

**Montville Township Public Library  
Board of Trustees Meeting  
May 14, 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				
Board Member	Mr. Mazzaccaro	X			
Board Member	Mr. Chesler	X			
Superintendent	Dr. Fried			X	
Superintendent Alt.	Dr. Godett			X	

Allan M. Kleiman - Library Director  
Ann F. Grossi - Board Attorney  
Cynthia Oravits, Board Recording Secretary

**I. Call to Order**

The meeting was called to order by Howard Chesler, Board President, at 7:32 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 are 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 April 16, 2012 Open Session Minutes**

Howard Chesler asked for a motion to accept the April 16, 2012 minutes. Robert Lefkowitz clarified on Page 2, Section 7, that he did not speak to the GRC attorney and the wording is wrong - it should say GRC - Government Records Council. Peter King made the motion, Thomas Mazzaccaro seconded.

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**

**A. President - Howard Chesler**

Howard Chesler thanked the Board for their condolences upon the death of his father-in-law. He announced that Congressman Rodney Frelinghuysen will speak at the Pine Brook Jewish Center on Tuesday, May 22, 2012 at 7:30 p.m. The invitation has been opened to the Republican and Democrat clubs and the Library Board. There will be a Q&A session.

**B. Finance - Thomas Mazzaccaro**

Spoke about (Income Tax) Forms 8868 and 990 which have been filed. Form 8868 is an extension for a Non-Profit, which is required for the Library Board in order to file taxes by August 16, 2012.

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

Ann Grossi indicated she has one item to discuss in Executive Session.

**VIII. Committee Reports**

**A. Buildings and Grounds - Lisa LoBiondo**

Indicated that last month the Space Planner was approved and she referred to Allan Kleiman who said he came and now has a sense of the space. One of the things he would like is to meet with either the entire Board (which would be for approximately ½ to 1 hour at a board meeting, or with the Buildings & Grounds Committee. Mr. Kleiman will have more information by next month.

**B. Finance - Thomas Mazzaccaro**

For the record, Thomas Mazzaccaro said he reviewed the checks and all signatures are in order.

**C. Personnel - Donald Kostka**

Absent - No Report

**D. Patron Services - Peter King**

At the last meeting, Dr. Shashi Jain came forward with suggestions for activities, and it was suggested that they meet. Peter said they are planning a meeting next week. He would also like to have a one-page flyer for suggestions for the patrons to see what they would like to have available.

Robert Lefkowitz questioned the sign the Library has - "Older Adults" - and asked if this is allowed? Allan Kleiman said this is allowed because it means adults rather than high school seniors. Since May is Older Americans Month, this is oriented towards Senior Citizens. The classes being offered are very basic computer classes geared at "older adults". Thomas Mazzaccaro asked if anyone has requested classes for iPad instruction. Allan said they do plan to obtain Apple products and will be offering classes.

**E. Technology - Robert Lefkowitz**

No Report

**IX. Library Director's Report - Allan Kleiman**

Allan said the Library did not have volunteers for the Trustee Institute on June 2. He feels this event provides a lot of material and asked the Board to consider going.

Last year, the Library closed during the 4<sup>th</sup> of July festivities. This year's event begins on June 28 (Thursday) with a carnival and concert. They would like to set the dates of when the Library will close and he will check to see if it's needed to close on Thursday as well. Howard Chesler asked if we would be open on the Sunday after the holiday. Allan confirmed they were open last year. The high school principal will also be contacting him regarding parking issues during the school graduations (high school and Lazar).

Robert Lefkowitz asked for an update on the Librarian situation. He also asked about Cablevision and VOIP. Allan said they have not heard from Cablevision. However, he spoke to someone from Comcast who said they do exactly the same thing Cablevision does. Allan will continue to look into this.

**X. Resolutions/Motions**

- A. Resolution to accept the check register dated April 1 - 30, 2012 in the amount of \$42,145.06. Thomas Mazzaccaro made a motion, seconded by Lisa LoBiondo. Vote: All in favor
- B. Resolution to accept the resignation of Eve Voelkner, part-time Senior Library Assistant, effective April 25, 2012. Howard Chesler made a motion, seconded by Peter King. Vote: All in favor
- C. Resolution to accept the resignation of Ann Kaplan, part-time Library Assistant, effective May 2, 2012. Howard Chesler made a motion, seconded by Peter King. Vote: All in favor
- D. Resolution to promote Risa Skerker, part-time Librarian to full-time Librarian, effective May 21, 2012. Howard Chesler made a motion seconded by Peter King. Lisa LoBiondo asked if this is promotion fills one of the recent vacancies. Allan said yes, she is filling one of the two full-time spots that were available. When asked if this position was advertised, Allen continued by saying there is no need to advertise this position because she is already a permanent employee and is only moving from part time to full time. She was originally hired as a Children's Librarian and she will now be the full-time Children's

Librarian. He said the Library is now short one full-time and several part-time employees. Robert Lefkowitz asked how many employees there currently are in the Children's and Reference Departments and was told there are two full-time and three part time librarians, and four part-time library assistants; all of which manage both desks. Allan said the Library previously lost one part-time and two full time librarians. A part-time librarian is needed because the contract will not permit full time librarians to work on Sundays.

Thomas Mazzaccaro asked if moving her from part-time to full-time was a better option than looking to the outside. Allan answered by saying she is qualified, she gets along well with the rest of the staff and handles the programming well. She is an excellent employee. She has two years of experience here and he recommends hiring her full time. Vote: All in favor

- E. Resolution to retain the services of R.A. Fredericks and Company, LLC from May 1 - December 31, 2012, accountants. Thomas Mazzaccaro confirmed that a Financial Disclosure form has been completed from this company. Vote: All in favor

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

Howard Chesler asked Allan Kleiman about the vandalism of the DVD's. Allan said a few months ago, several DVDs were destroyed. This has happened again so they decided to move them. Patrons must now ask for a specific title. Allan has also spoken to 3M for a replacement of their security system. Allan said he has not had a chance to review what was given to him, but he will review the material and make recommendations at the next meeting.

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

Thomas Mazzaccaro suggested having landscaping done around the sign outside the Library. He has spoken to Allan Kleiman and suggests that the Director get a list of the landscapers licensed in the Township and see if any of them would like to take on this duty and maintain it throughout the year. Lisa LoBiondo recommended this be an Eagle or Girl Scout project.

Howard recommended calling the Scouts to see if they would be interested.

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

Howard Chesler opened this portion up for public comments. No one came forward.

#### **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 Security, Minutes and Union Personnel; 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, seconded by Peter King that the Library Board go into Executive Session. Vote: All in favor. 8:25 p.m. Open Session reconvened

**XV. Adoption of Minutes**

A. Peter King made a motion, seconded by David Dalia to adopt the April 16, 2012 Executive Session Minutes.

Vote: All in favor

**XVI. Adjournment**

Peter King made a motion, seconded by David Dalia to adjourn. Vote: All in favor

Open Session adjourned at 8:32 p.m.