

**Montville Township Public Library
Board of Trustees Meeting
MAY 9, 2011
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045**

The meeting was called to order by President, Howard Chesler at 7:32 p.m.

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

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

Absent: Dr. Paul Fried

Meeting was opened at 7:32 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 April 5, 2011 Emergency Meeting Minutes

Lisa LoBionda moved
Thomas Mazzaccaro second

Voted Yes: Timothy Braden, David Dalia, Peter King, Donald Kostka, Robert Lefkowitz, Lisa LoBiondo, Thomas Mazzaccaro, Howard Chesler

B. Adoption of April 11, 2011 Regular Session Minutes

Thomas Mazzaccaro moved
Donald Kostka second

Corrections:

Page 7: XII. PUBLIC COMMENTS: Remove: "The Fiber optic issue has been scrapped".

Page 2: Section V. 4. Camera Security: Should read: "There was an emergency meeting in which the police and Rabbi Finkel attended".

Howard Chesler asked for a motion to accept the minutes as amended.

Timothy Braden moved
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Lisa LoBiondo seconded

Voted Yes: Timothy Braden, David Dalia, Peter King, Donald Kostka, Lisa LoBiondo, Howard Chesler

Abstain: Robert Lefkowitz, Thomas Mazzaccaro

IV. PUBLIC COMMENTS

No Public Comments

V. REPORTS OF OFFICERS

A. President – Howard Chesler

1. Discussion of Security – Police Report in Packet.

Howard Chesler read a note from the Montville Police Department stating that significant progress has been made with regards to the security issue and there is still an ongoing investigation in the matter. The police said they are working to make sure all involved will be held responsible for their actions. They asked that no one release any information until they have completed their investigation.

2. Financial Disclosure Forms

The president asked that everyone please fill them out.

B. Treasurer – Thomas Mazzaccaro

1. Status of Bank Signature Cards

The Interim Director said he would check the status and e-mail everyone tomorrow.

VI. REPORT OF BOARD ATTORNEY – ANN GROSSI

No Report.

VII. COMMITTEE REPORTS

A. Buildings & Grounds – Lisa LoBiondo

1. Report on Security

The cameras have been installed and are now functioning. The next project that is being worked on is the sound for the Pio Costa room. There is one (1) more proposal due this week.

B. Patron Services – Peter King

No Report.

(7:51 p.m. – Donald Kostka and Allan Kleiman left the meeting for a brief time)

C. Finance – Thomas Mazzaccaro

No Report

D. Technology – Robert Lefkowitz

No Report

It was believed that fiber optics was going to be free; however there will be a cost. Allan Kleiman will look into what the cost for fiber optics will be and the library will compare the price to their current service cost.

(7:54 p.m. – David Dalia excused himself from the meeting)

E. Personnel – Donald Kostka

No report at this time as he wanted to present it at the Executive Session portion of the meeting.

F. Strategic Plan – Allan Kleiman

Allan Kleiman distributed to each board member an updated “Transfer of Excess Library Funds to the Municipality” form that outlines the steps necessary in order to get the Strategic Plan done.

Howard Chesler stated that some of the items are either completed or are still in progress. He said that Lisa LoBiondo and David Dalia are working on the Goals and Objectives; Timothy Braden and Robert Lefkowitz are working on the Mission and Vision Statements.

Howard Chesler requested a special board meeting for Monday, April 16, 2011 at 7:30 p.m. for the purpose of completing the Strategic Plan.

VIII. INTERIM LIBRARY DIRECTOR’S REPORT

The following was noted:

- Security cameras were installed
- Computer table in the Biography Room has been dismantled
- There have been focus groups with High School students
- Staff in children’s room is getting ready for summer reading

(8:21 p.m. - Timothy Braden left the meeting)

The following issues were noted regarding the teen meeting between the Interim Director Allan Kleiman, Senior Library Assistant Amy Resnikoff, Dr. Godett and 10 teens from the High School:

- Staff issues
- Book collection
- Friendliness of the staff
- Library should be a place where they feel more comfortable
- Ability to be hired by the library
- Questions as to why the library does not have any pages as the teens felt if they could work in the library it would set a positive tone for other teens
- Need for refreshments in the library
- Teens said they would work with the library for staff training

(8:34 p.m. – Thomas Mazzaccaro excused himself from the meeting)

Lastly, with regards to the microphones, the Interim Director stated that the library does not have accounts with both B&H and J&R nor are they able to do things quickly in accepting purchase orders. He said that Amazon.com does have them and they do have the lowest price and they are currently in the process of being ordered.

