

**Montville Township Public Library
Board of Trustees Meeting
NOVEMBER 8, 2010
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045**

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

**David Dalia Howard Chesler Edward Ernstrom Paul Fried Peter King
Donald Kostka Robert Lefkowitz Thomas Mazzaccaro James Sandham**

**Allan Kleiman – Interim Library Director
Vincent Sacco – Associate Director for Operations & Technology
Ann Grossi, Esq. – Attorney for Board
Elaine Wood – Recording Secretary**

Absent: Edward Ernstrom
Dr. Paul Fried
James Sandham

Alternate for Dr. Fried: Dr. Beth Godett
Alternate for James Sandham: Timothy Braden

Peter King stated that prior notice of the Meeting had been published in accordance with the requirements of the Open Public Meetings Act.

MINUTES OF MEETING

Meeting was opened at 7:30 p.m.

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

ADOPTION OF MINUTES

Peter asked for a motion to adopt the October 18, 2010 Minutes.

Thomas moved
David seconded

Corrections:

Robert requested that the following be added under the sub-title “Repair of Computers” (page 4):

“The library discussed cooperative buying with the township”.

Page 8: OPRA Requests: 5th line down should be “we” not “he”.

Vote to Adopt the Minutes of October 18, 2010

Abstained: Timothy Braden

Voted Yes: Howard Chessler, David Dalia, Donald Kostka, Robert Lefkowitz, Thomas Mazzaccaro, Dr. Godett, Peter King

REPORTS OF OFFICERS:

President – Peter King

Peter congratulated Timothy Braden and Ann Grossi on their victory win for the recent election for Freeholders of Morris County.

Peter received a letter of commendation to the Board members from Casha and Casha on their purchase and installation of the large screen. Recently Deborah Casha and two other professionals presented a free community seminar and the opportunity to the audience to see the information on the screen was fantastic and they received many compliments.

Peter named David Dalia, Howard Chessler, Donald Kostka, and Robert Lefkowitz to the Nominating Committee.

Vice President – Edward Ernstrom (Absent)

No Report

Treasurer – Thomas Mazzaccaro

- Met with Budget Committee along with other board members and came up with numbers for a Preliminary Budget for 2011. (To be discussed during the Finance portion of the meeting).
- New laws mandate that excess funds be returned from the library to the municipality. Currently the library has CDs, Money Market Funds throughout the township in different banks in order to get the FDIC Insurance. They are as follows:
 - CD just Under \$250,000 at Boiling Springs matures on 11/12/10
 - CD \$246,060.00 at Atlantic Stewardship Bank matures on 01/24/11
 - CD Lincoln Park Savings Bank – matures on 11/24/10
 - Money Market at Sovereign Bank
 - Money Market at Hudson Savings Bank
 - Operation Funds at Lakeland Bank

The concern is three (3) CDs are coming to maturity soon and they will roll over for another year if the library does not act on them immediately. With the new law being enacted, and the library returning funds to the municipality, the money should not be locked up in a long term CD. Boiling Springs suggested the best option for the library would be to put the money in a Money Market account. The same would apply to Atlantic Stewardship and Lincoln Park Savings.

Thomas requested that the board discuss the options and come back with a resolution giving him the authority to close the CDs and place them in either Money Market accounts or to just deposit it into Lakeland Bank and have all the money in their operating fund.

Donald suggested a Resolution of Intent ready with a range as to the dollar amount on a 3-5 year plan – keeping 20% of Operating Budget, leaving \$260,000 to \$280,000 in reserves.

Thomas reported that he received a letter from Pro Libra, when he was at the Budget Meeting, raising rates for Pro Libra Contractors and requested further discussion during Executive Session.

Thomas wanted it noted for the record that GUDPA stands for: Governmental Unit Deposit Protection Act. Also noted for the record is every bank that participates is required to have a Notification of Eligibility, which Boiling Springs does have, as does Lakeland Bank.

