

**Montville Township Public Library
Board of Trustees Meeting
JUNE 13, 2011
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045**

The meeting was called to order by President, Howard Chesler at 7:33 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 for Dr. Paul Fried: Dr. Beth Godett
David Dalia arrived 7:34 p.m.
Lisa LoBiondo arrived 7:44 p.m.

Meeting was opened at 7:33 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 May 9, 2011 Regular Session Minutes

Thomas Mazzaccaro moved
Donald Kostka second

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

B. Adoption of May 16, Special Session Minutes

Robert Lefkowitz moved
Donald Kostka second

Corrections:

Page 2: The first bulleted item under “The following is the proposed Vision Statement” should be removed

Page 2: Robert Lefkowitz’ name should be removed from the last title “The following are the proposed goals for the Tech Plan”

Page 3: “The following is conclusion of SWOT”

Ann Grossi was absent for the May 16, 2011 meeting

(7:34 p.m. David Dalia arrived)

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

C. Adoption of May 25, 2011 Special Session Minutes

Thomas Mazzaccaro moved
Robert Lefkowitz second

Corrections: Thomas Mazzaccaro was not absent but present via telephone

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

Abstain: Dr. Beth Godett, Peter King

IV. PUBLIC COMMENTS

No comments

V. REPORTS OF OFFICERS

A. President – Howard Chesler

1. Discussion of Security:

Montville Township Police Department has charged two (2) juveniles with various counts of criminal mischief. This would include damage to the bathroom, employee’s coat, book, walls and piano. The matter has now been referred to Family Court

2. Status of Financial Disclosure Forms

The president asked that if anyone has not filed Financial Disclosure Forms, to please do so.

B. Treasurer – Thomas Mazzaccaro

_No Report

1. Status of Bank Signature Cards

Boiling Springs was given the needed information. Allan Kleiman will get required signatures.

VI. Report of Board Attorney – Ann Grossi, Esq.

No report

VII. Committee Reports

A. Buildings & Ground – Lisa LoBiondo

1. Library Sign Update

There are a total of three proposals. There will be a vote to go out to public bid.
Signal Sign Co. - \$28,767 (installation included as well as removal of old sign)
Butler Sign Co. - \$21,410 (installation included as well as removal of old sign)
Stewart Sign Co.

All signs will have six (6") inch letters
Signal Sign Co. and Butler Sign Co. are the two companies that are being strongly considered.
Both companies have five (5) year warranties It will be decided whether the sign should have animation or not.

2. Pio Costa Auditorium – Audio System Update

Mind's Eye Tech came in to give a proposal to fix the audio distortion problem the library was experiencing. They made a few adjustments and it does seem to be somewhat better.

David Dalia made a motion to authorize expenditures up to \$4,000.00 to make the Pio Costa Center surround sound capable.

Peter King 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. Marketing/Promotion Library at 4th of July Celebration

- The library could perhaps participate in the parade (for 2012).
- Literature to be passed out containing information about the library schedule.
- Schedule of library programs – will there be a cost or will they be free?
- Bookmarks/Magnets.

C. Finance – Thomas Mazzaccaro

No Report

D. Technology – Robert Lefkowitz

- There is DNS Filtering Software available to prohibit the computers from being used for pornography.

- E-mail needs server names.
- The audio system was purchased and it is not as advanced as the Technology Committee thought. The wireless mics are set up to be plugged into an amplifier and from the amplifier they would need a laptop computer with an external mic that attaches in front of the amplifier. As of this moment there are no connections to plug into a laptop. It was suggested that the Technology Committee look further into the audio system.

E. Personnel – Donald Kostka

Personnel Committee met to discuss the following:

- 2011 Goals for the Interim Library Director
- Employee Salary Adjustments – to be discussed in Executive Session
- Desk Audit – no report as of yet
- Reassignment of Records - ongoing
- Librarians and Children’s Librarians – to be discussed in Executive Session

F. Strategic Plan – Donald Kostka

1. Status of Review by State

The Strategic Plan was mailed and there were some problems with the State. Donald Kostka spoke with Michele Stricker and Victoria. There were two changes that they made regarding the numbers. The amount of miscellaneous revenue was increased and another line item where there was a difference of approximately \$9,000. Both Ms. Stricker and Victoria agreed that the differences was so immaterial they were going to give the library conditional approval on the spot and wait for a transfer form to come down until Victoria stated that the form was completed incorrectly because the 2011 budget reflects less spending than the library actually incurred in 2009. At which time Trustee Kostka stated that, looking at the library’s trend, their actual expenditures have decreased year after year. He pointed out that the library sent the same kind of package down last year and it was approved.

It was stated that the 2011 Budget was modified, adding approximately an additional \$100,000 to the Contingency line so that the 2011 Budget is the same as their 2009 Actual Spending so the package could be approved. Allan Kleiman will e-mail the necessary documents to Ms. Stricker and Victoria tomorrow as they will be waiting for them. Based on prior conversations with Ms. Stricker and Victoria, Trustee Kostka did not anticipate any further problems.