IX. RESOLUTIONS

A. Resolution to approve the check register dated April 1, 2011 to April 30, 2011 in the amount of \$55,770.01.

Discussion: Thomas Mazzaccaro said that he went over the check register and found that checks #7758 through #7784 and checks #7791 through #7807 were found to be in order. However, he said that he could not recommend that check #7793 for Petty Cash, in the amount of \$200.00, is approved as it does not have all the documentation that he would require and like to see. He recommended that since it does involve an employee, the check be removed from this resolution and have a separate resolution after the check has been discussed in Executive Session.

Checks #7756 and #7757 to Northeast Security were left off of the check register but they are included within the account reconciliation. Peachtree software did not include these checks in the check register and it is being looked into as to why they were omitted.

Donald Kostka said that check #7756, in the amount of \$4,270.00 and check #7757, in the amount of \$4,270.00 are shown (on page 2) as disbursements in the account reconciliation of Lakeland Operating Account, account #10002

Howard Chesler asked for a motion to move Resolution A, as amended:

To approve the check register dated April 1, 2011 to April 30, 2011 in the amount of \$55,570.01.

Thomas Mazzaccaro moved
Donald Kostka second

Voted Yes: Peter King, Donald Kostka, Robert Lefkowitz, Lisa LoBiondo, Thomas Mazzaccaro, Howard Chesler

B. Resolution to accept checks #7756 and #7757, each in the amount of \$4,270.00 made payable to Northeast Security having been disbursed and paid for the security systems.

Thomas Mazzaccaro moved
Lisa LoBiondo second

Voted Yes: Peter King, Donald Kostka, Robert Lefkowitz, Lisa LoBiondo, Thomas Mazzaccaro, Howard Chesler

X. OLD BUSINESS

It was noted that each member received a copy of the Library Township Agreement, which was passed by the township and has been executed by the President, Howard Chesler.

There is not a date as of yet to start using the new e-mail IP addresses. The date to strive for is June 1, 2011.

It was noted that an energy audit was conducted regarding the lighting study.

XI. NEW BUSINESS

Robert Lefkowitz made a motion to take affirmative steps to prevent pornography from being viewed on the library computers.

Thomas Mazzaccaro second

Voted Yes: Peter King, Donald Kostka, Robert Lefkowitz, Lisa LoBiondo, Thomas Mazzaccaro, Howard Chesler

Form 8868 was included in each Trustee's packet. It is an application for extension of time to file an exempt organization return.

Thomas Mazzaccaro said he received an engagement letter from Ralph Fredericks, dated May 7, 2011, for the annual audit. McEnerney Brady & Co., LLC will be conducting the audit and the fees will be at their standard hourly rates and will not exceed \$3,780.00. The breakdown of fees is as follows:

Partner	\$160.00 p/hr.
Manager	\$145.00 p/hr.
Staff	\$110.00 p/hr.
Assistants	\$90.00 p/hr.

Thomas Mazzaccaro made a motion to approve the audit proposal from McEnerney Brady & Co., LLC.
Donald Kostka second

Voted Yes: Peter King, Donald Kostka, Robert Lefkowitz, Lisa LoBiondo, Thomas Mazzaccaro, Howard Chesler

XII. PUBLIC COMMENTS #2

No public comments

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 personnel issues, reviewing an employee's contract, issues currently investigation by police, 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 made a motion to move into Executive Session.
Donald Kostka second

Voted Yes: Peter King, Donald Kostka, Robert Lefkowitz, Lisa LoBiondo, Thomas Mazzaccaro, Howard Chesler

9:16 p.m. Open Session ended for the purpose of going into Executive Session

9:44 p.m. Open Session reconvened

XIV. OPEN SESSION

Thomas Mazzaccaro made a motion to accept check #7793 for \$200.00, paid to Petty Cash disbursement subject to backup documentation.

Lisa LoBiondo second

Voted Yes: Peter King, Donald Kostka, Robert Lefkowitz, Lisa LoBiondo, Thomas Mazzaccaro, Howard Chesler

A. Adoption of April 11, 2011 Executive Session Minutes

Howard asked for a motion to approve the Executive Session Minutes of April 11, 2011

Peter King moved

Lisa LoBiondo second

Voted Yes: Peter King, Donald Kostka, Lisa LoBiondo, Howard Chesler

Abstain: Robert Lefkowitz, Thomas Mazzaccaro

XV. ADJOURMENT

Howard asked for a motion to adjourn

Donald Kostka moved

Lisa LoBiondo second

All were in favor

9:47 p.m. Open Session adjourned