

**Montville Township Public Library
Board of Trustees Meeting
MARCH 14, 2011
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045**

The meeting was called to order by President, Howard Chesler at 7:32 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
Dr. Beth Godett – Alternate for Dr. Paul Fried

Meeting was opened at 7:31 p.m.

I. OPEN PUBLIC MEETINGS ACT STATEMENT

The president stated 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

Robert noted the following corrections:

Page 5: E. Technology – Robert Lefkowitz – last sentence: "...as voice-over "**ID**", should be "IP".

Page 6: "E" Personnel – should be "F" Personnel

Page 9: Top of page: David "called the question"; should be David "made a motion"
8th paragraph: David "called the question:; should be David "made a motion".

(A) Adoption of February 14, 2011 Regular Session Minutes

Lisa made a motion to pass the February 14, 2011 Regular Session Minutes as amended

Thomas second

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

IV. PUBLIC COMMENTS - GENERAL

Sue Goldblatt, President of Montville Pet Parents, and resident of Towaco, addressed the Board. Ms. Goldblatt stated that monies raised are used to help the animals at the shelter or will be used to build a new shelter. She said the annual book sale is their biggest fund raiser. In February 2011 they submitted a request providing three (3) alternate dates requesting nine (9) days, which included two (2) weekends.

Montville Township Library
Open Session Minutes
March 14, 2011

Their plan was to move books on the first weekend, sort and stage Monday through Thursday, and have the sale on Friday and Saturday, pack and remove all the books on Sunday.

Ms. Goldblatt expressed their disappointment when they were told that Friday, Saturday and Sunday were fine, but they would not be able to schedule a period of time that they needed in order to set up for the book sale. Ms. Goldblatt requested that the library reconsider their request.

The Interim Director stated he would reserve his comments for his report.

REPORTS OF OFFICERS

A. President – Howard Chesler

1. Update on Security

Buildings and Grounds are looking into whether they can have cameras on the premises and if it is cost effective and needed. They are waiting on access codes for the phone systems. The Chamber of Commerce did put out a “blast” to all the merchants in the database advising them if they get any unusual orders to be on the alert and call the library for verification.

The police are going to code the fire alarm with a substance/dye that would get onto the hands when the alarm lever is pulled, therefore making it easy to identify the party who pulled the alarm.

The staff has begun patrolling the library, making their presence known.

B. Treasurer – Thomas Mazzaccaro

1. Status of Funds Transfer

Last month the treasurer went to Atlantic Stewardship Bank (ASB) to have their funds transferred from the CD account and put into a Money Market account. Since it was after January 24, ASB said that did not present a problem but there would be a small transfer/penalty fee for taking it out. It is approximately \$800 to transfer the money out of the CD and place into a Money Market fund. Since they have made approximately \$126.00 in interest this past month, it will only cost the library approximately \$600.00 out of approximately \$242,000.00.

Currently the library has five (5) CDs in various banks. The concern is that when it comes time to return money to the township (possibly \$1 million); the library is going to need all of these accounts to return the money to the township. There will be significant penalty fees to remove the money. It was suggested that rather than wait for the fees to get higher, the library should move the money out of all the different accounts now, while the fees are the lowest and put it all into one account or to keep it in each of the various banks in a simple money market account so they can reduce the amount of fees. If the library waits until July, there will be another four months of penalties that will occur.

It was suggested that the library leave the money in the bank that would charge them the highest penalty and withdraw the money from the banks that have the least penalties.

It was recommended that the treasurer provide the board with a list of how much money is in each bank and when they are coming due. The treasurer said he would have that as soon as possible.

2. Bank Signature Cards

There are a few more signatures needed. The Interim Director said he would look into the matter.

C. Assistant Treasurer – Donald Kostka

1. Update on Status of 10% Reductions for Professionals

It was reported that Donald was able to reach out to the library's accountant, Ralph Frederick and to Ann Grossi, the library's attorney.

