

**Montville Township Public Library  
Board of Trustees Meeting  
APRIL 11, 2011  
Montville Township Public Library  
90 Horseneck Road  
Montville, New Jersey 07045**

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The meeting was called to order by President, Howard Chesler at 7:31 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

Alternate: Dr. Beth Godett for Dr. Paul Fried

(Lisa LoBiondo arrived at 7:47 p.m.)

Meeting was opened at 7:31 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 March 7, 2011 Special By-Laws Meeting minutes including attachment.**

Voted Yes: Timothy Braden, David Dalia, Dr. Beth Godett, Robert Lefkowitz, Thomas Mazzaccaro, Howard Chesler

Abstain: Peter King, Donald Kostka

**B. Adoption of March 14, 2011 Regular Session Minutes**

Robert noted the following corrections:

Page 2 – Section A. 1, second paragraph: “code” should be “coat”.

Page 9 – First bulleted item: “stripping” should be “striping”

Thomas Mazzaccaro moved

Donald Kostka second

Montville Township Library

Open Session Minutes

April 11, 2011

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

**IV. PUBLIC COMMENTS**

In attendance were Thomas Mazzaccaro, Sr., and Nate Adams from the Montville Patch.

**V. REPORTS OF OFFICERS**

**A. President – Howard Chesler**

1. **Budget Vote** - The original Montville Patch article from the March 14, 2011 meeting had an error in it as it stated the budget vote was 6 to 3 but was actually 7 to 2. The president spoke with Nate and the correction was made as of today's date.

2. **Coating of the Alarms** - The process of coating the alarms has begun and should be completed within the next two weeks.

3. **Superintendent to Talk to Schools** – The president thanked Dr. Beth Godett for her assistance in curtailing the “students’ parking” in the library parking lot.

4. **Camera Security** – There was a meeting last week with the Buildings and Grounds Committee in which both the police and Rabbi Finkel attended. The staff seems comforted knowing that the committee tried to come up with concrete ideas on how to solve the past security problems.

The president requested that Dr. Godett or the Superintendent arrange for a brief discussion at the high school and Lazar Middle School of the vandalism issues that have occurred at the library over the past two months to explain the severity of these acts and if they know of anyone involved they should report it to the appropriate parties. Dr. Godett said she would share the information with the principals and let them disseminate the information as they see fit.

**B. Treasurer – Thomas Mazzaccaro**

1. **Status of the Bank Signature Card** – The reason they are not completed is due to the fact that two banks want secondary forms of identification from each of the signatories. Each signatory (Howard Chesler, Thomas Mazzaccaro and Lisa LoBionda) must see Jeanne Ivy and make copies of secondary identifications.

2. **Schedule of Funds by Account Available for Transfer to Township:**

<b>Bank</b>	<b>Current Balance</b>	<b>Maturity Date</b>	<b>Penalty</b>
Lakeland Bank	\$109,841.81	7/11/2011	\$2,069.25
Boiling Springs	\$250,763.35	11/12/2011	\$ 543.70
Atlantic Stewardship	\$248,474.50	1/24/2011	\$ 808.65
Lincoln Park Savings	\$252,479.52	5/24/2011	\$2,748.77

Thomas noted he believed that once the amount that is being turned over to the town is determined, it will be done in installment payments; if that is correct then they could probably work between their operating

account and the CDs and they would be able to let the funds mature and return the money as the CDs mature.

(Lisa LoBiondo arrived: 7:47 p.m.)

It was further noted that the \$244,000.00 Money Market account in Hudson City could be retrieved at any time.

Thomas said he had spoken with Rich Charles from the auditing firm and they asked that the library get back to them after April 18<sup>th</sup> and they would be happy to sit down and work out a proposal to do the library's audit if that was the library's pleasure.

### **C. Assistant Treasurer – Donald Kostka**

1. **Elaine Wood Memo** – (regarding 10% reduction in professional fees). A memo was received by the Interim Library Director stating that she would accept the request for a 10% reduction in professional fees.

2. **Presentation of Calculation of Return of Funds to Township** – A Proposed Transfer Form was given to each board member. Donald stated that the amount of excess funds is \$1,440,313.00; if you are using the higher number it is \$1,488,447.

The president said he would like everyone to see the calculations before a vote is taken.

