

Montville Township Public Library
Board of Trustees Meeting
JULY 13, 2009
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

The meeting was called to order by President, David Dalia at 7:30 p.m.

Howard Chesler Julie Cohan David Dalia Edward Ernstrom
Peter King Donald Kostka Thomas Mazzaccaro Deborah Nielson

Vincent Sacco – Acting Director
Ann Grossi, Esq. - Attorney for Board
Elaine Wood, Recording Secretary

James Sandham was present as the Mayor’s Alternate
Absent: Gary Bowen

David Dalia stated that prior notice of the Meeting had been published in accordance with the requirements of the Open Public Meetings Act.

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

MINUTES OF MEETING

Meeting was opened at 7:30 p.m.

ADOPTION OF MINUTES

David asked for a motion to adopt the June 8, 2009 Meeting.

Peter Moved, Julie Seconded

All were in favor.

Peter noted a correction on page 9, 1st paragraph: Should says 18’ 3”, which are not the same dimensions as the entrance.

Page 2: Bullet 3 should read: “... which covered 54% of the scree...”

Deborah noted that she had stopped in today to listen to the tapes and they were not available at this time, therefore she did not feel comfortable voting on the minutes and at this time she requested that they be tabled until the time that she could review the minutes. David said that at this time, this is not our procedure. Deborah further stated

that there seemed to be a problem with the tapes, therefore she was unable to listen to them.

David asked for a motion to adopt the June 8, 2009 Meeting

Voted Yes: David Dalia, Edward Ernstrom, Peter King, Donald Kostka

Voted No: Julie Cohan, Howard Chesler, Thomas Mazzaccaro, Deborah Nielson

David noted that the motion was tabled until the next meeting.

PUBLIC COMMENTS

No one present

REPORTS OF OFFICERS

President – (David Dalia)

No Report

Vice President – (Peter King)

No Report

Treasurer – (Donald Kostka)

Donald passed out the current Balance Sheet as of June 30, 2009 and the current Statement of Revenue and Expenditures. He stated that on a cash basis they were ahead of budget by \$144,000.00 and on a _____ basis, \$87,000.00. He noted that they made very good progress as it relates to compensation through the first six months and were \$32,000 under budget and anticipated to be significantly higher by the end of the year. He further stated that through the first six months it appeared they were right on target with their surplus.

Julie asked if they were running over budget on the legal to which Donald said it would be significantly over. David noted that this was noted in the past six meetings of the year.

Howard asked what type of rates we were getting on our accounts. Julie said just about 4% and noted that she was able to obtain that at the end of 2008. Donald noted that the revenue was not fully reflected in these statements. Howard asked what are we doing with the operating account (\$150,000.00 +) in the way of getting interest and have we in the past looked into that. David said that once they have reached a certain amount they would look to see what they have on the horizon and then vote on whether or not to purchase another CD. Donald noted that most banks are currently running at 1/10th of a percent on a money market. Julie stated that she believed they were actually getting over 1% on the money that sits there. She further stated that they did not want to keep more

that \$250,000.00 in one account because of the insurance. Howard requested that in the future he would like to have this information included in the packets so he could review before the meetings. Donald stated that the reason it is not handed out prior to the meetings was for fear of the information being available to non-board members. Ann said that would not be a problem.

Ann noted that when e-mail is being used as a board member and it is being used from your personal computer, everything that is in that e-mail becomes public information. She noted that if there was a lawsuit, the account could be confiscated and all personal information that you would not want disclosed. Therefore she suggested that all e-mails pertaining to the library be sent through a separate e-mail account.

Vince stated that Outlook is available for all Montville Library accounts.

Secretary – (Edward Ernstrom)

No Report

REPORTS OF COMMITTEES

Finance – (Provided by Donald Kostka)

No Report

Buildings and Grounds – (Provided by Edward Ernstrom)

No Report

Personnel – (Provided by Peter King)

Peter stated they were busy this month

Patron Services – (Provided by Howard Chesler)

Howard distributed his report at this time. He stated that they had a phone conference meeting, trying to define what Patron Services is. His stated that there needed to be better communication, i.e., informing people through the web site, find out who the patrons are, more signs indicating where the library is located. Peter stated that the township committee does not want signs as they feel it spoils the view. However, David did say they Howard was free to bring it up.

