

**Montville Township Public Library
Board of Trustees Meeting
SEPTEMBER 12, 2011
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045**

The meeting was called to order by President, Howard Chesler at 7:30 p.m.

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

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

Absent: David Dalia

**Present: Timothy Braden, alternate for James Sandham
Dr. Beth Godett, alternate for Dr. Paul Fried**

7:49 p.m. Lisa LoBiondo arrived

Meeting was opened at 7:30 p.m.

I. OPEN PUBLIC MEETINGS ACT STATEMENT

The President stated that prior notice of this meeting has been published in accordance with the requirements of the Open Public Meetings Act. Meetings will be taped-recorded. Minutes will be available to the public on the Library's website once they have been officially approved.

II. PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

III. ADOPTION OF MINUTES

A. Adoption of August 8, 2011 Open Session Minutes

Corrections: Omit second paragraph under Section D. Technology

Peter King moved to accept the minutes as amended
Thomas Mazzaccaro second

All were in favor

IV. PUBLIC COMMENTS

Patricia Marchesini addressed the Board stating she has been a resident of Towaco for 37 years and is part of the Yoga group, which consists of over 20 people per class. She said they have been meeting at the Pio Costa center twice a week for five (5) years. She said the Yoga class provides a community service as well as providing health benefits. Her concern is that the class may be moved to another location. She

stated if the library's decision to relocate them is due to liability reasons, then perhaps the Recreation Department could take them under their auspices and they could remain at the Pio Costa center. She stated they are willing to be flexible and cooperative and agreeable to make whatever changes are necessary in order to stay at the Pio Costa center. She concluded by asking the Board to reconsider their decision to relocate them.

The president stated that over the past year the library has developed a Strategic Plan in order to return money from the library to the town. He stated these types of programs are not normally library functions in most libraries. He said the library is changing the auspices this program is under; rather than being under the library, they will be under the Recreation Department. However, he said nothing has been finalized at this point, and it has never been stated that they would be thrown out.

Mort Grossman stated he and his wife are both members of the Tai Chi class, which happens to be conducted in the Pio Costa center as well, and he is in agreement that this location is ideal for their purposes and asked that the Board reconsider.

The President stated the Library Director would set up a meeting with the library staff as well as participants of the Yoga and Tai Chi classes and work together to come up with a reasonable solution.

V. REPORTS OF OFFICERS

A. President – Howard Chesler

The president noted that the library was open and available for shelter and relief during Hurricane Irene to residents affected by the hurricane and was very much appreciated by all.

The Morris County Prosecutor's office has advised that the library will be receiving \$200.00 over the course of a year with regards to the vandalizing incident that occurred earlier this year. With regards to the second incident, the library will have the results within the month.

B. Treasurer – Thomas Mazzaccaro

1. Status of Transfer of Funds

Thomas Mazzaccaro said he and Jeanne Ivy would be going over to Lincoln Park Savings to close the CD in order to transfer money into the operating account at Lakeland Bank in order to cover the next payment, which is due on September 15, 2011. The next payment will be due in November 2011.

At this time the President acknowledged Douglas Sanford, the new High School Principal who briefly discussed the parking situation as it pertains to students using the library parking lot and the traffic flow between the high school and the library. He said he has seen some positive outcomes.

VI. Report of Board Attorney – Ann Grossi, Esq.

Ann Grossi said she sent a letter to the Union asking for dates in the evening for when they could meet. To date, they have not gotten back to her. She said she would follow up with them. She stated that Jessica Swenson would not be the attorney that the library will be dealing with.

Also, in response to Robert Lefkowitz' question of whether or not it was legal for the library to request the Executive Session minutes back from the trustees; Ms. Grossi said she could not find any case law on

it one way or another. She said it is basically a policy position that the Library Board has made and this is the way it has been done in the past and it would be up to the Board if they wanted to continue that policy or not.

Also, Ms. Grossi stated that she asked the Government Records Council for an opinion on whether draft minutes are discoverable or not as that was a question brought up in a past meeting. The response that she received from the Government Records Council is that draft minutes that are not approved by the governing body are not discoverable and not considered a public document. Only when minutes are voted on do they become discoverable. Draft documents are only considered advisory, consultative or deliberative.

