

**Montville Township Public Library
Board of Trustees Meeting
January 14, 2013
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045**

OPEN SESSION

TITLE	NAME	PRESENT	ABSENT
Mayor	Mr. Braden		X
Deputy Mayor	Mr. Kostka	X	
Board Member	Mr. Dalia	X	
Board Member	Mr. Donahue	X	
Board Member	Mr. King	X	
Board Member	Mr. Lefkowitz	X	
Board Member	Ms. LoBiondo		X
Board Member	Mr. Mazzaccaro	X	
Board President	Mr. Chesler	X	
Superintendent	Dr. Fried		X
Superintendent Alt.	Dr. Shorter	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 7:42 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. Adoption of Minutes

Peter King made a motion to adopt the December 10, 2012 Regular Session Minutes and Howard seconded – motion carried.

IV. 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.

V. Reports of Officers

A. Board President Chesler distributed a list of the Committee Chairs for 2013:

	Personnel	Bldgs. & Grounds	Finance	Patron Services	Technology
CHAIR	Dave Dalia	Peter King	Tom Mazzaccaro	Lisa LoBiondo	Rob Lefkowitz
MEMBERS	Peter King	Tim Braden	Dave Dalia	Casey Shorter	Tim Braden
	Rob Lefkowitz	Lisa LoBiondo	Robert Donohue	Robert Donohue	Casey Shorter

- B. Finance - Tom Mazzaccaro indicated that on January 24, the deposit at the bank will become mature and he recommended letting it roll over at this time. There was discussion about looking for better interest rates and Jeanne Ivy was asked to look into this before the January 24 deadline. Rob Lefkowitz also indicated he will look into “internet banking”.

Tom said he received an email from Don Kostka regarding two purchase orders from December, 2012 and said the Finance Committee will review them and report back at the next meeting with their recommendation.

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

Ms. Grossi indicated that the contract for full time employees expired on December 31, 2012, and requested a Personnel Committee meeting be scheduled. She will supply a list of available dates to the committee.

VIII. Committee Reports

- A. Finance - 2013 Budget – Tom commented on legal fees in the budget. They have been budgeting \$10,000 and spending \$20,000 each year, and he would like to bring that online. Allan also said at the December board meeting, there was discussion about the front building project, which was budgeted as a Capital project line item; this needs to be moved to the “Repairs” line item. Allan also said they will receive \$57,000 less from the Township allocation this year.
- B. Buildings and Grounds - Peter King was asked to schedule a committee meeting
- C. Personnel - No report
- D. Patron Services – No Report
- E. Technology – Rob and Allan will meet shortly to discuss staff emails.

VIII. Library Director's Report –

Allan welcomed Rob Donohue to the Board.

- 1. Solar Panel Update: There was discussion about the two different designs received for the solar panel project. Howard urged Peter King to look into this with the Buildings & Grounds Committee. Ann recommended visiting CCM, where they are currently installed.
- 2. Library Website Update: Allan said there has been progress and he hopes to meet with the people who will be working on it within the next few weeks, and asked Rob Lefkowitz for any recommendations he may have. Since Allan doesn’t know how long it will take to get the website up and running, he asked the Board to entertain the idea of

hiring someone to work on a site with him in the meantime. He knows of others who handle websites and they charge approximately \$39.00-\$40.00/hour. Rob Lefkowitz said the Technology Committee will work on this with him.

3. Open Positions: Allan spoke about hiring Pages who could work for up to 12 months as “temporary employees” at a time (per Civil Service) and feels high school students may be interested. There is also a need to fill the positions of Library Assistant and Librarian; both needed for Sundays and a few hours during the week.

Allan also said that the Technology Committee will review the proposals received from the RFP’s for IT support that have been sent out. He also hopes to meet with the Buildings and Grounds committee to discuss the RFID project, as well as the bids for concrete that have been received.

There was discussion regarding the Architect’s presentation and Allan would like the Buildings and Grounds Committee to review it and make their recommendations to this Board. Rob Lefkowitz commented on the examples of lighting costs and Allan said he will reach out to the architect for “real” numbers that they can review, rather than the examples that were previously given.

