

**Montville Township Public Library
Board of Trustees Meeting
SEPTEMBER 13, 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**

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 August 9, 2010 Minutes.

David moved
Edward seconded

Corrections:

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Ms. Grossi reiterated that the Board agreed that the minutes are to be “summary” minutes. She said that too much time is being spent at every board meeting inserting “verbatim” comments into the minutes. It was pointed out that if someone really wanted to hear verbatim comments of the meetings the recordings are at their disposal and they can listen to them any time.

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Montville Township Library
Open Session Minutes
August 9, 2010

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It was agreed that from this point forward the minutes would be summary minutes.

All were in favor of approving the August 9, 2010 Minutes.

The Director stated that Mark Kelly from Centralpack Service Corp. would be making a presentation regarding how to proceed with the HVAC project for the controls or to return the server. A Controls Summary Sheet was prepared and distributed to the board for review. The following was noted:

- No access to the controls in the building
- Thermostats are not hooked up to the network
- No way of knowing if there is a failure with the boiler/air conditioning, other than a change in temperature
- More control needed for the person in charge of the building to control the heat and air conditioning
- The idea behind the HVAC Control System was to actually update the library system so anyone could detect what is going on in the library as it would be internet-based.

At this time Mark Kelly addressed the board.

It was noted that Centralpack is a certified Honeywell, authorized control specialist. When Mr. Kelly was asked to come and look at the system, he was asked to find out if there is a way that the system can be accessed external to the building. He stated the current conditions:

- One of the control panels in the boiler room contains a dial-up modem, which can only be used by certain programs that Honeywell provides (Excel Building Supervisor), which happens to be obsolete and will not allow internet access. Excel Building Supervisor must be on the computer in order to use it.
- Only the installing contractor is able to access the system.
- No library personnel can make setpoint adjustments – only installing contractor could access system and then change setpoint. It is very important that the library have their own personnel able to access the system.
- Hot and cold spots/high humidity problems. There are no sensors installed in the system. The economizer is activated anytime the outdoor air temperature is less than the return air temperature.
- No current alarm notification.
- Current system uses an older protocol (RACO) that Honeywell is moving away from. Most systems today are moving towards an open protocol. The two that are leaders today are: Lonworks and Bactrin.
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Mr. Kelly recommended:

- Centralpack proposed using an open protocol and Lonworks was recommended as there are more manufacturers that are Lonworks compliant and the data strings for Lonworks are much smaller than they are for Bactrin, as well as being more efficient.
- Honeywell XL800 controller is used to convert the proprietary C-bus data to the Lonworks open protocol.
- Echelon Smart Server is recommended as it could be accessed through any IP network.
- Ideally there should be an IP server for each complex (High School, Board of Ed., etc.).

Mr. Kelly said he would look into doing a study as to a benefit analysis. Mr. Kelly said he believed it would be between three to 5 years.

The cost of the project is: \$1,000 for the Smart Server, \$3,000 for the XL800 control panel, and \$4,800 for the labor, totaling \$8,800.

To have a 24-hour monitoring service would be very costly and Mr. Kelly recommended the best thing to do would be to have the system notify the library (personnel) when there is a problem. Currently, if there is a problem the library can call Centralpack 24 hours a day and they will send out a technician, however, the library does not have the system calling anybody in the library. Notification can go to multiple people, at no extra cost, via e-mail/text messaging.

Should the library choose not to use the server (that was ordered earlier), there is a \$300 restocking fee but Centralpack would give the library the time they need to decide if they want to purchase it or not. Currently there is a 1 year warranty on the server, but Centralpack has had the server for a couple of months already, therefore it is important that the library make a decision soon.

AUDIT PRESENTATION BY RICH CHARLES FROM McENERNEY, BRADY & CO.

Mr. Charles was unable to attend due to a problem with their copy machine, and he did not have the time to recopy the audit and have it bound for his presentation this evening. He said Mr. Charles would be happy to come back next month to answer any questions that anyone might have concerning the audit.

REPORTS OF OFFICERS:

President – Peter King

Peter said he received an e-mail on the front door project from Cornell stating that the plans were acceptable and they were ADA compliant.

Vice President – Edward Ernstrom

No Report

Treasurer – Thomas Mazzacaro

The audit is complete and Mr. Charles will mail a copy of the audit this week, which will then be forwarded to each board member prior to the next meeting. They did not find anything major wrong, but found some minor issues with the purchase orders that needed to be corrected. It is believed that the issues have been corrected.

(Mr. Ezyske, who was the auditor originally working on the project, passed away suddenly, causing a slight delay in the completion of the audit.)

Assistant Treasurer – Donald Kostka

No report. However, Donald stated that the Interim Director was doing a terrific job. In looking at the statement of Expenditures and Revenues through August, there is a surplus of just under \$330,000.00. Allan was thankful but said that Sandy was instrumental in a job well done.

Secretary – David Dalia

No Report

REPORTS OF COMMITTEES

Finance – Thomas Mazzaccaro

The Finance Committee did meet to discuss the audit. It was suggested that it might be wise for the Finance Committee to meet again once they receive the copy of the audit to further discuss the audit with the board in the event that Mr. Charles was unable to attend the next board meeting.