Assistant Treasurer – Donald Kostka

With regards to the Statement of Expenditures, Donald raised the following questions:

- It was noted that this is a two-month charge as opposed to one month.
- New line item – #60013 - DCRP Expense
 - It was noted that this is a charge back from the township (ck. #7528), Contribution for Retirement Program for the second and third quarter – employer/employee contribution.
- B-8 – #60173 – Fire/Burglary Alarm \$4,621.
 - The Director will get back to Donald
- B-10 - #60195 – Software Upgrades (12K)
 - It was noted this is tied in to Computer Replacement Schedule
- B-11 – #60202 -Professional Services – M.A.I.N. Assessment
 - It was noted that it is anticipated that the bills will go out in December (maximum will be \$16,000).

It was reported that the front door project needed to be cancelled by year-end.

Secretary – David Dalia

No Report

Report of Board Attorney – Ann Grossi

There was no report, however Ms. Grossi noted that she did have a meeting with Peter King and Allan Kleiman in which various personnel matters were discussed. Ms. Grossi stated she would expand on it further in Executive Session.

REPORTS OF COMMITTEES

Finance – Thomas Mazzaccaro

No Report

Buildings and Grounds – David Dalia

No Report

Personnel – David Dalia

No Report

Patron Services – Howard Chesler

Howard reported that he spoke with Frank Bastone about talking to the Police Chief requesting that he observe the parking lot for three consecutive days. Howard still believes that there is chaos in the parking lot and believes there should be more follow up. It was suggested that the library contact their insurance company to see what their coverage is.

With regards to DYFS Guidelines for unattended children at the library:

- DYFS does NOT have a policy/guideline on the matter of unattended children. It was suggested in the proposed policy that children eight (8) years of age or younger should not be left in the library unattended.
- The Library Director will contact DYFS to see if they could give them any more guidance in this area.
- It was suggested that the Library contact their insurance carrier in terms of liability.

With regards to the Survey:

- Howard met with Alexa who will summarize the results. She will do 5-7 analysis questions using her computer. Patron Services Committee meeting will meet some time late November, early December.

Lastly, Howard noted that the children are out of control in the library; i.e., playing cards for money.

Technology Report – David Dalia

No Report

Robert reported that he sent an e-mail to Austin Thompson about the hardware and software and he responded saying that he could get the same deals that we get on the software from Microsoft - \$40 per year, per machine.

Interim Library Director's Report - Allen Kleiman

- Continue to have problems in the parking lot with students after school. It was suggested that the Patron Services Committee discuss this issue further at their next meeting.
- Cannot get additional bids or quotes for the sign. Vendors do not want to come out unless they are certain the library is serious about replacing the sign. The approximate replacement cost will be \$25,000.00. It was noted that the Director has reached out to the township and schools as to which contractors they have used. It was suggested that the Board make a decision as to how they want to move forward regarding this issue.
- On November 2 the police intercepted kids scrambling letters on the sign.

PUBLIC COMMENTS

No Comments

RESOLUTIONS/MOTIONS

(a) Resolution to accept check register dated October 1 to October 31, 2010 in the amount of \$75,273.44.

Donald moved
Thomas seconded

All were in favor

OLD BUSINESS

By-Laws

There has not been a meeting to discuss the By-Laws but it was stated by Thomas that the committee would get together and try to come up with another set of By-Laws that would satisfy everyone.

NEW BUSINESS

Strategic Plan

The Director reported that when the State Librarian approved the return of funding to taxpayers in June, they received a letter from the librarian telling them they needed to do some work on the library's strategic plan and the technology plan. It was stated that they needed to seek input from their customers throughout the town.

The State Library is saying in order to return the million dollars there are three (3) steps that must be followed:

1. Resolution
2. Form
3. Strategic Plan that the State Library has to approve

It was suggested this must be done before next year's budget.