Lastly, Ms. Grossi recommended that the Board come up with a policy on reviewing and the release of Executive Session Minutes and suggested that the library look for guidance from the township as they do have a policy on the review of the Executive Session Minutes.

VII. Committee Reports

A. Buildings & Ground – Lisa LoBiondo

1. Library Sign Update

Lisa said she went back to Butler Sign and asked for them to give them a quote on their next largest sign and it was almost the same price as the smaller sign; \$23,495.00. The recommended proposal was option B at 21” x 101”. Butler Sign recommended that the sign be changed to an Amber Monochrome as the library is in a residential areas.

Lisa Lo Biondo made a motion to approve the proposal from Butler Sign for the 21” x 101”, option B sign for a cost of \$23,495.00.

Thomas Mazzaccaro second

Howard Chesler said he would make that subject to potential wording of sign and review by advisory committee.

Voted Yes: Timothy Braden, Dr. Beth Godett, Peter King, Donald Kostka, Lisa LoBiondo, Thomas Mazzaccaro, Howard Chesler, Robert Lefkowitz

Pass: Robert Lefkowitz

2. Pio Costa Auditorium – Audio System Update

Lisa LoBiondo stated that at a previous meeting the Board had approved to spend up \$4,000.00. She said they have gotten three proposals; one proposal much less than \$4,000.00, another did not correct all the things they believed needed to be corrected and the other came from Bill’s Electronics, which falls under \$4,000.00 and the Library is going ahead with them.

Lisa LoBiondo further stated that her committee is in the process of getting quotes for the parking lot for paving and restriping as well as painting the front of the building.

B. Patron Services – Peter King

Peter King said he did not have a report but noted he is planning on working with the Library Director in the coming months to come up with a policy on the work that is being done in the library.

C. Finance – Thomas Mazzaccaro

No report. Thomas Mazzaccaro stated that the audit has been completed and they have a bill for the audit. He said he would like to meet with the Finance Committee as soon as possible to go over the draft of the audit. He said he would also like to meet with Mr. Charles who prepared the audit. The audit will then be presented to the Board.

D. Technology – Robert Lefkowitz

Robert Lefkowitz said the library is still experiencing wireless issues in spite of some of the old equipment being replaced. With regards to the pornography issue, Robert said he believes he has come up with a way so that it can be turned on/off, possibly using an icon. The staff would then have control. The Director said that “Deep Freeze” has been installed on the computers. Thomas Mazzaccaro suggested that after the Board meeting they should check the computers to see if it is working. Robert Lefkowitz said he was not happy with the person responsible for the library’s computers. Howard Chesler suggested the Technology Committee meet with the person responsible for working on the library’s computers and state their concerns and decide how to address them and then come back to the Board with their recommendations.

The Director recommended looking into what other libraries do and see if they use the county library services. He also recommended hiring someone that worked in the library part time, and their sole responsibility would be to maintain the computers.

The Director noted that the library is supposed to be getting a new sound system in the Pio Costa room and thought it might be better to wait until it is installed and perhaps the microphones could hook into the new system as it would be more advantageous to hook up wireless microphones into a system that one would be able to hear over the speakers than buying an amp that sits on the floor for the meeting.

Robert Lefkowitz said that Lenny has not gotten back to the Technology Committee regarding the number of e-mail accounts that they need to have supported in order to change e-mail servers. Robert said he gave Frank Bastone his best guess, which were 44. Howard Chesler asked if someone from the Technology Committee could come in Wednesday, as it would be extremely helpful, to which Robert Lefkowitz said he would try to rearrange his schedule.

E. Personnel – Donald Kostka

Doanld Kostka stated that he did not have a report but noted that Allan Kleiman, Library Director signed the “Goals” document.