Howard further suggested that once things have gone through the Patron Services committee, it should then go through the Board. He also suggested Friday evening hours. Public Mail box, Adult Programming, Make the Web Site more user-friendly. Need to get the Buzz out, possibly through e-mail. Howard thought that perhaps the board could

review the above and choose three items that they felt should be the first items to address and discuss it further at the next meeting.

Vince noted that the Buzz Letter states you can order books by internet or by phone and within the last two months, there is a bookcase in front of the circulation desk with books for people who have ordered books ahead of time and then picked them up. He stated that he got so extensive that they had figured out a way, through M.A.I.N., how to use automatic phone calls, when ordering a book you wait two weeks, the book comes in and the patron receives an automatic phone call once the book is available.

Vince explained that mailing the Buzz was too expensive, therefore, the idea was abandoned. Instead they used the web site showing all the programs. He further stated that there is a large bulleting board at the front of the library, showing all the events of the week. He also stated that the same information that is in the Montville Messenger is also in the Buzz.

Thomas suggested asked the patrons “can we put you on our e-mail list” stating that would be a good way to get the Buzz out. David said that there are companies that are able to do that and this may be a good time to look into that option.

Lastly, Howard suggested that they put out a survey asking patrons what do they want to use the library for. David stated that the last survey was conducted approximately two years ago and it was very expensive and a lot of work. Deborah asked if the results were on file at the Director’s office to which David stated that they should be. Thomas asked for the conclusion of the survey. David said that one of the results was the suggestion of expanding the Library’s hours.

Edward noted that one of the problems with the old survey was the fact that it didn’t go to people who do not use the library and with their large number of inactive card holders, it might be good to design a survey that would sample the people who don’t use the library.

Vince said he had attended a conference at Arcadia University and one of the things that had come up was, according to a Professor who had arranged the conference, was not big on surveys. He felt that focus groups were much more beneficial as these groups were to go out and sample information; asking very direct questions as to how they could be better served. At that point the focus group would come back and put together a program or plan. David thought that a focus group might be the way to begin.

Library Director’s Report – (Provided by Vincent Sacco)

Vincent distributed his report to all Board members. The following are the highlights of the Library Director’s Report:

- Time/Attendance Monitoring - every one is currently logging in and knows how it is used. He said that they were going to start scheduling and compare the performance against the scheduling.

Howard asked if we recognized if someone punched in earlier than their starting time. Vince stated that there is always that possibility. However, the report would ignore their early punch-in time. He further noted that there is a 7-minute leeway where they would not be docked. He noted that the employee's scheduled punched in time is noted and compared to the actual time they punch in.

Ann suggested that there be a policy that no employee can punch in before their time as she has seen in some instances where employees are required to pay the employee for their actual time punched in. Vince thought that might be difficult as there would be a line behind the machine. He said he touch base with the ADP people and see how they address this problem. It was noted that the 7-minute lag time would be beneficial.

Howard asked if there were any hourly personnel would worked over 6 hours. David thought that we did. Howard stated that in the State of New Jersey if someone worked 6 hours or more they are required to take lunch and they are required to punch in and out. Vince said that they do take a lunch but do not punch in and out. Howard said they are required by law to punch in and out. However, it is not necessary for break-time.

- Rear Screen Video Project - The RFT has been finalized for the procurement, installation and maintenance of a rear video screen project behind the 10 X 14 glass screen on the auditorium. There is plan to increase the computer classes. The auditorium can be used, with the rear screen projector and lessons can be projected on the screen, enabling a much larger crowd to attend. Vince noted that he would be recommending that they release the RFQ and go out and get the bids.
- Considering Friday night at the movies.
- Wii is being considered for the teenagers.

Deborah asked if the RFT were to go out and they accept bids, is there a window to award those bids. Vince said that they would have the right to refuse them. Deborah stated some of her concerns were that she did not know how much this would cost to run annually, what the life span is and how it fits in with the mission statement of the library in five and 10 years. She asked if it were the library's vision to have teenagers here to use for the purposes of Wii and DVD as this equipment was \$20,000-\$30,000.