The Director suggested the process be handled through a consultant if they wanted it to be successful. He did not feel the library would be successful if they did it themselves. If the plan is rejected, the State Library can reject the transfer of funds.

It was suggested that the attorney look into this matter.

Budget

Thomas reported that he met with the Budget Committee but they did not meet as a Finance Committee to date.

Donald reported that he looked at the operating expenses and based on the run rate the library has spent \$1,104,031 for the first ten (10) months which indicates that they have spent \$1,324,000 + by the end of the year and the projected budget for 2011 is an 8.76% increase of the run rate. It was noted that for the past two years the library had cut the rate of spending, therefore this is a significant increase.

Donald made a motion to go into Executive Session

Ms. Grossi suggested that they complete all the items under New Business before going into Executive Session. Peter agreed.

Computer Replacement Schedule

The Director noted that he was requested to come up with a replacement schedule. At the beginning of the year, there was \$10,000 in the budget for the software upgrade. At that time Windows 2007 was still available and would have operated very nicely, even on their oldest machines, which are now approximately 5-6 years old. Once they were no longer able to get 2007 and had to go to 2010, they began to see that not only are the computers very slow, some are needing repair and probably will soon not be worth repairing. The question was should they purchase new machines or repair the old. The Director stated the library reached out to the school to see if they had old machines that they could make available to them and it was noted that what they had would not work with the library's machines. They had hoped to upgrade all of the computers with the \$10,000 allotment. There are approximately 12 out of 40 machines that are good enough to upgrade. Four others would not need Office and Windows '07 could be put on them. Sixteen out of 40 are okay and are less than five years old. They have 4 year old machines, and 2 & 3 year old machines. One the 2 and 3 year old machines are capable of being upgraded. Approximately 13 machines are their oldest machines, which they can begin to look at on a 1-2-3 year basis and there are nine which are their newer machines, but still not capable of upgrades.

It was suggested that they would either wait for a computer to die and then replace it or begin to really plan, (which is what the State Library was saying) as they had nothing in their Technology Plan in the way of replacing the computers. The Director said he could only repair computers at this time, but could not replace them.

It was noted that there are 10 new laptops and six old.

One of the goals was to have all public access computers have Office on it.

Dr. Godett suggested that they might want to talk to the students and ask them what kinds of technology would help them, or encourage them to focus a little differently when they come into the library.

David made a motion to budget \$10,000 in 2011 to replace 13 computers.
Peter seconded

It was noted that there is currently \$15,000 available.

David made an amendment to his motion to spend \$15,220.00 for computers in the year 2010.
Peter seconded

David called the question
Peter seconded

Voted Yes: Timothy Braden, Howard Chesler, David Dalia, Donald Kostka, Thomas Mazzaccaro, Dr. Godett, Peter King

Voted No: Robert Lefkowitz

There was a vote on the motion to spend \$15,220.00 for computers in the year 2010.

Voted Yes: Timothy Braden, Howard Chesler, David Dalia, Donald Kostka, Dr. Godett, Peter King

Voted No: Robert Lefkowitz, Thomas Mazzaccaro,

Peter made a motion to go into Executive Session for the purpose of discussing Personnel issues and review the Executive Session Minutes of October 18, 2010.

David seconded

All were in favor.

9:30 p.m. Open Session closed

10:18 p.m. Open Session reconvened

Peter moved to approve Executive Session Minutes of October 18, 2010

David seconded

All were in favor

Donald made a motion that the Personnel Committee addresses the issue of Pro Libra and report back to the board as soon as possible.

David seconded

All were in favor

David made a motion for the Director to proceed with the search for a “Children’s” Librarian.

Timothy seconded

All were in favor

Peter suggested that the Personnel Committee look into the procedure of offering some of the Pro Libra contract personnel permanent positions for the library.

Donald moved to adjourn

David seconded

All were in favor

10:25 p.m. Open Session adjourned

CORRECTIONS

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