The Personnel Committee did not meet

VIII. Interim Library Director's Report – Allan Kleiman

Allan Kleiman said he had visited the Pequannock Library and the county, which uses the SAM system to monitor patron authentication, time management, and print management. One of the reasons that many of the libraries have gone with the SAM system is that it is supported by the County Library System.

He made a proposal for additional cameras in the rear of the building, as there are kids that are ripping out title pages in the books. It appears they are trying to rip out the "bar/security codes" from the books.

Lastly, there is a problem where students are being tutored in the library; some tutors are teachers. The problem lies in the fact that tutoring is a business, therefore if tutoring is allowed, then other businesses will want to be allowed to be conducted in the library. He stated there was a time that there were so many tutors and their students, there was not sufficient room for other patrons. The Director said there currently is not a written policy in effect. Ms. Grossi said the library could set a policy citing that businesses cannot be operated from the library.

Howard Chesler recommended that Patron Services look into the matter and come up with some ideas as how to handle the situation. Peter King will head the committee.

IX. Resolutions

A. Resolution to approve the check register dated August 1, 2011 to August 31, 2011 in the amount of \$69,441.50.

Thomas Mazzaccaro stated that he found all but two (2) checks to be in order; there are two purchase orders that require signatures, which Allan Kleiman has assured him that the Husky Raven Race Team will be here on Wednesday to sign the claim and certification and declaration. The State of New Jersey Department of Labor and Workforce Development does not require a claimant certification; therefore this check can be approved.

Thomas Mazzaccaro moved

Lisa LoBiondo second

Voted Yes: Timothy Braden, Dr. Beth Godett, Peter King, Donald Kostka, Robert Lefkowitz, Lisa LoBiondo, Thomas Mazzaccaro, Howard Chesler

B. Resolution to close the Library on Friday, November 25, 2011 for carpet cleaning.

The full time staff will have the Friday after Thanksgiving off and this would be the ideal time to have the carpets cleaned; therefore it is requested that the library be officially closed on this day.

Howard Chesler moved

Donald Kostka second

Voted Yes: Timothy Braden, Dr. Beth Godett, Peter King, Donald Kostka, Robert Lefkowitz, Lisa LoBiondo, Thomas Mazzaccaro, Howard Chesler

X. OLD BUSINESS

Robert Lefkowitz asked if it would be possible to receive the minutes earlier to which Howard Chesler noted that the minutes have been getting delivered to the Board members earlier, but due to the hurricane this past month, they were delayed a bit. Going forward, they will continue to be delivered earlier.

XI. NEW BUSINESS

A. RFP for Library Interior (Space Planning)

There is a space concern at the library and the Montville Township Public Library will receive separate sealed proposals on or before 5 p.m. on Wednesday, November 2, 2011 at the office of the Library Director. The State Library has a list of architects and space planners and the Library Director said he would be sending out the RFPs to the potential candidates. It will also be posted on the Montville Township website.

On the topic of keeping or turning in the approved Executive Session Minutes, Thomas Mazzaccaro made a motion that each Board member would have the option of either keeping the Executive Session Minutes or turning them in.

Robert Lefkowitz second

Voted Yes: Timothy Braden, Dr. Beth Godett, Donald Kostka, Robert Lefkowitz, Lisa LoBiondo, Thomas Mazzaccaro, Howard Chesler

Voted No: Peter King

XII. PUBLIC COMMENTS #2

No

XIII. 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 Union negotiations, and Executive Session minutes, and

WHEREAS, the minutes be kept once the matter involving in confidentiality of the above no longer requires confidentiality the minutes to be made public.

NOW, THEREFORE, being resolved by the Board of Trustees, the Montville Township Public Library that the public be excluded from this meeting.

Howard Chesler moved

Robert Lefkowitz second

9:39 p.m. Open Session closed to go into Executive Session

9:45 p.m. Open Session reconvened

XIV. OPEN SESSION

A. Adoption of August 8, 2011 Executive Session Minutes

Peter King moved

Lisa LoBiondo second

Howard Chesler asked for a motion to adjourn

Lisa LoBiondo moved

Thomas Mazzaccaro second

All were in favor

9:46 p.m. Open Session adjourned