

**Montville Township Public Library  
Board of Trustees Meeting  
November 19, 2012  
Montville Township Public Library  
90 Horseneck Road  
Montville, New Jersey 07045**

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**OPEN SESSION**

<b>TITLE</b>	<b>NAME</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Mayor	Mr. Braden	X			
Mayor's Alt.	Mr. Sandham			X	
Board Member	Mr. Dalia	X			
Board Member	Mr. King	X			
Board Member	Mr. Kostka	X			
Board Member	Mr. Lefkowitz	X			
Board Member	Ms. LoBiondo			X	
Board Member	Mr. Mazzaccaro	X			
Board Member	Mr. Chesler	X			
Superintendent	Dr. Fried			X	
Superintendent Alt.	Dr. Shorter	X			

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

**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 Chesler 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. Adoption of October 15, 2012 Regular Session Minutes

Motion to accept the October 15, 2012 Regular Session Minutes.  
Vote: All in favor

**V. Public Comments**

Howard Chesler 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**

No report.

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

No report.

## **VIII. Committee Reports**

- A. Finance: Tom Mazzaccaro said that Allan M. Kleiman would like to meet with the Finance Committee and have the budget ratified in February, if possible.
- B. Buildings & Grounds: No report.
- C. Personnel: Don Kostka and Allan M. Kleiman met last Wednesday and will discuss their meeting in executive session.
- D. Patron Services: No report.
- E. Robert Lefkowitz recommended switching the library's Outlook email to Gmail which is free for non-profits. He said we would be able to keep our domain name, - montvillelibrary.org. Gmail can be configured to send blind copies to a separate account which would make them available for OPRA requests. Gmail has no pop-ups or ads. He also recommended switching from Microsoft Office to Google Docs.

Allan M. Kleiman requested that the Board concentrate on the Gmail for now and reserve making a decision on switching to Google Docs until there is time to explore it further. Dave Dalia asked what is wrong with the current system that would warrant a change. Robert referred him to the PowerPoint presentation included in the board packets which answers that question.

Robert Lefkowitz suggested the library stop using Hi Tech Computer Services and begin using OLIS for IT service and also find a replacement person. Howard Chesler wants to make certain that the new company is trained before we replace the current IT provider.

Dr. Casey Shorter said there are two high school students who have high level web design skills who could help with the library's website.

## **IX. Library Director's Report**

Allan M. Kleiman reported that the library was very busy after the hurricane and staff did an excellent job of providing services to the residents of Montville. He suggested that the library and town emergency response team work closely to integrate services in the event of future emergencies.

Tom Mazzaccaro said that last year he suggested the library look into getting a generator. If we had one, we could have remained opened and provided more services to residents during this emergency.

Allan M. Kleiman had to cancel the interviews he had scheduled with three candidates for the part time librarian position, because they were scheduled on one of the days we were closed. They will be rescheduled.

The Holiday Party is on December 14<sup>th</sup> at 6:00 pm in the Pio Costa Auditorium.

Robert Lefkowitz asked if the Tween/Teen Advisory Board meetings could be changed to accommodate Lazar students who are not dismissed in time to attend 4:00 pm meetings. Dr. Shorter will ask Lazar Principal Sharon Carr what times would work best.

Robert Lefkowitz made a motion to begin the search for a new IT support consultant as soon as possible. Howard Chesler said he would rather a RFP than a motion. The motion was not seconded.

## **X. Resolutions/Motions**

- A. Resolution to accept the check register dated October 31, 2012 in the amount of \$64,433.84. Tom Mazzaccaro reviewed the invoices and everything is in order. This resolution was approved upon the following roll call vote: Yes: Braden, Dalia, King, Kostka, Lefkowitz, Mazzaccaro, Shorter and Chesler.
- B. Resolution to accept the resignation of Elizabeth Greenspan, Library Assistant, effective October 16, 2012. Vote: All in favor.
- C. Resolution to close the library at 5:00 pm on Monday, December 31, 2012. This resolution was approved upon the following roll call vote: Yes: Braden, Dalia, King, Kostka, Shorter, and Chesler. No: Lefkowitz
- D. Resolution to switch the library's email to Google's Gmail. This resolution was approved upon the following roll call vote: Yes: Braden, Lefkowitz, Mazzaccaro, Shorter, and Chesler. No: Dalia, King, and Kostka.
- E. Motion to research getting an emergency backup generator for the library. Robert Lefkowitz made the motion, Tom Mazzaccaro seconded. This resolution failed upon the following roll call vote: Yes: Tom Mazzaccaro  
No: Braden, Dalia, King, Kostka, Lefkowitz, Shorter, and Chesler.
- F. Motion to increase the annual compensation of Jeanne Ivy from \$43,201 to \$48,201 effective January 1, 2013. This resolution was approved upon the following roll call vote: Yes: Braden, Dalia, King, Kostka, Lefkowitz, Shorter, and Chesler. Abstain: Mazzaccaro
- G. Motion to increase the annual compensation of Sandra Calderone from \$49,992 to \$51,992 effective January 1, 2013. This resolution was approved upon the following roll call vote: Yes: Braden, Dalia, King, Kostka, Lefkowitz, Mazzaccaro, Shorter, and Chesler.
- H. Motion to promote Pam O'Gorman and Teri Deley, Library Assistants to the position of Senior Library Assistants, effective January 1, 2013. This resolution was approved upon the

following roll call vote: Yes: Braden, Dalia, King, Kostka, Lefkowitz, Mazzaccaro, Shorter, and Chesler.

- I. Motion to appoint Lynn Schinman, part time Library Assistant to the position of full time Library Assistant, effective January 1, 2013. This resolution was approved upon the following roll call vote: Yes: Braden, Dalia, King, Kostka, Lefkowitz, Mazzaccaro, Shorter, and Chesler.
- J. Motion to hire library pages for shelf reading and shelving. This motion was tabled pending discussion with the Union.

#### **XI. Old Business**

Allan M. Kleiman reported that the Township passed the solar resolution. The Township attorneys will review the contract and upon their recommendation it will be signed by the Library Board President and the Township, since it is a joint project.

#### **XII. New Business**

#### **XIII. Public Comments**

Howard Chesler opened this portion of the meeting to the public. 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 Closed Session Minutes; 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.

Howard Chesler made a motion that the Library Board go into Executive Session at 8:20 pm.

Vote: All in favor.

8:50 p.m. Open Session reconvened

**XV. Adoption of Executive Session Minutes**

A. Adoption of October 15, 2012 Executive Session Minutes.

Motion to accept the October 15, 2012 Executive Session Minutes

Vote: All in favor

**XVI. Adjournment**

Don Kostka made a motion, seconded by Peter King to adjourn.

Vote: All in favor

The meeting adjourned at 9:00 p.m.