Mr. Frederick was agreeable to reducing his fixed fee from \$1,250.00 to \$1,125.00, which represents a 10% reduction. For that fee the library will get the following:

- 2 ½ days per month on-site accounting, reconciliation and analysis.
- They will prepare the monthly financial packets
- The monthly bank reconciliation
- The 990-exempt tax return form for the library on an annual basis
- The year end work papers for the outside auditor (which takes approximately \$4,000 off the auditor's bill)
- Provide the computer support for Peachtree when necessary

Ms. Grossi was agreeable to reducing her fee by 10%. Her hourly rate will be reduced to \$112.50 per hour.

It was noted that Donald did not have an opportunity to speak with Elaine Wood regarding the 10% reduction.

VI. Report of Board Attorney – Ann Grossi

No Report

VII. Committee Reports

A. 2011 Budget – Donald Kostka, Thomas Mazzaccaro, David Dalia

It was reported the above committee members met with the Interim Director (with the exception of David Dalia, as he was unavailable at the time) to review the budget to see where they were at that point in time. Based on the meeting Donald made some changes to the budget that is slightly different than what is in the handout. At this time Donald presented the Montville Library 2011 Budget to each board member. Some of the items noted are as follows:

- Page 6 of 8 – Total Operating Expenses – In 2009 Actual spending went up 2% but in 2010 Actual spending went down 3.1%. 2011 is projected to go down another 3.3%.
- Revenue that the library is going to receive from the town has been reduced by an additional 3% in 2011.
- Interest income is estimated to be approximately \$2,500.00.
- Line Item 40110 – State Aid will be eliminated
- Computer Equipment will come out of Capital Expenses
- Space planner is included in Furniture & Fixtures under Capital Expenses

B. Strategic Plan – Donald Kostka, Thomas Mazzaccaro, David Dalia

The Interim Director suggested to the Board they use the same timetable that was used last year (May meeting) to approve the documents listed in the "Steps Necessary to Implement N.J.S.A. 40:54-15 (a) Transfer of Excess Library Funds to the Municipality".

The Interim Director suggested that on May 2 that the committee presents the plan for the Board at a special meeting. He stated if there were any corrections or changes to be made, there would be sufficient time to do it before the scheduled Open Session meeting of May 9 and the whole package could then be approved at the May 9th meeting.

The president suggested three (3) co-chairs of the committee get together and involve the board members as a committee of the whole, to write goals and objectives for each of these tasks and come up with a vision statement.

Timothy and Robert said they would be happy to work on the vision statement.

C. Technology – Robert Lefkowitz

The following was reported:

- New e-mail addresses have been assigned
- Looked into replacing the components of the audio system and getting wireless microphones at a cost of approximately \$500 to \$1,000 as well as replacement for the amplifier. It was requested that this item be added to the budget.
- There is a request to the Finance Committee to do a “lease vs. buy” analysis on the hardware for the computers
- Working on getting the website updated with the past meeting minutes

(It was noted that Robert is the chairman for the Township Technology Committee)

D. Finance – Thomas Mazzaccaro

No Report.

Thomas asked, for the record, that everyone would e-mail or call him in advance if they had any questions regarding the balance sheet so he could have an answer by the next meeting.

E. Patron Services – Peter King

It was reported the committee was asked to look at different committees to have people who were not trustees serve on the committees. It was recommended that for the standing committees it would be members or trustees; on special committees there could be people brought in from outside to be on the committees.

It was asked if non-library board members were allowed to sit on committees, would they have to fill out the same form that someone from the township committees fill out. It was noted there is a community form that must be filled out if someone wants to be on a committee.

The president asked that the board look into what they could do in terms of promulgating the results of the survey as there was a very sparse turnout at the meeting.

F. Personnel – Donald Kostka

The Personnel Committee met and the desk audit has been started.

G. Buildings and Ground – Lisa LoBiondo

It was reported that Buildings and Grounds did not meet this past month. They will be meeting this week with a contractor to look at the security and once the proposal is received the committee will meet and make a recommendation to the board next month.