Thomas noted that there were many things that could be done but was it within the mission statement of the library. His concern was that the library may be turned into a recreation center – teen hall.

Vince stated that with modern technology it was very difficult to determine what the use of the library would be in years to come. He noted that one of the things stressed at the meetings was that the programming was extremely important as these “entertainment” programs would draw them and once they were here, then they would go for the books

and the other items. Thomas asked if there were any statistics or data stating that is fact. Vince was not certain. Thomas thought that was a stretch to which Vince stated that he disagreed. He noted that at this particular conference (Arcadia University), the librarians were urged to put on programs that would draw people, as the library was not just books any longer. David felt that video presentation is part of every day life. He also stated that since we have the glass screen, we were ahead of the game.

Thomas asked if the 90% coverage an important part of the RFPR and would we settle for 50% coverage. Vince suggested that we give them alternates of what we want.

James Sandham stated that typically when we go out to alternate bids we put what the alternate is. He suggested that if we were to go with 50% we should specify that we would want to know what would be at 40% and 75% coverage. This way we would have comparative bids rather than just leaving it open-ended. Vince said that would be difficult as we also have HD requirements, Blue Ray requirements and we just could not think of all the combinations. He suggested one combination would be with 53% and five years from now, if you wanted to go to 95% we could use the same information, the same camera and just add to it.

- Offsite storage at Hampshire – Jeanne went down and took inventory and she presented a public rights of retention.

Vince noted that we could reduce the amount of storage significantly and most likely be able to use the library for storage, once it is determined legally, what can be shredded. David said that it was his understanding that we had spare racks. It was noted by Vince that these documents were never used and suggested that they be placed on a skid, shrink-wrap it.

- M.A.I.N. – there was a major change in software and it is completed.
- Children’s Program – Is in full swing and has been a success. There were over 700 families signed up for the summer program, making it the largest ever. Every person has a card.

RESOLUTIONS/MOTIONS

RESOLUTION R-2009-07-01

Date Passed: July 13, 2009

(a) Resolution to approve the July 1, to July 31, 2009 check register in the amount of \$51,523.79.

David moved, Seconded by Peter

All were in favor

Discussion:

Howard asked what Central Pak was. David informed him it was HVAC.
Howard asked what Baker & Taylor was. David informed him it was books.
Howard asked what West Group was. Julie informed him it was CD Roms.

RESOLUTION R-2009-07-02

Date Passed: July 13, 2009

(b) Resolution to proceed with the RFQ for the furnishing, installation and technical support of a rear video screen projector in the Pio Costa Auditorium.

Edward moved to make a friendly amendment to Resolution (b) to read as follows:

Resolution to proceed with the “**RFI**” for the furnishing, installation and technical support of a rear video screen projector in the Pio Costa Auditorium.

Seconded by Thomas

Voted Yes: Howard Chesler, Julie Cohan, David Dalia, Edward Ernstrom, Peter King, Donald Kostka, Thomas Mazzaccaro

Voted No: Deborah Nielson

Discussion:

Julie asked if there were any restrictions when we put out an open type of RFQ ... (indiscernible). Ann stated that it was pretty well defined.

David asked if we had the RFQ in our packet to which he was told we did have it.

Edward said that we could reject any or all if it was under Fran Vanderhoof's threshold and it would be negotiable.

Ann felt that paragraph 7 needed to be better defined. Edward said another option would be to change the RFQ to an RFI. James Sandham suggested that you build the alternates. The first being the base thing that you want – the next would be the first option that you want ...

David said that they should go with the basic and then come up with two or three alternates.

Deborah noted that this was not a budget item this year and asked where the money would come from to purchase such an item if it were a successful bid. Edward said the if it was successful, the journal voucher entries that were presented by Donald this evening created additional cash. Donald said if it is not in the budget and they get a price that they are comfortable with, put it in next year's budget and purchase it at that time.

Deborah said that she has asked for a list of capital projects, a six-year capital. She wanted to see where the priority list is and if the library was going to have surplus or if they need to tighten their belts over the next six years and where this fits in the priority.

