

**Montville Township Public Library  
Board of Trustees Meeting  
August 13, 2012  
90 Horseneck Road  
Montville, New Jersey 07045**

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**OPEN SESSION**

| TITLE               | NAME           | AYE | NAY | ABSENT | ABSTAIN |
|---------------------|----------------|-----|-----|--------|---------|
| 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   | X   |     |        |         |
| Board Member        | Mr. Mazzaccaro | X   |     |        |         |
| Board Member        | Mr. Chesler    | X   |     |        |         |
| Superintendent      | Dr. Fried      |     |     | X      |         |
| Superintendent Alt. |                |     |     |        |         |

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

**I. Call to Order**

The meeting was called to order by Howard Chesler, Board President at 7:30 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 will be 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 July 9, 2012 Open Session Minutes

Robert Lefkowitz indicated on Item 9, Page 3, the "lawn" sprinklers rather than "fire" sprinklers. Howard Chesler asked for a motion to accept the Minutes. Mayor Braden made the motion, Tom 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**

None

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

Ms. Grossi indicated she will discuss PERC issues in Closed Session.

**VIII. Committee Reports**

A. Finance – Tom Mazzaccaro stated that they met with Rich Charles, Auditor who confirmed that everything is in order and being done correctly.

Tom also said the “990” will be filed on August 15 (income tax forms).

B. Buildings & Grounds – Painting is needed on items in the front building as well as parking lot maintenance.

C. Personnel – Don Kostka said no meeting was held, however, there were a series of telephone conversations which will be discussed in Closed Session.

D. Patron Services – Peter King stated there was a meeting with the Programming Advisory Group and they discussed various patron services ideas. He also said the new Librarian, Joe Gasparro, has already spoken about updating the library’s webpage. The group has many ideas to make the library even better. One of the ideas is to have the Library staff wear name tags. Robert Lefkowitz asked Allan if the Library could get a Google calendar in order for people to see what things are happening.

E. Technology – Robert Lefkowitz indicated he received a response from Allan regarding the E-mails. He hopes to have more information at the October meeting.

**IX. Library Director's Report**

Allan gave the following report:

Summer Reading is now winding down with the final program scheduled for Wednesday, August 15 from 1-6pm. Activities include face painting and cupcake decorating. As of August 13, we had 508 pre-readers and readers signed up for our program. Almost 50 teens and adults participated in the program as well.

Our new e-mail newsletter made its debut on August 3. Pam Reeve took the lead in this new marketing piece. Also thanks to the staff of the Denville Library that provided us with additional training and support. Our webmaster, Alexa Metrick, notified us that she is no longer able to work on the Library’s web site. We are currently updating what we can and looking at various options for the site.

Allan attended the PERC Hearing with the Library Attorney Ann Grossi, Esq. on July 19, and Ann will be providing information on the outcome of the hearing.

Marin Foster from the Baker & Taylor Company met with the Director on July 30 to discuss additional discounts for the Library (free shipping) and Axis 360, their e-book platform. The Director had previously met with the Freading e-book company to see their e-book product.

On July 28, Allan visited the Plainfield Public Library to see their RFID 3M system in operation. In his follow-up memo to the Buildings & Grounds Committee he noted that he was very impressed with what he saw in action and sees great potential for better customer service and efficiency and economy for the Library.

During this past month we have had two times in which the Library lost power; one was for approximately one minute (July 26) and the other for thirty seconds (August 1). On July 26, our cold water pump failed and the controller did not move the operation to the spare pump. On the same date, the software in the controller in the Main Library was corrupted and it was determined that it may have been erased during the power outage as well. The software needs to be re-installed in one controller so that the system can operate correctly in the Main Library. We also discovered that there was no back-up for our software. The file was eventually located as an attachment to an e-mail that had been saved on our e-mail server. We are awaiting for proposals from Hughes Engineering not only for immediate repairs but for long-term issues relating to our HVAC System. In addition, we may wish to consider a generator for the Library, a computer workstation to monitor software/controls/temperature and the ability to utilize the ceiling fans in the Main Library to expedite air flow.

23,002 items were borrowed during July 2012. Our January through June circulation totaled 118,503 items borrowed.

Howard recommended that names of vendors who have supported the summer reading program should be posted on the bulletin board

Allan also spoke about the various quotes for a copier and forwarded the information to the Finance Committee.

Tom Mazzaccaro asked Allan about the budget for the collections which showed they are significantly under budget. Allan stated usually there are more vendors that have made sales visits to the Library at this time; however, they are just beginning to come in so things will be normal by the end of the year.

After Robert Lefkowitz asked if there will be enough room for more books in the future, Allan indicated they will always have the same amount of books for the next generation.

## **X. Resolutions/Motions**

- A. Resolution to accept the check register dated July 1-31, 2012 in the amount of \$65,196.92. Tom Mazzaccaro made a motion to accept the resolution and Lisa LoBiondo seconded. Motion carried.

- B. Resolution to approve lease on replacement of current copying machine. Don Kostka explained the costs of the various machines. He said it would cost less to lease rather than buy a new machine. Howard recommended that all facts be put together and a decision will be made at the next meeting.

**XI: Old Business**

Mayor Braden spoke saying at the last Planning Board meeting, an application was introduced by the Board of Education for solar panels at two schools and the vendor was in attendance. They met with the vendor and told him we would be interested in a solar canopy. They asked for information and he asked Allan to forward what they required in order to give an estimate for the library. They said we would have to re-orient the parking lot in order to make it efficient.

Robert Lefkowitz questioned whether the parking lot could be made bigger since the high school needs more room and possibly develop a shared lot.

**XII. New Business**

None

**XIII. Public Comments**

Howard opened this portion of the meeting to the public.

Melinda Jennis (Pathways representative) came forward saying they run the “Magic of Reading” program for children with special needs. They try to get families the help they need because they cannot afford tutors. They would like to continue to hold this program at the Library in order for the children to be included. Children with Special Needs don’t necessarily have the opportunity to be included and she wanted the library board to know its ‘imperative” that they keep their program here. She asked the Board for a commitment to use this library for the facility space for one year at a time, if possible.

Howard said he spoke for everyone saying her program is wonderful and asked her to work with Allan. It should be his decision.

**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 Litigation Update for PERC and Personnel; and

**WHEREAS**, once the matter involving confidentiality of the above no longer requires 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.

Mayor Braden made a motion, seconded by Robert Lefkowitz that the Library Board goes into Executive Session at 8:20 p.m.

Vote: All in favor.

Open Session reconvened at 8:30 p.m.

**XV. Adoption of Executive Session Minutes**

- A. Don Kostka made a motion, seconded by Robert Lefkowitz to adopt the July 9, 2012 Executive Session Minutes.
- B. Don Kostka made a motion to increase the salaries for Jeanne Ivy and Sandra Calderone 2% effective July 1, 2012.

Vote: All in favor. Tom Mazzaccaro abstained.

**XVI. Adjournment**

Lisa LoBiondo made a motion to adjourn. Open Session adjourned at 8:35 p.m.