VIII. Interim Library Director's Report

The following was noted:

- Dr. Seuss event was very successful and there was a large turnout.
- The library is getting ready for the Summer Reading Program and the Interim Director and Amy will be attending several training workshops for the staff. There is a need to reach out more to the schools.
- The library has received some donations and the library would like to suggest to the board that they provide a mechanism for people to donate money to the library on a regular basis, perhaps using a suggestion box asking if “perhaps people would like to contribute to something specific”.
- There is a requested that the board consider staying open until 6:00 p.m. on Fridays as opposed to the 5:00 p.m. closing time the library is employing now.
- Web mail address has been given – passwords have been assigned to each member.
- E-mail accounts have been set up for each board member
- New library cards have been distributed to each board member, and will be valid by Wednesday.
- There is a plan to meet with the public and one of the goals is to try to reach out to more students in the schools to make sure they have library cards.
- There was a suggestion that the library work with the graduating class of Lazar so that every graduating student would have a library card before they entire the high school.

The Interim Director addressed Pet Parent's request for use of the library.

The Interim Director stated the library has increased the programs that it is now doing for all ages and there are programs now Monday through Friday and at least one day on the weekend. He said they could move some programs around to try and accommodate Pet Parent's, however, they could not accommodate their nine-day request for the use of the library, and they would only be able to offer them Friday, Saturday and Sunday as they felt they would be eliminating programs and community groups for the entire week. He said the library had written them a letter suggesting they could have a Friday Saturday and Sunday booksale. They could use Friday to set up and Saturday and Sunday would be used for the sale.

It was asked of Ms. Goldblatt what the minimum amount of time she could use to make this project work. She stated the biggest problem was the transport and getting vehicles to assist in the transport. She stated that Monday through Thursday would be the minimum for transport and set up and then Friday, Saturday for the sale and Sunday would be used to take everything down.

One of the concerns is the smell that comes from storing a large amount of books; there are also safety issues as there are small children using the rooms the Pet Parents want to occupy.

It was asked if Pet Parents could live with one room, at the discretion of the Interim Director, for a certain number of days.

Ms. Goldblatt was asked how it would affect her sales if the library were to give her Friday to come in and set up and then run the sale Saturday and Sunday morning and then have someone come in and dismantle the set up, and take away whatever was not sold. Ms. Goldblatt said they would make only half of what they made last year, which was \$7,000.00.

David made a motion to allow Montville Pet Parents the Pio Costa Center in October, a Friday, Saturday and Sunday exclusively, the back of the main room, the two smaller rooms, as much as possible, and the prior weekend for the purposes of holding a book sale.

Dr. Godett second

Ms. Goldblatt did not believe this was sufficient time to get everything done.

It was asked if the library had extended their evening hours for access to the library would that make it workable for Pet Parents? Ms. Goldblatt stated that Pet Parents would have their meeting tomorrow and she would present the library's offer to them and see if that is something they could do.

David made a friendly amendment to his motion to allow for late hours on Thursday and Sunday evenings.

It was asked of Thomas Mazzaccaro, Sr., Director of DPW for Montville Township, if he knew of any other municipal venue that would be able to help out the Pet Parents ground, to which he stated he was not sure.

David made a motion to call the question to request a vote
Peter second

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

David made the following motion:

To allow the Montville Pet Parents the use of the Pio Costa room, any weekend in October, Friday, Saturday, and Sunday exclusively, and the weekend prior, the back of the main room and smaller rooms with extended hours on Thursday evening, and Sunday evening.

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

RESOLUTIONS

A. Resolution to approve the check register dated February 1, 2011 to February 28, 2011 in the amount of \$58,619.46.

Thomas moved
David 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 adopt the 2011 Budget.

David moved to adopt the 2011 Budget as presented by Donald Kostka
Peter second

David made a motion to call the question
Peter second

Voted No: Timothy Braden, Robert Lefkowitz, Thomas Mazzaccaro

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

The president asked for vote on adopting the 2011 revised Budget as presented by Donald Kostka

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

Voted No: Robert Lefkowitz, Thomas Mazzaccaro

The Interim Director requested that the board make a resolution to extend the library's permanent hours from 5:00 p.m. to 6:00 p.m. on Fridays, effective the first Friday in April 2011.