Thomas asked what the time threshold was to accept this. Vince said that contract would be awarded within thirty (30) days after the opening proposal. Ann felt that it could be stretched longer than 30 days since the board only meets once a month. David thought that they could work with 75 days.

Ann further stated that if they had proposals that have questions, they need to be able to provide answers to them and the answers should be that everyone who submits a proposal can see. She noted that often times this would be done on their web site. Ann asked how the town handles that and how they respond. Deborah was not certain. She did say they have a point of contact.

David asked how Buildings and Grounds would like to proceed. Edward said that at this point since the proposal is a combination of an RFI and an RFQ and it was written that way deliberately since they anticipated it would be below Fran Vanderhoof's threshold that the quickest way to proceed would be an RFI and then they will know what the cost will be and they will know who the potential quoters would be and they would know what options they would specify for those fixed amount of dollars.

David asked Edward to propose an addendum to the resolution.

Deborah asked if this was not in the budget, even at 75 days, and even if it were to be awarded, how all this work would be redone. Edward said that since they anticipated that the cost would be below Fran's threshold, therefore they would not need an invitation to bid. He further stated that the RFI did not require money. Thomas said that if the RFI comes in and the board is in agreement, then it would be addressed at that time and they would decide at that time if they need to wait until next year to get it in the budget. David said yes, that would be the fair way to go.

Vince suggested changing it to 50% since he was not going to be with this board much longer and right he was in a position to make it happen. He felt the 50% was more than sufficient and it could be extended at a later time. David was in agreement.

(Please note the friendly amendment above).

RESOLUTION R-2009-07-03

Date Passed: July 13, 2009

(c) Resolution to approve Vanguard as the Library's 403(b)(7) provider.

Edward moved, Seconded by Julie

All were in favor

Discussion: Edward noted that the employees have selected Van Guard and there is no cost to the library.

RESOLUTION R- 2009-07-04

Dated Passed: July 13, 2009

(d) **Whereas**, the Library has been operating with an Acting Director since November 2008; and

Whereas, the Library needs and requires a Director with specific credentials: a Masters Degree in Library and Information Sciences (MLIS) to run the Library; and

Whereas, it is in the best interest of the Township of Montville and the patrons of the Montville Township to have these library services available.

We resolve to contract with PRO LIBRA Associates for the professional and library management services of Allen Kleiman. These services will be based on an average three day work week at a rate of \$60.00 per hour. The Library will not incur any benefit expenses and will be charged only for the hours worked. Costs should not exceed \$65,000 per year.

Peter moved, Seconded by Edward

Voted Yes: Julie Cohan, David Dalia, Edward Ernstrom, Peter King, Donald Kostka, Thomas Mazzaccaro

Voted No: Deborah Nielson

Abstained: Howard Chessler

Discussion: Howard asked if this needed to be discussed in Executive Session since it is considered Personnel. David said he believed it was the contract for professional services. Ann said that they were voting to approve the contract.

Julie asked if there were time obligation. Peter noted that this person could be terminated with a phone call. Ann stated that they were not an employee of the library but instead an employee of the agency.

Howard asked if they would only be at the library 3 (three) days a week. He noted that it bothered him. He noted that he would be more comfortable if the board was able to meet the person. Peter noted that they were not hiring this individual but he would be used on a daily basis. David said that he was in agreement if this were a employer/employee relationship, however this was only an interim hiring relationship. He did say it was a point well taken.

It was noted that this person would be replacing Vincent Sacco and the title would change from "Acting" Director to "Interim" Director. Deborah asked why since last

month there was discussion about Vince and his goals and his objectives for the year and that the President would be working with Vince in establishing them. She further noted that she had not seen them as a Board, nor had they voted on them as a board.

David asked if they should go into Executive Session since this pertained to personnel issues. Peter said it might be prudent to go into Executive Session.

Deborah said she was unaware that Vincent was leaving.

Ann said she believed they should move into Executive Session since Vincent was an employee.

David made a motion to go into Executive Session

All were in favor

Open Session closed at 8:51 p.m. to go into Executive Session

Open Session reconvened at 9:11

At this time Roll Call was taken on Resolution (d) – (Please see above)

RESOLUTION R-2009-07-05

Dated Deleted: July 13, 2009

(e) Resolution to abolish the position of Supervising Librarian and establish the position of Principal Librarian.

