

**Montville Township Public Library  
Board of Trustees Meeting  
January 9, 2012  
Montville Township Public Library  
90 Horseneck Road  
Montville, New Jersey 07045**

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**OPEN SESSION**

<b>Board Members</b>	<b>Present</b>	<b>Absent</b>
Mr. Howard Chesler	X	
Mr. David Dalia	X	
Mr. Peter King, Sr.	X	
Mr. Donald Kostka	X	
Mr. Robert Lefkowitz	X	
Ms. Lisa LoBiondo	X	
Mr. Thomas Mazzaccaro	X	

<b>Board of Education Representative</b>	<b>Present</b>	<b>Absent</b>
Dr. Paul R. Fried, Superintendent		X
Dr. Beth Godett, Superintendent's Alternate	X	
<b>Mayor's Office Representative</b>		
Mr. Timothy Braden, Mayor	X	
Mr. James Sandham, Mayor's Alternate		X
<b>Board Attorney</b>		
Ann F. Grossi, Esq.	X	

Allan M. Kleiman - Library Director  
Jeanne Ivy – Temporary Board Recording Secretary

**I. Call to Order**

The meeting was called to order by Howard Chesler, Board President at 7:55 p.m.

**II. Open Public Meetings Act Statement, Pledge of Allegiance and Moment of Silence**

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. Adoption of Minutes**

A. Adoption of December 12, 2011 Open Session Minutes

Correction:

Robert Lefkowitz noted that in the December 12, 2011 meeting he made a motion that the executive session minutes from the previous month's meeting be released. This motion was not included in the minutes.

Thomas Mazzaccaro made a motion, seconded by David Dalia to accept the open session minutes as amended.

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

Abstain: Lisa LoBiondo

Montville Township Library  
Open Session Minutes Approved  
January 9, 2012

#### **IV. Public Comments**

No Public Comments

#### **V. Reports of Officers**

##### **A. President – Howard Chesler**

There are no current parking problems due to the cooperation between the Library, the High School and the Police Department.

Dr. Beth Godett handed out a letter to all the Board Members from the President of the Montville Township Board of Education, Dr. Karen Cortellino, requesting the exploration of alternatives regarding the Library's enforcement of the Township's ordinance concerning for profit businesses on Township property. Dr. Cortellino requested that the Library Board forward a copy of the Township's ordinance to the Board of Education's administrative offices.

Mayor Braden offered to get the ordinance and there will be further discussion concerning this at the next meeting.

##### **B. Treasurer – Thomas Mazzaccaro**

The checks were examined and everything appears to be in order.

#### **VI. Report of Board Attorney – Ann F. Grossi, Esq.**

Ann Grossi stated that union negotiations will be discussed in executive session.

Robert Lefkowitz asked if the executive session minutes can be released as long as there is no reason not to release them. Ann Grossi replied that is a policy decision that the Board would have to make because someone would have the responsibility of reviewing those minutes. She said it would probably be the responsibility of the Board Secretary, David Dalia.

A question about a previous motion regarding the minutes was answered when the Library Director, Allan Kleiman read the October 17, 2011 resolution: "Timothy Braden made a motion to work towards the release of the executive session minutes, going back to January 2010 and moving forward." That motion passed.

Robert Lefkowitz suggested there be a permanent agenda item addressing release of the executive session minutes.

#### **VII. Committee Reports**

##### **A. Finance – Thomas Mazzaccaro**

Thomas Mazzaccaro met with R.A. Fredericks & Company, LLC and they have agreed to keep rates the same in 2012 as they were in 2011. McEnerney, Brady and Company, LLC, the Library's auditors said their 2012 rates will increase by 4% over 2011 rates.

## **B. Buildings and Grounds - Lisa LoBiondo**

Lisa LoBiondo will get some proposals for repaving the parking lot that will be included in the packets for next month's meeting. Lisa will meet with Allan Kleiman to go over the RFP's from the space planners. Allan will invite two or three of the top contenders to a meeting to make a proposal.

Robert Lefkowitz requested that someone make a presentation on solar alternatives at the next meeting. Lisa LoBiondo responded that she would work on this.

## **C. Personnel – Donald Kostka**

Ads will be placed in *The Daily Record* and *The Citizen* for the position of Recording Secretary. The salary range will be \$200 to \$266 per month.

Donald Kostka reported that LSSI, Library Systems & Services, LLC, had to postpone their presentation until March or April. Donald presented a list of questions that LSSI will address including: how library outsourcing would affect staff, trustees, patrons, services, community programs, collection and county lending systems.

## **D. Technology – Robert Lefkowitz**

Robert Lefkowitz, the Technology Committee and the Director, Allan Kleiman, met with Spartech and were pleased with their proposal. Spartech could handle many issues remotely and would suggest improvements as far as networking and routers. Allan Kleiman will contact the Montville Police Department to inquire about their two year relationship with Spartech.

## **VIII. Library Director's Report – Allan Kleiman**

Allan Kleiman noted that Montville was the only library in the county that was open on January 2, 2012. He thanked Sandy Calderone who managed the front desk and the part time staff who made this possible. Robert Walters adjusted his schedule to be at work that day.

