

**Montville Township Public Library
Board of Trustees Meeting
March 11, 2013
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045**

OPEN SESSION

MEMBERS PRESENT
Mayor Braden
Mr. Dalia
Mr. Donohue
Mr. King
Mr. Lefkowitz
Dr. Shorter
Mr. Chesler
MEMBERS ABSENT
Ms. LoBiondo
Mr. Mazzaccaro

Allan M. Kleiman - Library Director
Ann F. Grossi - 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

Peter King made a motion to adopt the Minutes of February 11, 2013, Dr. Shorter seconded.
Motion carried

IV. 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.

V. Reports of Officers

A. President – Howard Chesler reported that UNICO Chairperson Larry Casha asked if the same procedures could be in place as last year for their Montville UNICO San Gennaro Festival.

Upon discussion, Dave Dalia made a motion that they would provide security (Police and Explorer Scouts) and have access through the library property, and Allan believes the construction would be completed by July 31, so there should not be any issue.

VI. Report of Board Attorney - Ann F. Grossi, Esq.

Ms. Grossi: Has one item regarding the contract and negotiations for Executive Session

VII. Reports of Committees

A. **Finance** – Tom Mazzaccaro absent

B. **Buildings & Grounds – Peter King**

Solar Project: Detailed drawings have been received. The expected completion date will be July 31.

Parking Lot: There is \$55,000 in the budget and work should begin after the solar project is completed in the 3rd Quarter.

Library Entrance: \$16,800 has been approved for the concrete and painting done by Paul's and Pinnacle Construction Management

Space Plan: Various items need to be done prior to beginning the project. These include acquiring book storage carts, removal/replacement of the books with help by the DPW. The estimated completion date should be within the 2nd/3rd Quarter.

RFID Project: Tags will be ordered. Security gates need to be installed and this should also be done by the 2nd/3rd quarter of the year. The Director plans to hire 3 pages in April and will contact the scouts to see if anyone would be interested in working on this project in order to achieve Eagle or Silver Scout status.

Also discussed was the extension of the sidewalk along the entrance driveway.

The committee feels, based on the professional services proposal that was received, the director and current staff can perform the required oversight as the project manager and the \$10,000 capital expense in the 2013 budget account 60227 Space Planner Phase I could be utilized for additional costs. The committee will obtain the cost for concrete and compare costs to the estimate from Pinnacle. The committee recommends having this done if the costs are less than \$10,000. Other items discussed by the committee included lighting in the staff parking area, relocation of the book drop and alter the existing traffic flow/pattern.

Also discussed by the committee was the condition of the exterior front doors. Peter said the town engineer should be contacted regarding replacement of the hinges. Allan said the doors need to be replaced because of age, wear and tear.

C. **Personnel – Dave Dalia** – No report

D. **Patron Services – Robert Donohue**

Robert Donohue has taken over the position of chairman for Patron Services. Howard recommended that anyone who would like to help him out is welcome.

E. **Technology – Robert Lefkowitz**

E-Mail: The employees are all set up with emails and the trustees will be set up shortly.

Website: Originally, it was discussed that high school students would help with the Library website, however, it's now been determined that there will be a "primary" person working on it.

Robert said there was a complaint about certain items seen on the library computers and questioned the filters being used to block such items.

VIII. Library Director's Report – Allan M. Kleiman

The library celebrated Dr. Seuss' birthday on March 6 with 150 children and adults. Mayor Braden, "expert reader," shared Dr. Seuss stories with the children.

The Director met with the Technology, Buildings & Grounds, and Finance committees in preparation for the 2013 budget.

The Library hosted the children from the Pine Brook Jewish Center Nursery School during the Governor's visit to Montville on February 27. Howard commended Allan for doing this in order to help the governor visit the Township.

IX. Resolutions/Motions

A. Resolution to accept the check register dated February 1-28, 2013 in the amount of \$75,239.46

In Tom's absence, Robert Lefkowitz made a motion for approval, seconded by Mayor Braden. Motion carried upon the following roll call vote: Ayes: Mayor Braden, Mr. Dalia, Mr. Donohue, Mr. King, Mr. Lefkowitz, Dr. Shorter and Mr. Chesler.

B. Resolution to adopt the 2013 Budget: \$1,416,701 for Operating Expenses and \$140,449 for Capital Expenses

Dave Dalia made a motion to approve this resolution and Peter King seconded. Mayor Braden said the Township has had an extremely difficult budget this year due to tax appeals and increased costs. One of the items in the budget is repaving the parking lot and he would like the Township to take over this project by bonding. He asked the library board to hold the budget until the Township committee discussed their budget. Howard explained that the board would then have to delay its budget if deciding to do this. Dave was asked to amend his motion. Discussion followed regarding other items in the budget. Dave Dalia then amended his motion, eliminating some capital expenses. Peter King seconded. Howard indicated that although the capital expenses will change, the bottom line on the budget will remain the same. The resolution was approved upon the following roll call vote: Aye: Mayor Braden, Mr. Dalia, Mr. Donohue, Dr. Shorter, Mr. King; No: Mr. Lefkowitz, Mr. Chesler.

X. Public Comments - None

XI: Old Business - None

XII. New Business

Resolution for Filtering the Library Computers

Dave Dalia made a motion that the Library's IT consultant (Lenny) review filtering of the library computers and Mayor Braden seconded. Motion carried upon the following roll call vote: Aye: Mayor Braden, Mr. Dalia, Mr. Donohue, Mr. King, Mr. Lefkowitz, Dr. Shorter and Mr. Chesler.

Resolution to Extend Sidewalks

Peter King made a motion to extend the sidewalks along the entrance driveway. Mayor Braden seconded – motion carried upon the following roll call vote: Aye: Mayor Braden, Mr. Donohue, Mr. King, Dr. Shorter and Mr. Chesler; No: Mr. Dalia, Mr. Lefkowitz.

Resolution Regarding UNICO San Gennaro Festival

Howard Made a motion to allow the 2013 San Genarro Festival access through the property and to supply security for their annual festival. Peter King seconded - Motion carried.

Mayor Braden questioned Allan about fire drills being held and if there is an evacuation plan. Allan confirmed. The Mayor also asked if the staff has specific duties during such emergencies and Allan said he will plan on creating specific procedures.

XIII. Public Comments

Howard opened this portion of the meeting to the public. Having no one come forward, he closed this portion of the meeting.

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 Contract Negotiations; and

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

Howard Chesler made a motion, seconded by Peter King that the Library Board go into Executive Session. Vote: All in favor. 8:35 p.m. Open Session reconvened

XV. Adjournment

Mr. King made a motion, seconded by Mayor Braden to adjourn. Vote: All in favor

Open Session adjourned at 9:10 p.m.