

Montville Township Public Library
Board of Trustees Meeting
MAY 11, 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, Esq. - 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 April 13, 2009 Meeting.

David moved, Peter seconded

All were in favor.

PUBLIC COMMENTS

There were two (2) members from the public present observing.

REPORTS OF OFFICERS

President – (David Dalia)

No Report

Vice President – (Peter King)

No Report

Treasurer – (Donald Kostka)

The Treasurer distributed the Balance Sheet for April 20, 2009. There were notations made in the liability section, i.e., Salaries & Wages Payable, PERS, Union Dues and it was suggested that they be looked at very carefully. It was noted that the Treasurer got a detail of the last set of journal entries from Matis that were made as of December 31, 2007. It was further noted that a number of these entries needed to be corrected.

With regards to the Statement of Expenditures and Revenues as of April 30, 2009 it was noted on page 1, account 60012 was considered very high. The Treasurer stated that he wanted to sort through the transactions and make necessary corrections, as these were journal entries that should have been reversed back in 2008.

The Treasurer further stated that he was putting together a proposal for the administration and the operation of the library and anticipated having a draft completed before the next Board Meeting.

Secretary – (Edward Ernstrom)

The Secretary stated that they had received correspondence on the 403B7 Plan – the Van Guard would be a replacement. There would be a review before the next meeting and recommendations would be made. The employees would be consulted. Lori (from the Public, and an employee of the Library) came forward and stated that Joan Mede, one of the employees, has gone to different brokerage firms to see which firm would be interested in having the Plan. It was suggested that since we utilize ADP for payroll, that perhaps she should contact their rep as they may be able to administer or give investment options.

REPORTS OF COMMITTEES

Finance – (Donald Kostka)

No Report

Buildings and Grounds – (Peter King)

There is a possibility that they will not have a sprinkler system. They do not have a final price on the doors, however, May 22 they should have the working drawings for the doors. The grant money for the doors or the money must be returned. January the town had a public meeting and is fully aware of the scope of this project.

Personnel – (Provided by Peter King)

Reviewing the policy – currently in review. Mr. King acknowledged Mr. Ernstrom's outstanding work as Secretary with regards to the Motions/Resolutions.

(7:50 p.m. – Deborah Nielson arrived)

Patron Services – (Provided by Howard Chesler)

No Report

Library Director's Report – (Provided by Vincent Sacco)

Mr. Sacco distributed his report to all Board members. The following are the highlights of the Library Director's Report:

- DVD display/distribution system – there are 3 waterfall racks at the cost of approximately \$15,000, which has been charged to the Library Endowment Contribution. There was a significant cost savings by purchasing Locked DVD cases at \$.98 instead of the previous cased priced at \$4.50. Therefore, there will money left over.
- Time/Attendance Monitoring: A new spreadsheet was introduced for a more accurate tracking of time/attendance monitoring.
- ADP – Jeanne is schedule to attend a training class on May 27, with an approximate running date of some time in June 2009.
- Sliding Doors – Edward and Vince continue to maintain contact with Dorie Berman, Chairperson of the Montville Disabled Committee.
- Pio Costa Auditorium Glass Screen – Vince will be meeting with Frank Vanderhoof to go over proposals "RFP".
- Computers – Vince advised M.A.I.N. that Montville Library would conduct support and maintenance locally and not utilize M.A.I.N. services any longer.
- Intermediate and Long Range Library Strategic Program – There will be a follow up meeting with Domenick Celentano. Edward, Peter and Vincent will attend this meeting.
- Off Site Storage at Hampshire – Late fees continue to accrue. It is proposed that Jeanne Ivy be able to pay the bills as they arrive and to arrange for an on-site visit to screen out and dispose of material no longer required. It was suggested that Vincent speak with Ann Grossi with regards to the OPRA requirement before any materials be disposed of.
- Lastly, Vincent handed out the "Occupancy and Total Patrons" Report.

Resolutions/Motions

RESOLUTION R-2009-05-01

Date Passed: May 11, 2009

(a) Resolution to accept the May 1, to May 31, 2009 check register in the amount of \$50,154.86.

Julie moved, Seconded by Peter

All were in favor

The question was asked if check #6638, the PERS expense, was a standard monthly expense to which the answer is, "no". Also asked, was check #6628, Hampshire Self Storage, an annual expense to which the answer was also, "no".

Check #6659, Weiner Lesniak. Legal expenses for the Union Contract.
Check #6608, Ann Grossi. It was requested that there be a breakdown of Ms. Grossi's expenses.

RESOLUTION R-2009-05-02

Date Passed: May 11, 2009

(b) Resolution to approve the offering of the Voluntary Separation Plan for eligible employees.

Edward moved, Seconded by Peter

All were in favor

RESOLUTION R-2009-05-03

Date Tabled: May 11, 2009

(c) Resolution to approve the MTPL Graduate Level Tuition Reimbursement Plan.

Edward made a motion to Table Resolution (c) to the next meeting.

Edward moved, Seconded by Peter

All were in favor

RESOLUTION R-2009-05-04

Date Passed: May 11, 2009

(d) Resolution to appoint Frances Vanderhoof as Special Purchasing Agent for the Library.

Edward moved, Seconded by Julie

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

Passed: Julie Cohan then voted "Yes".

It was noted in discussion that the latest local finance notice gives Frances Vanderhoof authority to issue purchase orders up to \$29,000.00. It was further noted that Frances Vanderhoof's services would probably be required no more than two to three times a year.

RESOLUTION R-2009-04-05

Date Passed: May 11, 2009

(e) Resolution to reestablish a 40 hour work week for non-union full time employees.

Edward moved, Seconded by Donald

Voted Yes: Howard Chessler, David Dalia, Edward Ernstrom, Peter King, Donald Kostka, Thomas Mazzaccaro, Deborah Nielson

Abstained: Julie Cohan

Discussion regarding Resolution (e) as follows:

There was a 40 hour work week for union and non-union employees; now there is a 37 ½ hour work week, losing approximately 1,800 hours out of the full time schedule which had to be made up by hiring part time people. This resolution would give the trustees more flexibility in their choices, long term, than they would otherwise have.

OLD BUSINESS

- The North Entrance Renovation Project is still waiting for the approval of the grant. It is expected that there will be more bids and the lowest bid will be taken. The basic plans have not changed. The money would be coming from surplus funds from the library. The proposal went to the former Director and put into effect by Mark Tabakin with a Purchase Order. Ms. Grossi stated that she would look into the past documentation to be certain the Board is proceeding in the proper manner.
- The sprinkler system may need correction.

Deborah requested a copy of the plans for the North Entrance Renovation Project and the Preliminary Cost Estimate.

Document Storage:

- Needs to be secure. It was suggested that all documents would be scanned into a hard drive. Ms. Grossi said she would look into this as different rules apply to different organizations. As an example, the Building Department cannot scan documents; they must be kept on microfiche. Also, there are certain documents that can never be destroyed. It would be required of the keeper of said documents to know which documents those are, i.e., Minutes, Agendas, Executive Session Minutes. It was brought to the Board's attention that at some point in time the Executive Session Minutes no longer remain confidential.

Edward made a motion to move into Executive Session for the purpose of procurement.

David Seconded

All were in favor.

Open Session closed to go into Executive Session at 9:19 p.m.

9:51 p.m. Open Session reconvened.

David made a motion to adjourn.

All were in favor.

9:54 Open Session adjourned.