### **VI. REPORT OF BOARD ATTORNEY – Anne Grossi, Esq.**

Ms. Grossi stated that it is a violation to open a public meeting and then immediately go into Executive Session as it puts a chilling effect on the public remaining until Open Session is resumed. It was determined that Executive Session should be held closer to the end of the meeting as opposed to the beginning of the meeting. She stated that Montville library is conducting the order of their meetings properly. However, she said that the public should be notified of what the nature of the Executive Session will be.

### **VII. COMMITTEE REPORTS**

#### **A. Buildings and Grounds – Lisa LoBiondo**

1. **Report on Security** – There are two (2) proposals for cameras. One from ACD for \$6,892.00, the second proposal is from Northeast Security System in the amount of \$7,840.00. Northeast includes a DVR as well as an additional camera, which was recommended by the police department. (ACD will be getting back to the Lisa with an adjusted proposal). Northeast also included a monitor for the security room. Northeast will give a three (3) year warranty whereas ACD will only give a one (1) year warranty. ACD recommended eight (8) cameras and Northeast recommended nine (9) cameras.

It was stated that the police were adamant about having a camera [that would be the ninth camera] focused on the front door to log everyone entering and exiting the library. Captain Rosellini is going to do a walk-through and at that time he will be told what the vendors' recommend. It was noted that nine (9) cameras would be an adequate number since the space being covered is quite large. One (1) night camera is included in the proposal. It was further noted that the DVR is 16 a port; therefore it has expanding capability. The larger DVR hard drive was recommended to accommodate the expandability. The cameras are tentatively to be placed in the biography area, the Pio Costa room, bathrooms, the

breezeway, and the rear bathroom areas by the children's department, and the front door. The staff has requested that cameras be placed outside in the parking lot as well.

The president said he would like to get this done by the end of the month and it was noted that one of the vendor's could be at the library as soon as tomorrow. It was suggested that "audio" be included with the cameras.

It was noted that Art Daughtry has filed a petition to run for the township committee, therefore AC Daughtry, if elected, would be a vendor for the township committee and would then be unable to service the equipment. Since the township committee appoints library trustees as well, there would be a conflict of interest

The president asked that each board member send their comments and questions to Lisa and in two weeks he would request a special meeting just for this item.

David made a motion to accept the Northeast Security System proposal, which has quoted total parts and labor in the amount of \$7,840.00 with an allowance of an additional \$2,000.00 total to replace the nine (9) Honeywell cameras with cameras that have audio capability and an outdoor camera that will cover the parking lot.

Donald second

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

## **B. Patron Services – Peter King**

1. **Inclusion/Exclusion of Computer Training/Exercise Classes** - Peter said that Patron Services was asked to look at Computer Training classes and Exercise Classes. He said that computer classes are mandatory; therefore the library must provide Computer Class training. Tai Chi and Yoga classes have been conducted in the library for years. The Yoga classes are free, however, the trainer no longer conducts the class but the patrons still continue to come in and conduct the class on their own. (Each member signs waivers every time they use the room and a staff member is present). Tai Chi costs are minimal. Peter suggested that the library send a letter to the recreation department in town and ask if they would like to take over Yoga and Tai Chi as they have better facilities to conduct these classes. The president asked that Peter compose the letter. Peter thought it would be better if the Interim Director wrote the letter and he would review it.

It was suggested that a resolution be made, as the request would probably carry more weight.

The president asked that anyone who had a group that they would like to bring in via Patron Services, to send their request to Peter for the next meeting so he could evaluate it and make his recommendations as to what needs to be done.

It was requested that the Interim Director make a list of the all the programs currently held at the library.

## **C. Finance Committee – Thomas Mazzaccaro**

No report.

The president asked that the committee meet next month as some people have had some questions about the process. Thomas said they would meet between now and the next meeting.

**D. Technology – Robert Lefkowitz**

1. **Web mail** - It was noted that there was a minor problem with the e-mail system as it was not set up properly but it has since been fixed.

(There Interim Director stated there has been a recommendation from the Technology Committee and the Board to agree on the date to start using the new e-mail as he believed it should come from the Board, not the Director.)

A free program was discovered from Microsoft where they are granting to libraries and non-profit organizations any six (6) titles and licenses per year. The library could get Microsoft Office for 2010 for \$24.00.

2. **Fiber Optic Cable** – The library needs to find out what their capabilities are. They do not need to replace the T-1 line with something immediately. Currently there are two sources of internet coming into the library.

The Technology Committee is looking into a telephone provider.

Lastly, the Technology Committee is making a recommendation to put in a new microphone system. It would have a number of wireless microphones and they would be hooked up to a central station and a computer would be able to be hooked up to that. The minutes could be recorded via a flash drive. Robert stated that he would assist the recording secretary (Elaine Wood) with the initial set up.