Mayor Braden asked for an update on the sign. Allan Kleiman said that the electrician added another electric line from the exterior sign to the time clock. Butler Sign Company President, John Janis has applied to the Township for permits to start the work. A circuit board from the time clock was sent for repairs and has been returned. Allan will speak directly with the Director at the Mahwah Public Library who has a similar electronic sign installed. He understands that they are very happy with it.

Peter King asked if missing and lost items are replaced. Allan Kleiman replied that that would depend upon whether or not the item was in demand and needed to be replaced.

Robert Lefkowitz questioned the current method having staff do double "check ins" in order to avoid mistakes. Howard Chesler said these matters are up to the Director to handle as he sees fit.

## **IX. Resolutions**

- A. Resolution to approve the check register dated December 1, 2011 to December 31, 2011 in the amount of \$55,766.80.

Thomas Mazzaccaro moved and Lisa LoBiondo seconded.

Vote: All in favor.

- B. Resolution to approve the holiday schedule (as per union contract) for 2012.

Monday, February 20	President's Day
Friday, April 6	Good Friday
Monday, May 28	Memorial Day
Wednesday, July 4	Independence Day
Monday, September 3	Labor Day
Thursday, November 22	Thanksgiving Day
Friday, November 23	Thanksgiving Friday
Monday, December 24	Christmas Eve
Tuesday, December 25	Christmas Day
Tuesday, January 1, 2013	New Year's Day

Lisa LoBiondo moved and Robert Lefkowitz seconded.

Vote: All in favor.

- C. Resolution to adopt closing schedule for 2012.

Sunday, April 8	Easter Sunday
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Lisa LoBiondo moved and Robert Lefkowitz seconded.

Vote: All in favor.

- D. Resolution to approve Temporary Budget Appropriations for Operating Purposes in 2012.

Donald Kostka offered a friendly amendment to extend the temporary budget for 90 days.

Thomas Mazzaccaro moved and David Dalia seconded the resolution as amended.

Vote: All in favor.

## **X. Old Business**

Howard Chesler asked the board members to let him know if they would like to be added or removed from a committee. He said that if no one chooses to be removed or added he would recommend that the 2012 committees have the same members as in 2011. A show of hand supported this unanimously.

Robert Lefkowitz said that he spoke with Allan Kleiman about some energy problems which should be addressed, such as the inability to thermostatically control the heat and air conditioning and ceiling fans that do not work,. There was discussion about forming a committee to investigate this.

Timothy Braden said that the Township had an energy audit done three years ago and that he would get a copy of the report.

## **XI. New Business**

David Dalia asked if the budget extension would provide sufficient funds for attorney review of the executive session minutes. The discussion which followed presented several scenarios about just how the minutes would be reviewed before being released. Any matters invoking personnel would have to be redacted. Ann Grossi said that there needs to be an accompanying explanation of each redaction. Timothy Braden said that this would involve spending tax dollars and that there needs to be a balance between expense and transparency.

Thomas Mazzacaro made a motion that when the executive session minutes are reviewed that anything deemed suitable for release be released and anything not deemed suitable to be released be redacted.

Yes: Timothy Braden, Beth Godett, Donald Kostka, Robert Lefkowitz, Lisa LoBiondo, Thomas Mazzacaro, Howard Chesler

No: David Dalia, Peter King

Mayor Braden made a motion that the Library Board Attorney review the first three month's executive session minutes from 2010 and present them to the Board at the next meeting along with a bill so the cost can be considered for budgeting purposes.

Yes: Timothy Braden, David Dalia, Beth Godett, Peter King, Donald Kostka, Lisa LoBiondo, Thomas Mazzacaro, Howard Chesler

No: Robert Lefkowitz

Robert Lefkowitz made a motion seconded by Lisa LoBiondo to release the November 2011 executive session minutes.

Yes: Timothy Braden, Donald Kostka, Robert Lefkowitz, Lisa LoBiondo, Thomas Mazzacaro

Abstain: David Dalia, Beth Godett, Peter King, Howard Chesler

Robert Lefkowitz made a motion, seconded by Lisa LoBiondo that the released executive session minutes be posted on the Library's website.

Yes: Robert Lefkowitz, Thomas Mazzacaro, Donald Kostka

No: Timothy Braden, David Dalia, Beth Godett, Peter King, Howard Chesler

Abstain: Lisa LoBiondo

**XII. Public Comments #2**

**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 issues dealing with personnel issues, negotiations, and 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 that the Library Board go into Executive Session at 9:30 p.m.

Vote: All in favor.

10:00 p.m. Open Session reconvened

**XIV. Adoption of Minutes**

A. Adoption of the December 12, 2011 Executive Session Minutes

Howard Chesler made a motion to adopt the Executive Session Minutes.

Vote: All in favor.

Allan Kleiman noted that there is dissatisfaction with the current tape recorder and recommended that the library purchase a machine similar to the one Town Hall uses. Robert Lefkowitz suggested some alternatives that he thought would alleviate the problem. The technology committee will work with the Director and the Board on this issue.

**XV. Adjournment**

Howard Chesler made a motion to adjourn.

Vote: All in favor.

Open Session adjourned at 10:10 p.m.