Nobody moved:

Resolution (e) was deleted.

OLD BUSINESS

At this time James Sandham, Alternate, spoke on behalf of the Residents' Disability Committee and introduced Dori Berman.

Dori Berman introduced herself as the Chairman of the Resident's Disability Advisory Committee and stated that she was here to ask about what is happening with the handicapped doors of the library and Pio Costa. She stated that it was her understanding that the library had received a grant for \$38,000.00 to install the doors, and to date, nothing has happened. She asked what was the status of this project.

Edward noted that they had received verbal notification of the grant. He stated that the Mayor had been very instrumental in obtaining the funds from the Federal Stimulus Program. He said he believed they would be hearing from Adam Bruer who was administering the application for these various projects most likely in August as to whether or not there would be a start date.

Deborah stated that they actually had not received official word that the stimulus monies had yet been awarded to Montville Township.

Ms. Berman noted that even if the monies were not awarded, she had observed from this meeting that the library had a surplus of money. She asked if they meant they would move forward in any case, with or without the grant.

Peter said that there are drawings for the project and at this time they are ready to go out to bid. He stated the board just had to approve if they can go out to bid and once the bids come in with the dollar amounts, that must be approved as well. All the ground work has been done – they are just waiting on a formal approval of the grant monies. They have received a verbal approval, now they were waiting for the approval in writing. He further stated that they have not received approval from the state, therefore there is no time frame.

James asked if the bid specification would change whether they received the grant or not. David said it may change the vote or the plans. Ms. Berman asked if this project was a priority for this Board, to which David replied that “yes, it is”.

Thomas stated his concern was if the grant proposal contingent on the fact that they build the plans exactly as they are or can the \$38,000 be used for a smaller version of what they want to do. Peter said the grant proposal was submitted with the drawings that they currently have. Deborah said it was not submitted with any drawings or any final cost estimate. Peter said it was given to Adam. Edward stated that the architectural plans were delivered to the county at a personal presentation with Vincent Sacco and James Cutillo, the architect. Deborah said it was not a part of the original grant.

David stated that the township would have to answer Thomas’ questions as to whether the money could be spent for a smaller version of what they want to do.

Peter stated that it was Vincent Sacco, the Township Administration and the Architect who presented the plans in Morristown in order to get the grant.

Ms. Berman stated that it was her understanding that Pio Costa would not be included in the handicapped accessibility plans. Peter said that is correct. She asked why they would want to start programs in the Pio Costa building when it is not accessible to the residents of Montville. Peter said that they had a preliminary board process going on and how accessible doors would be installed and they were not included in the drawings as they were in the process prior to the drawings. Ms. Berman stated that her concern was they would make access come through the library into Pio Costa. Peter said the large windows in the corridor would be taken down and doors would be put in, as well as the second enclosure. Ms. Berman said her concerns come from a member of her committee who happens to be in a wheelchair and her concern is that it is a very long distance from the front doors into the Pio Costa building. There was concern for emergency exit. Ms. Berman asked if she should check back at the August meeting. David said that she was

welcome to come but could not promise that there would be a vote or discussion at the next meeting. David further noted that this is preliminary and it will be pursued.

Deborah asked about the grant request of January 23, 2009 signed by Adam Bruer. She noted that there is a cost estimate of the total project that was submitted was \$38,000.00 and there are no drawings included. She stated that the project was allowed to be funded to \$80,000 and this was the information provided by the library at that time. Edward said the library did not provide it. Peter believed that they were around \$80,000.00 and didn't ever recall \$38,000.00 being bid. David stated that the doors themselves were \$60,000.00. Edward stated that Peter Cutillo was on vacation at the time Adam Bruer needed the numbers, therefore he did an independent estimate.