Donald Kosta made a motion to amend the 2011 Budget such that the Contingency line, account #60253 will now reflect \$105,881.00 and the Revised 2011 Total Operating Expenses will now reflect \$1,447,168.00.

Thomas Mazzaccaro second

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

VIII. Interim Library Director’s Report – Allan Kleiman

- Quite a bit of time this month was devoted to time spent with Donald Kostka working on the transfer of funds to the Municipality.

- Summer Reading program starts this Wednesday – the goal is to get 1,000 children involved in the program.
- There will be a luncheon for Ann Mariash, Senior Library Assistant, and staff, as Ms. Mariash is resigning effective July 1, 2011.

IX. Resolutions

A. Resolution to approve the check register dated May 1, 2011 to May 31, 2011 in the amount of \$63,908.67.

Thomas Mazzaccaro amended Resolution A and made a motion to approve the check register dated May 1, 2011 to May 31, 2011 in the amount of \$63,908.67 with the condition that check #7845 and check #7848 have the attached certification certificates completed before they are mailed out.

Thomas Mazzaccaro moved
Donald Kostka second

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

B. Resolution to close on Wednesday, June 22, 2011 at 4 p.m. to accommodate the High School Graduation Ceremonies.

Howard Chesler moved
Lisa LoBiondo second

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

Voted No: David Dalia

C. Resolution to close on Friday, June 24, 2011 at 4 p.m. and on Saturday, June 25th to accommodate the annual 4th of July Township Event and Carnival.

Howard Chesler moved
Lisa LoBiondo second

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

Abstain: David Dalia

D. Resolution to accept the resignation of Ann Mariash, Senior Library Assistant, effective July 1, 2011.

Howard Chesler moved
Lisa LoBiondo second

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

Abstain: David Dalia

E. Resolution to amend the 2011 Budget such that the Contingency line, account #60253 will now reflect \$105,881.00 and the Revised 2011 Total Operating Expenses will now reflect \$1,447,168.00.

Donald Kosta moved
Thomas Mazzaccaro second

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

F. Resolution establishing intent to transfer excess funds to the Municipality of Montville Township pending the approval of the State Librarian:

WHEREAS, the Montville Township Library Board of Trustees (the “Board”) affirms that it is in compliance with all conditions of NJSA 40-54-15, and

WHEREAS, the Board affirms that the municipality and the municipal free library are in compliance with all conditions imposed by rule or regulation by the State Librarian for per capita library aid to public libraries according to the “State Library Aid Law,” (N.J.S.A. 18A:74-1 et seq.) and pertaining to appropriations for the maintenance of a municipal free library according to R.S. 40:54-8; and

WHEREAS, the Board affirms that there are sufficient funds remaining in the municipal free library’s operating budget for the maintenance of the library for the balance of the fiscal year in which the transfer of funds to the municipality occurs; and

WHEREAS, the Board affirms that the Library Board of Trustees has a written plan of a least three years that reflects that the long-term funding needs of the library will be met, and that any capital expense will contribute to the provision of efficient and effective library services; and

NOW, THEREFORE, be it resolved by the Montville Township Public Library Board of Trustees that upon approval of its resolution of intent by the State, the Board will make a one-time contribution made in quarterly payments back to the Township taxpayers subject to review by library counsel in the amount of \$1,460,835.00. (Note: The president read the last paragraph to the Board).

Donald Kostka moved
Thomas Mazzaccaro second

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

X. OLD BUSINESS

No Old Business

XI. NEW BUSINESS

Dr. Beth Godett thanked Allan Kleiman and Amy Resnikoff for their participation and receptiveness in listening to the high school student focus group in seeing what can be done to create a good partnership between the school and the library.

Robert Lefkowitz requested that all corrections to the minutes be made directly to the document (once approved) rather than just have them listed in the next month's minutes.

XII. PUBLIC COMMENTS #2

No 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, 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 to move into Executive Session
Robert Lefkowitz second

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

9:26 p.m. Open Session closed to go into Executive Session

9:26 p.m. – Allan Kleiman excused himself from Executive Session

9:56 p.m. Open Session reconvened

XIV. OPEN SESSION

A. Adoption of May 9, 2011 Executive Session Minutes

Howard Chesler asked for a motion to approve the May 9, 2011 Executive Session Minutes

Donald Kostka moved
Lisa LoBiondo second

All were in favor

B. Employee Salary Adjustments

Donald Kostka made a motion to increase the pay of Jeanne Ivy and Sandy Calderone by 3.5 %, effective July 1, 2011. Jeanne Ivy's salary will go from \$40,913.00 per year to \$42,348.00. Sandy Calderone's salary will go from \$47,278.40 per year to \$48,942.40 per year. Further, Vincent Sacco's hourly rate will go from \$35.00 per hour to \$30.00 per hour

David Dalia second

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

Abstain: Thomas Mazzacaro

Howard made a motion to approve the Executive Session Minutes of May 9, 2011

Lisa LoBiondo second

All were in favor

Donald Kostka made a motion to adjourn
Peter King second

All were in favor

9:59 p.m. Open Session adjourned