Buildings and Grounds – David Dalia

No Report

Personnel – Edward Ernstrom

No Report

Patron Services – Howard Chesler

Pathways has agreed to use the foyer of the auditorium on Tuesday and Thursday afternoons, leaving one-third of the building for the general public.

There was a meeting with Adam Brewer to discuss after school activities. They will try to get more people to go to the Youth Center.

Two cars were parked in the lot on Tuesday and two on Wednesday and they will be notified. After this week they will be ticketed.

Montville Police came to the library to speak with the parents regarding after-school traffic. Schools are being asked to reinforce to the students that there should be no pick up at the library.

Lines have been repainted. Speed bumps have not been placed.

To date, DYFS has not been contacted regarding leaving young children unattended at the library. It was suggested that Ms. Grossi look into whether there is a law regarding this matter. Currently, the policy states that anyone six years or older can be left at the library.

It was noted that the children do not use internet in the Children's Room. The computers are used mainly for educational games and learning. All computers have the same filter on them. Morris County prohibits filtering on M.A.I.N. computers.

Robert, who is the liaison to the Township Wide Technology Committee, stated he is still waiting for requested information and he will send another e-mail.

Technology Implementation Report – David Dalia

No Report.

Interim Library Director's Report – Allan Kleiman

The Director stated he and Vincent Sacco met with Glen Maddalena from GMC Sign and Lighting Services and they are still waiting on them for a proposal for an exterior sign. They have the information on what the township paid for their sign. He said he had spoken to Signs Plus as well. He did not have any final numbers yet and he is still waiting for a quote on repairs. He further stated that he is still waiting to hear from Jim Fournier regarding putting a cover on the sign.

The Director was asked about the purchase of laptops and software and questioned why he did not use the recommended source that could have possibly saved them money. The Director noted they did compare prices and the laptops and software were purchased through a state contract, which provides the library with a discount in pricing and does not require that they go through any kind of bidding process. He further stated that they were looking at their options in software. It was noted that the Township Technology Committee requested the library provide a list of software and hardware in an effort to save them money. Ms. Grossi stated that the library is an autonomous body from the township and if they need equipment it is not a requirement that they consult the township before purchasing.

David said that the Technology Committee would get together this month and submit a report for the next meeting.

Donald excused himself from the meeting at 8:45 p.m.

PUBLIC COMMENTS

No comments from the public

RESOLUTIONS/MOTIONS

(a) Resolution to accept check register dated August 1 to August 31, 2010 in the amount of \$68,046.73.

Thomas moved

Paul seconded

Voted yes: Howard Chesler, David Dalia, Edward Ernstrom, Paul Fried, Robert Lefkowitz, Thomas Mazzaccaro, James Sandham, Peter King

Absent: Donald Kostka

Thomas made an amendment to Resolution (a) to change \$68,046.73 to \$64,996.73. The Director requested that the check (#7398) made out to James P. Cutillo be withdrawn from consideration as he came late to the process involving Mr. Cutillo and he would like another month to get more information on the bill.

James seconded

Voted yes: Howard Chesler, David Dalia, Edward Ernstrom, Paul Fried, Robert Lefkowitz, Thomas Mazzaccaro, James Sandham, Peter King

Absent: Donald Kostka

OLD BUSINESS

There was a draft of the By-laws submitted to all members. Ms. Grossi said she reviewed them and they do not follow the pattern that has been recommended or suggested in the New Jersey Library Trustees' Manual. She said the By-laws are supposed to set a very loose standard and these do not – they pigeonhole the trustees.

It was noted that other libraries' By-laws were used as a basis for comparison.

Ms. Grossi stated the board might be pigeonholing themselves with a specific timeframe regarding the section that states "in the event that the Library Director's position becomes vacant the board must find an Interim Director within six (6) weeks and the position must be permanently be filled within six (6) months". She asked what would happen if they were unable to do it within that timeframe? It was noted that in the event that happened they would amend their policy.

It was asked if the Policy Manual and the By-laws were meant to work with each other. It was noted that the Policy Manual has not been approved. It was further noted that if there was any conflict with the By-laws the Policy Manual would have to be changed to reflect the By-laws.

It was suggested that the By-Laws be reviewed by the By-Laws Committee to make any necessary changes and submit the feedback to the Director within the next two (2) weeks and hopefully the By-Laws Committee will be able to meet and discuss and have a presentation by the next board meeting.

NEW BUSINESS

No New Business

Peter asked for a motion to go into Executive Session for the purpose of the adoption of the August 9, 2010 Executive Session Minutes and to discuss personnel issues.

James moved
Howard seconded

Voted yes: Howard Chesler, David Dalia, Edward Ernstrom, Paul Fried, Robert Lefkowitz, Thomas Mazzaccaro, James Sandham, Peter King

Absent: Donald Kostka

9:16 p.m. Open Session closed to go into Executive Session

Open Session reconvened 9:26 p.m.

Peter asked for a motion to approve the Executive Session Minutes of August 9, 2010

Howard moved
David seconded

Voted yes: Howard Chesler, David Dalia, Edward Ernstrom, Paul Fried, Robert Lefkowitz, Thomas Mazzaccaro, James Sandham, Peter King

Absent: Donald Kostka

Peter asked for a motion to adjourn.

Hoard moved
David seconded

9:27 p.m. Open Session adjourned.

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