



MONTVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES FOR MEETING

April 8, 2013 – 7:30 p.m.

OPEN SESSION

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

Allan M. Kleiman - Library Director
Ann F. Grossi - Board Attorney
Cynthia Oravits, Board Recording Secretary

- I. Call to Order
Howard Chesler called the meeting to order at 7:30 p.m.
- II. Open Public Meetings Act Statement
(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
 - A. Robert Lefkowitz noted a correction should be made in the minutes of the March 11, 2013 Regular Session Minutes. Tom Mazzaccaro made a motion to accept the Minutes, as amended, seconded by Casey Shorter; motion approved, however Tom abstained.
- V. Howard directed Allan Kleiman to write a letter to UNICO relating to the board's decisions at the last meeting regarding their San Gennaro Festival.
- VI. Public Comments
Howard opened this portion of the meeting to the public. Having no one come forward, he closed this portion of the meeting.
- VII. Report of Board Attorney: - Ann Grossi, Esq.
April 8, 2013 Open Session Minutes Approved

Ann reported that the first meeting with the union has been scheduled for April 22, 2013.

VIII. Reports of Committees

A. Finance – Tom Mazzaccaro

1. 2013 Budget: The budget should be ready to be voted on this evening.
2. Transfer of Funds to Township: The Township had passed a resolution on the paving of the Library parking lot that seemed to be vague. It did not set a timetable for the paving. The Director was asked to follow through with Towns Administrator Vic Canning and either get an additional more specific resolution passed on the parking lot paving or a letter of confirmation on the topic. Once this was resolved the Library would move ahead with the transfer of funds package to the NJ State Library.
3. Bank Signatures 2013: After Tom's absence at the last meeting, it was found that additional signatories needed to be made to sign checks. Lakeland Bank could not locate the library's records when this was previously done, therefore a new resolution will be presented later in this meeting for possible adoption. Robert Lefkowitz voiced his concern about the bank losing the Library's records, and asked if there was any benefit of going to another bank. Howard recommended changing banks should be discussed at the next finance meeting.

Tom also spoke about possible online banking and indicated that only banks can be used that are a part of (Government Unit Deposit Protection Act) GUDPA, which is a supplemental insurance program set forth by the NJ Legislature to protect deposits of municipalities and local government agencies. Atlantic Stewardship is in fact a part of GUDPA. Tom also recommended that the Library Board create a cash management plan and this will be discussed at the next Finance Committee Meeting.

B. Buildings and Grounds – Peter King

1. Solar Project: Peter said test drilling will begin at the end of this week.
2. Parking Lot Repaving: This project is now pending upon bonding from the Township.
3. RFID Project: Gates and tags have been ordered and work will begin in May.

Peter also informed the Board that the hinges for the doors are being looked; they are looking into the cost of new doors.

C. Personnel – Dave Dalia

A meeting will take place shortly.

D. Patron Services – Robert Donohue

1. Meeting Room Policy: Robert said Allan is reworking the meeting room policy. Howard asked Robert to call a meeting to discuss this further.

E. Technology – Robert Lefkowitz

1. E-Mail Update: Robert said the emails are now set up using Google Mail, no problems have been found.

Regarding the issue of pornography being seen on the Library computers, Robert said the filtering issue is now fixed. The Township Technology Committee will be meeting shortly and they would like all departments including this library to work together. He expects to receive a letter from them shortly.

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

1. Internet Filtering: Allan said the filtering is working very well however, they have an issue with one or two patrons who view certain sites that could be found “undesirable” and parents have complained. This is not a technology issue; the policy needs to be changed regarding use of the computers. Ann stated that there are several things that can be done such as putting screens around the monitors, moving certain computers where they are not visible to children, etc. She also said a Policy Statement could be posted in order to inform computer users that others can see what is on their screens.
2. Allan announced that one of their employees, Roma Hanoman will be retiring and a party is scheduled for April 26 @ 6:00 and hope the Board can attend.

X. Resolutions/Motions

- A. Resolution to accept the check register dated March 1-31, 2013 in the amount of \$69,106.16. Tom Mazzaccaro made a motion to approve this resolution and Lisa LoBiondo seconded. Motion carried upon the following roll call vote: yes: Mr. Dalia, Mr. Donohue, Mr. King, Mr. Lefkowitz, Ms. LoBiondo, Mr. Mazzaccaro, Dr. Shorter and Mr. Chesler.
- B. Resolution to adopt the 2013 Budget: \$1,416,701 for Operating Expenses and \$80,449 for Capital Expenses. Howard Chesler made a motion to amend this resolution by adding “*capital expenses are contingent upon the Township’s funding for paving of the parking lot.*” Robert Donohue seconded his motion – motion carried upon the following roll call vote: yes: Mr. Dalia, Mr. Donohue, Mr. King, Ms. LoBiondo, Mr. Mazzaccaro, Dr. Shorter and Mr. Chesler; no: Mr. Lefkowitz.
- C. Resolution to Transfer \$346,760 in excess funds to the Township of Montville on passing the 2013 Library budget as presented and pending approval by the NJ State Librarian to be paid in quarterly installments in June (2 payments), September and December 2013. Howard Chesler again made a motion to amend this resolution by adding “*capital expenses are contingent upon the Township’s funding for paving of the parking lot.*” David Dalia seconded his motion – motion carried upon the following roll call vote: yes: Mr. Dalia, Mr. Donohue, Mr. King, Ms. LoBiondo, Mr. Lefkowitz, Mr. Mazzaccaro, Dr. Shorter and Mr. Chesler.
- D. Resolution for Bank Signatures and authorized Contacts. Tom Mazzaccaro made a motion to approve this resolution and Robert Lefkowitz seconded. The motion was approved upon the following roll call vote: Mr. Dalia, Mr. Donohue, Mr. King, Ms. LoBiondo, Mr. Lefkowitz, Mr. Mazzaccaro, Dr. Shorter and Mr. Chesler.
- E. Resolution to accept the retirement of Library Assistant Roma Hanoman effective April 30, 2013. Howard made a motion to accept this resolution and Lisa LoBiondo seconded. Motion carried upon the following roll call vote: Mr. Dalia, Mr. Donohue, Mr. King, Ms. LoBiondo, Mr. Lefkowitz, Mr. Mazzaccaro, Dr. Shorter and Mr. Chesler.

Howard stated that they will convert this full-time position into two part-time positions, saving the library approximately \$10-11,000 in health insurance costs.

- XI. Public Comments – None
- XII. Old Business – None
- XIII. New Business – None
- 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 Executive Session Minutes and Personnel; and
WHEREAS, once the matter involving confidentiality of the above no longer requires 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.

This meeting adjourned to Executive Session at 8:25 pm.

XV. Open Session

A. Adoption of March 11, 2013 Executive Session Minutes – Robert Lefkowitz made a motion to approve the March 11, 2013 Executive Session Minutes as amended and Tom Mazzaccaro seconded – motion carried, however Lisa LoBiondo abstained.

XVI. Adjournment

Lisa LoBiondo made a motion to adjourn, seconded by Peter King. The meeting adjourned at 8:35 p.m.