Lisa made a motion to extend the library hours on Fridays effective the first Friday in April 2011 from 5:00 p.m. to 6:00 p.m.

Peter second

All were in favor

Timothy made a motion to ratify the contracts of our professionals reflecting a 10% reduction for the account and for the attorney.

Donald second

Robert made a motion to take a separate vote on each individual.

Timothy made a motion to ratify the contract of accountant Ralph Frederick reflecting a 10% reduction.

Donald second

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

Donald made a motion to ratify the contract of attorney Ann Grossi reflecting a 10% reduction.

David second

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

Voted No: Robert Lefkowitz

X. OLD BUSINESS

A. Library/Township Agreement

It was noted that everyone had received an updated version of the Agreement in their packets.

1. Resolution to adopt the 2011-2013 Library Township Agreement.

Peter made a motion to adopt the 2011-2013 Library Township Agreement

David second

Discussion: The former charge of 19.7% increase for charges that will be made to the town was an erroneous number. Someone unknown to the library inadvertently wrote that number on the contract. In actuality it is 4.9%. Everything else remains the same – with a 5% increase.

Section B – Page 2: Excludes the township from paying additional charges for any of the items listed. It was noted that this list are the professional services that the township has to render to the library that are part of normal township operations.

Item V was added.

Lisa made a motion to call the question

David second

Voted No: Timothy Braden, Donald Kostka, Thomas Mazzaccaro, David Dalia, Dr. Beth Godett

Pass: David Dalia, Dr. Beth Godett, Robert Lefkowitz

Voted Yes: Peter King, Lisa LoBionda, Howard Chesler

Abstain: Robert Lefkowitz

Discussion: It was noted that Article VI states the library splits costs with the township but there is no evidence that that is the case. It was stated that one of the things the library has asked the Township Committee to do was to include in their capital budget things that would normally be related to the library.

Timothy stated he was going to suggest to the township that the library's parking lot be repaved in 2012. He thought that a formal letter would be appropriate.

The president asked for a vote.

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

XI. NEW BUSINESS

Public portion of the meeting

It was stated the courts have recently announced that having a second public portion session in the middle of a meeting, having the public leave and expecting them to hang around and then come back, is in violation of the Open Public Meetings Act. Therefore, we should consider holding it in the beginning of the meeting.

Ms. Grossi stated it was her understanding that it might be better to hold the public portion of the meeting at the end of Open Session so that the public did not have to wait an excessively long time should the Executive Session portion of the meeting run extremely long. Ms. Grossi said she would look further into the matter.

Computers and other equipment

It was asked if the library takes an annual inventory of the computers. It was noted that the Technology Plan has a listing of the library's computers and an inventory is taken. The Interim Director stated that everything, with the exception of new items, has been tagged. However, inventory is not taken on the book collection.

Classes offered at the library (Yoga, Thai Chi, Mommy & Me, Computer classes, etc.)

It was noted these items are not discussed at any great length during the meetings.

It was stated that these items will be given to the appropriate committees and then will be discussed at future board meetings.

Thomas Mazzaccaro, Sr. addressed the board, thanking the president for a well-run meeting. He made the following observations:

- The parking lot stripping needs to be redone as they are barely visible
- The clocks should be moved down
- The lights are out

In order to change the clocks and replace the lights the town would have to hire equipment to reach them and they would have to charge the library at that point.

XIII. EXECUTIVE SESSION

WHEREAS, the Open Public Meetings Act 1975, Chapter 231 permits the exclusion of the public for a meeting in certain circumstance; 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

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

Lisa second

All were in favor

10:38 p.m. Open Session ended for the purpose of going into Executive Session

11:11 p.m. Open Session reconvened

Timothy made a motion to accept the Executive Session Minutes of February 14, 2011

Thomas second

All were in favor

Robert made a motion to release the amended Executive Session Minutes for February 14, 2011.

Lisa second

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

Abstain: David Dalia

Howard asked for a motion to adjourn

David second

11:13 p.m. Open Session adjourned