director for all his efforts in the last year for a job well done.

The director stated the computers were purchased and received last week and they do have a license for Microsoft Office 2010. The new computers are all going to the public; none will be used for the staff. The staff will be using the ones that have been swapped out to make sure that the staff has newer computers than the one they are currently using.

The president said one of the other things that the director is working on is that he is making sure they have remote access to the phone message system that if somebody calls to see if the library is open it will give a message stating whether or not the library is closed, giving the date and the time.

The president said they would be working on their website as well indicating whether the library would be closed or not.

The director reported that there was a letter in each members' packet from Sandra Gonski, who is a resident of Montville. She asked the library to present a different kind of program, such as a mini-college course, and she gave a donation of \$500 to be used specifically for that kind of programming.

It was noted that there was discussion at the township meeting about having e-mail accounts for different committees so that in order to keep all records on the library servers, the library could create an e-mail account that was generic that whenever anybody sends something out to a committee that it would be cc'd, therefore making it always available for any record requests.

The director asked that there be a motion indicating that it is done this way.

PUBLIC COMMENTS

The president stated that in the future there would be two (2) opportunities for the public to participate in the Open Session portion of the meetings. One would be general comments, not related to the library's agenda, and the other would be specifically about the agenda.

Nate Adams from "Montville.patch.com" addressed the board asking what services Elaine Wood provided to the library board. It was noted that Elaine Wood was the recording secretary and present at this evening's meeting.

RESOLUTIONS

a) Resolution to accept the check register dated December 1 to December 31, 2010 in the amount of \$63,696.03.

David moved

Peter seconded

Discussion: It was asked what CDW Government Inc. was. It was noted that CDW is a company that supplies computer and other technical equipment. The library had purchased monitors from them for four (4) of the new computers.

It was noted that Jersey Central Power and Light was paid up. Hess would bill the library separately. It was stated that Hess supplies the electricity and JCP&L delivers the electricity.

Voted Yes: Timothy Braden, David Dalia, Peter King, Donald Kostka, Robert Lefkowitz, Lisa LoBiondo, Thomas Mazzaccaro, Howard Chesler

b) Resolution to approve the holiday schedule (as per union contract) for 2011 and January 2012:

Regular

February 14
March 14
April 11
May 9
June 13
July 11
August 8
September 12
October 17
November 14
December 12
January 9, 2012

Alternate

February 21
March 21
April 25
May 16
June 20
July 18
August 15
September 19
October 24
November 21
December 19
January 23, 2012

Lisa LoBiondo moved
Peter seconded

All were in favor

c) Resolution to adopt closing schedule for 2011:

Sunday, April 24

Easter Sunday

Donald moved
Timothy seconded

All were in favor

d) Emergent Resolution to extend the 2010 budget into 2011 for up to three months (March 31, 2011).

Donald moved
Thomas seconded

Voted Yes: Timothy Braden, David Dalia, Peter King, Donald Kostka, Robert Lefkowitz, Lisa LoBiondo, Thomas Mazzaccaro, Howard Chesler

OLD BUSINESS

a.) 2011 Budget – It was noted that that had been covered.

The president asked who was working with the township in regards to the Library Township Agreement, as was mentioned in last month's minutes. It was noted that Peter King, Edward Ernstrom and Allan Kleiman were representing the library and Frank Bastone was representing the township. Allan said he and Frank did discuss some issues and the calculations of increase were set as 5% for a year. The director asked that the committee meet with Frank Bastone and report back to the board at the next meeting.

NEW BUSINESS

a) Township Resolution Recommending That All Boards Solicit Fee Reductions.

Donald said he would like to make a motion that the 2011 trustees establish an ad-hoc committee to prepare the necessary Strategic Plan document and other documents for the purpose of transferring 80% of the library's surplus less capital expenses, if any, to the town, to be completed by April 30, 2011.

Thomas seconded

The Director requested that the motion include and "other documents" as well as ...Strategic Plan...

Voted Yes: Timothy Braden, David Dalia, Peter King, Donald Kostka, Robert Lefkowitz, Lisa LoBiondo, Thomas Mazzaccaro, Howard Chesler

Robert made a motion that the library create a new e-mail address at Montville Library that can be called "Records", to be named at the director's discretion and that he be directed to create that account and that all trustees be directed that they must cc all items.

Timothy seconded

Voted Yes: Timothy Braden, David Dalia, Peter King, Donald Kostka, Robert Lefkowitz, Lisa LoBiondo, Thomas Mazzaccaro, Howard Chesler

Thomas asked if asking the library's professionals to take a 10% fee reduction was now a board policy or was it just in the discussion stages.

It was noted that it was the township's recommendation, the way the resolution was worded, if the party declines the 10% reduction, the board has the ability to then go out and solicit bids.

(Thomas Mastrangelo, Freeholder, from the town of Montville was recognized at this time and welcomed).

Robert made a motion that the library directs the director to contact all of the vendors that are used on a regularly scheduled basis, and request a 10% decrease in their fees.

It was felt that the term "all of the vendors" mentioned in this motion was too broad and asked that the professionals be listed.

There was no second; therefore Robert withdrew his motion.

It was suggested they talk about professional services that renew on January 1.

It was suggested that an ad hoc committee be formed and the assistant treasurer draw up a list and reach out to the legal team and the secretarial service and make the request for a 10% reduction for their professional services.

Regarding committees, Robert reported that when he and Allan were at the N.J. Trustees Association meeting, what some library boards were doing is having committees with some members on it that are not trustees and he believed that since the library has some issues since some of their committees do not have meetings, that perhaps the burden can be reduced on some of the trustees by having fewer trustees on certain committees and getting patrons and possibly staff involved.

Howard suggested that each committee always have three (3) trustees assigned.

Ms. Grossi said she would look into whether or not there might be legal issues of having non-trustees assigned to committees. She said she would have an answer by next meeting.

The president stated that every month he would ask people what they would like to see on the agenda, at which point he would prioritize each item. Robert had a few suggestions which will be considered and prioritized along with others.

Howard asked for a motion to move into Executive Session and asked the public be excluded from this meeting.

Donald moved
Robert seconded

All were in favor

9:28 p.m. Open Session ended for the purpose of going into Executive Session

9:49 p.m. Open Session reconvened

Howard asked for a motion to accept the Executive Session Minutes for December 10, 2010

David moved
Peter seconded

All were in favor

The president asked David if he cared to make a motion regarding their discussion in Executive Session concerning their discussion on job titles and positions to which David said "no".

Donald suggested the Personnel Committee meet with the attorney to look into these matter and then the Personnel Committee could come back and report to the board.

David made a motion to adjourn

Peter seconded
Lisa stated they had a motion to refer this to the Personnel Committee but a vote was not taken on it.

All were in favor
Lisa made a motion to re-open to address the previous motion
Peter seconded

All were in favor

Donald made a motion to refer the review of the desk audit and a review of other positions to the Personnel Committee who will also meet with the attorney and at the next meeting the Personnel Committee will present its recommendations to the board.

Lisa seconded

Voted Yes: Timothy Braden, David Dalia, Peter King, Donald Kostka, Robert Lefkowitz, Lisa LoBiondo, Thomas Mazzaccaro, Howard Chesler

Timothy made a motion to adjourn
Lisa seconded
All were in favor

10:02 p.m. Open Session adjourned