Allan also spoke about fundraising. They recently held a book sale raising \$900.00 and already have scheduled a second one. He said fundraising is also a marketing tool to get people in to the Library and would like to discuss fundraising with the Finance Committee for future plans. He feels this is a good way to obtain items needed at the Library that are not included in the budget. Howard recommended that he meet with Ann to discuss the legality of the Library holding such events. Tom Mazzaccaro also questioned the possibility of creating a scholarship for a high school student.

X. Resolutions/Motions

2013-07 - Resolution to accept the check register dated December 1 to December 31, 2012 in the amount of \$64,786.72.

Tom said he has reviewed all of the documents and the signatures are in order. He made a motion to approve the check register and Peter King seconded. There was discussion regarding the purchase of a new computer. Rob Donohue asked about the Service Contracts saying one is needed in all versions of the “Windows” programs. Dave questioned payments made to Hess. Allan explained that these are natural gas purchases, and Tom said the utilities bills have been down.

Tom’s motion carried upon the following roll call vote:

TITLE	NAME	AYE	NAY	ABSENT	ABSTAIN
Mayor	Mr. Braden			X	
Deputy Mayor	Mr. Kostka	X			
Board Member	Mr. Dalia	X			
Board Member	Mr. Donahue	X			
Board Member	Mr. King	X			
Board Member	Mr. Lefkowitz	X			
Board Member	Ms. LoBiondo			X	
Board Member	Mr. Mazzaccaro	X			
Board President	Mr. Chesler	X			
Superintendent Alt.	Dr. Shorter	X			

2013-08 Resolution to approve the holiday schedule (as per union contract) for 2013:

Monday, February 18	President’s Day
Friday, March 29	Good Friday
Monday, May 27	Memorial Day
Thursday, July 4	Independence Day
Monday, September 2	Labor Day
Thursday, November 28	Thanksgiving Day
Friday, November 29	Thanksgiving Friday
Tuesday, December 4	Christmas Eve
Wednesday, December 25	Christmas Day
Wednesday, January 1, 2014	New Year’s Day

Howard Chesler made a motion to approve, and Peter King seconded – Motion carried

2013-09 Resolution to adopt the closing schedule for 2013:

Sunday, March 31	Easter Sunday
------------------	---------------

Howard Chesler made a motion to approve, and Peter King seconded – Motion carried.

2013-10 Resolution to adopt early closing (5pm) schedule for 2013

Monday, December 31	New Year’s Eve
---------------------	----------------

Howard Chesler made a motion to approve, and Peter King seconded – Motion carried.

2013-11 Resolution of Temporary Budget Appropriations for Operating Purposes 2013

Howard Chesler made a motion to approve and Tom Mazzaccaro seconded.

TITLE	NAME	AYE	NAY	ABSENT	ABSTAIN
Mayor	Mr. Braden			X	
Deputy Mayor	Mr. Kostka	X			
Board Member	Mr. Dalia	X			
Board Member	Mr. Donahue	X			
Board Member	Mr. King	X			
Board Member	Mr. Lefkowitz	X			
Board Member	Ms. LoBiondo			X	
Board Member	Mr. Mazzaccaro	X			
Board President	Mr. Chesler	X			
Superintendent Alt.	Dr. Shorter	X			

XI: Old Business

None

XII. New Business

Rob Lefkowitz made a motion to have an audio version of the Board meetings available online to the public, and Tom Mazzaccaro seconded. There were a number of questions by the Board. Allan had concerns about the sound quality of the recording. Howard then recommended tabling this motion until there is further information.

Howard made a motion to Table this resolution and Rob Lefkowitz seconded – motion carried.

Rob Lefkowitz said it appears that the library is not covered by the Town's policy of meeting rooms. Being that the architect's design shown in his previous presentation has a new meeting room, he would like to have Allan prepare a policy for the use of these rooms. There was discussion about the policy made by the Township which needs to be changed. Ann confirmed that only this Board of Trustees has jurisdiction over the control of this building. It was determined that further discussion should continue at the next meeting. Don Kostka suggested that the Director contact the Township administrator to get clarification.

XIII. Public Comments

None

XIV. Adoption of Executive Session Minutes

- A. Howard Chesler made a motion, seconded by Peter King to adopt the December 10, 2012 Executive Session Minutes. Motion carried.

XV. Adjournment

Howard Chesler made a motion, seconded by Robert Lefkowitz to adjourn. Motion carried. The meeting adjourned at 8:50 p.m.