**E. Personnel – Donald Kostka**

To be discussed in Executive Session.

**F. Strategic Plan – Donald Kostka, Thomas Mazzaccaro, David Dalia**

It was noted that there were some open items that needed to be completed. There are two (2) volunteers to work on the Vision Statement.

The president noted that there was a need for someone to develop the goals and objectives.

Lisa and David volunteered.

(9:07 p.m. Thomas Mazzaccaro excused himself from the meeting).

**VIII. INTERIM LIBRARY DIRECTOR'S REPORT**

The Interim Library Director's report was included in this month's packet and the following was noted:

- Second wave of vandalism occurred in March.

- Someone fell on the pavement this past Saturday – proper notification was sent to the township. The person did go to the hospital – still waiting to hear of outcome.
- Front of the library is in need of repaving as well as work done on the building.

## **IX. RESOLUTIONS**

### **A. Resolution to approve the check register dated March 1, 2011 to March 31, 2011 in the amount of \$119,844.64.**

Discussion: Thomas said that the president asked that he look into the invoice to Dean Quilici Electrical Co. He said that there was a large check this month for \$4,059.00 for the replacement of the ballasts within the library. The bill was for the replacement of nineteen (19) “shoebox” 250-watt lights. His bill was approximately \$2,442.00 for the actual materials, and \$1,442.00 for the labor.

Lisa moved  
Peter second

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

(9:13 p.m. Robert Lefkowitz excused himself from the meeting)

### **B. Resolution to approve Transfer of funds to the Township**

Discussion: Donald noted that the potential amounts to be transferred to the town are \$1,440,313.00 and \$1,488,447.00. He said they needed to hear from the accountant as to which opening fund balance is correct. Donald made a motion that the library transfer to the town \$1,440,313.00, pending a resolution in the matter and if it is the higher amount, then they will go for the higher amount.

David second

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

Absent: Robert Lefkowitz  
Thomas Mazzaccaro

David made a motion to ask the town to take over the current Montville Library recreational program, i.e., Tai Chi and Yoga with details worked out so as not to inconvenience participants.

Donald second

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

## **X. OLD BUSINESS**

The president reported that the township agreement for the library did not get on the agenda. He said he was asked to sign it prior to it being passed by the town, to which he recused himself and said he would not sign it until the town passes it. He said as soon as it is passed tomorrow evening, he would stop at town hall and sign it.

## **XI. NEW BUSINESS**

The president reported that he received a quote of approximately \$1,400.00 per week, from Captain Rosellini, on what it would cost the library to have a security person in the Library from the hours of 2:00 p.m. to closing, from Monday through Friday. The president thought it would behoove the library to make a short-term, temporary motion to hire somebody for at least a month or two until they figure out whether they are needed for a longer period of time, or if they should use a Montville Police Officer, or if they want to hire a private security guard.

The president made a motion to spend approximately \$1,400 per week, for eight (8) weeks, for private security, once the free service provided by the Montville Police is over.

(It was noted that on-site security seems to be standard procedure in many of the surrounding area libraries).

(It was recommended by the Montville Police Department that the library bring in on-site security).

Lisa second

Voted No: Timothy Braden, David Dalia, Peter King, Donald Kostka,

Pass: Dr. Godett

Voted Yes: Lisa LoBiondo, Howard Chesler

Abstain: Dr. Godett

## **XII. PUBLIC COMMENTS #2**

The fiber optic issue has been scrapped.

## **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 and the minutes, and security issues; 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.

The president made a motion to move into Executive Session

Donald second

All were in favor

9:32 p.m. Open Session ended for the purpose of going into Executive Session

10:04 p.m. Open Session reconvened

There was a motion to have the Personnel Committee discuss the terms and conditions as described in the Executive Session as it pertains to the Library Director.

David moved  
Donald second

Voted Yes: Timothy Braden, David Dalia, Dr. Beth Godett, Peter King, Donald Kosta, Lisa LoBiondo, Howard Chesler

#### **XIV. OPEN SESSION**

##### **A. Adoption of March 14, 2011 Executive Session Minutes**

Howard asked for a motion to approve the Executive Session Minutes of March 14, 2011

Peter moved  
Lisa second

All were in favor

#### **XV. ADJOURNMENT**

Howard asked for a motion to adjourn

Lisa LoBiondo moved  
Donald Kostka second

All were in favor

10:06 p.m. Open Session adjourned