Deborah stated, for Mrs. Berman's edification that there were cost estimates done in 2007 and they were push doors, with the button, and they were for the main entrance and Mr. Cutillo looked at them and approved them for handicapped access at that time and the costs were approximately \$14,000-\$15,000 for push button and Mr. Cutillo deemed at that time that that was acceptable to meet handicapped entrance standards. Mrs. Berman stated that something has happened between 2007 and now to make this a much more expansive project. Peter said that there were other issues involved such as, the wind screen, which is rusting from the inside out. David noted that they had also discovered that there were deficiencies in the fire protection system that need to be addressed – these were not included in the original price. Deborah stated that Town Hall has been equipped with push button doors and the Senior House has the sliders. Peter stated that Town Hall had a different configuration than the Library. Deborah noted that there was another quote for \$13,000 plus sliders which was an additional \$9,100 at that time, stating that there were other solutions.

David stated that it has been in the last three months that anyone had even brought to their attention the issue of the Pio Costa center and they immediately looked into the situation.

Moving on, Vincent handed out his report on the Highlights of the Two Day Conference at Arcadia University. He said he believed it would be a good review for the Patron Committee.

Vince also stated that there were a couple of false fire alarms that went off in the evening and one in the daytime. He stated that the building was evacuated in good time. He also stated that there was a good response from the Township. He further stated that within the last two days there has been a rewiring of the entire facility to avoid false alarms. He said that they did not have a cost yet. The rewiring is being done by ESS Monitoring.

Lastly, Vince stated that the library would get a device that would copy the tapes from the Open Session meetings. Unfortunately, the device is the wrong product. Unfortunately, we could not return the machine as the packaging material was destroyed and the company would not take it back without it. Vince stated that he did have the tapes copied and hopefully by the end of the week they would have more of the tapes.

He said that they needed to get a machine that could copy micro-tapes and believed the cost would be approximately \$200.00. Vince asked if he should proceed with the purchase of the recording device. Peter felt that there was not an option. Deborah said that she believed that, according to the OPRA law, that anyone could come in a record the sessions and they were allowed to take the tapes home.

Ann said that we did not have to supply anyone with a tape for free and, no, they could not take the original tapes home. She further stated that we had to keep the tape for a minimum of 80 days. Other than that, the transcribed minutes would be the ones that they could ask for. She acknowledged that Mark Tabakin had stated that the tapes should be destroyed immediately upon the Board's approval of the minutes. However, the record retention schedule requires 80 days. Ann stated that someone does an OPRA request for a tape, we would have to provide them with a copy of the tape. She stated that they could either pay for the tape, or come in a listen to the tape in the building.

Deborah said that the recording secretary said our current recorder was not the best machine. Deborah suggested looking into replacing the machine with a digital recorder. She also stated that the system was faulty, to which the secretary replied that it was not faulty, just that there were better recorders to be had. The secretary noted that Vince was requesting a better Dictaphone and then tape off of that. David suggested keeping the current system in place and in the meantime, Vincent and the recording secretary could come up with a recommendation at the next meeting.

Deborah stated that at one of the last two meetings Edward had a copy of organization chart that was not distributed. She noted that he stated he was going to have a presentation of organization chart for the library at the July meeting and it was not in her packet. She wanted to know the progress and would they be getting a copy of a proposal. Edward said it had been delayed because it was overcome by events when they found out that Vince would be unable to continue as Acting Director, but stated that he would work on that chart.

Deborah further stated that there was discussion at last month's meeting as to whether the tapes should be destroyed after 80 days and the Records Retention Law requires that they be maintained for a minimum of 80 days after they are voted on and approved. She further noted that the Township meetings, the Planning Board, the Zoning Board of Adjustment, Township Committee do not destroy their tapes and are kept and archived. She thought that this would be on the agenda this evening as she asked that this topic be revisited and that the library do as the other township committees do. David said he was aware but he did not put it on the agenda as he knew they had the North Entrance Project and the Acting Director issues and they would be rather lengthy, therefore he made the decision to put it off until the next meeting. Deborah said she had spoken with Linda White who is the Land Use Administrator today and has been in town since 1988-89 and they have retained records since her employment. David noted it was "tapes" not records. She stated that they had tapes that were over 30 years old which that they recently did destroy. Deborah asked that we keep our tapes for an indefinite period of time. She said there is a charge of \$10.00 from the town to get a copy of the tape.

Peter asked what would happen if he found a discrepancy between the tapes and the minutes. Ann said if the minutes had been approved and there was a discrepancy they can amend the minutes.

David noted that Mark Tabakin had recommended that the tapes be destroyed because they were a memory aid until the record of the meeting is produced and that is how we got to where we are. David said that they could vote this evening and change that if that is what they wanted. He did say that at least for the future, until they come to a decision, the tapes would be saved for 80 days.

Ann thought that perhaps Mark's suggestion for destroying the tapes were if there was litigation then what is said on the tapes can some times be used against the board or the library or the township. She further stated it is a matter of what you prefer. She said the law does not require that the tapes be kept longer than 80 days provided that there is a written memorialization of what is on the tapes, which can be summary or verbatim. She further said that it is entirely up to the Board and they are not obligated to follow any other board's procedures.

It was also stated that the New Jersey Division of Archives and Records ...all original meeting minutes shall be maintained permanently ... the recording of public meetings, whether audio or video to be erased 80 days after the summary or verbatim transcript has been approved by the trustees. This applies to Open Session and Executive Session Minutes.

Deborah said that she was thinking mainly about Open Session minutes. David asked that if he were to craft a resolution to vote on at this time, what would be her preference as far as wording it. She stated that it would be to retain the tapes for Open Session. David asked why not the Executive Session. She said they could be as well, however, the Executive Session meetings at Town Hall are not taped.

Ann said that there are no requirements to tape the meetings at all ... as long as someone is there to take the notes, again it's a matter of choice.

David asked Deborah for some background as to why the Executive Session minutes are not taped, to which she said she had never inquired. David stated that he felt she was comparing them to the town and in one case they were doing more and in one case the town is doing more and he felt they were not being held to the same standard that the town is. David asked why Deborah was asking the library to retain their tapes when she wasn't asking her own committee to do the same. She said she went along with whatever policy was being conducted her until she learned that the Open Session minutes were being destroyed. Deborah said her request was to keep only Open Session minutes.

Thomas asked Deborah if she would amend her resolution to include Executive Session minutes for the same period as the Open Session. Deborah said she did not have a problem with that.

Peter asked if Deborah wanted verbatim minutes taken and Deborah said she did not say that. She stated that if summary minutes are being taken and the tapes are being destroyed, then there are discrepancies in some cases between the summary minutes and the level of detail versus the verbatim minutes. She stated that the town does not have verbatim minutes 100% of the time, however, it depends on the topic.

Ann stated that the reason the town probably did not have verbatim executive Session tapes was because there was more confidential matters conducted in Executive Session as opposed to Open Session minutes being more informal. It was further stated that in time Executive Session minutes as well as Open Session minutes become public record anyway. Ann said that once a complaint is filed, you can no longer destroy the tapes. They must be saved until the litigation is completed.

James asked Ann what Parsippany does to which she replied she was uncertain as to whether they recorded Executive Session but she would look into it.

Thomas asked if the discussion was leading to whether we should even record our Executive Session minutes and David asked for a resolution and they could further discuss it at that time. David asked for Deborah to give a resolution.

Deborah said her resolution only pertained to changing the policy for Open Session. Deborah made the following resolution:

RESOLUTION R-2009-07-06

Date: July 13, 2009

(f) Resolution to amend the Library Policy to retain Open Session tapes for an indefinite period of time.

Deborah moved, Seconded by Howard

Voted Yes: Howard Chessler, Deborah Nielson

Voted No: Julie Cohan, David Dalia, Edward Ernstrom, Peter King, Donald Kostka, Thomas Mazzaccaro

Resolution (f) failed to pass

Discussion: Thomas said he felt a year would be enough. Peter said if it was under investigation or litigation, then keep them, but once they are approved he felt there was no value in keeping them.

Donald felt indefinite does not make sense and perhaps three years would be sufficient. Deborah said this policy could be changed simply by another vote. Thomas said he agreed with Donald that three years seemed more than reasonable.

David asked if all were in favor of going back into Open Session for the purpose of reopening New Business.

All were in favor

NEW BUSINESS

Deborah said she had spoken with the former Board Attorney, Dave Dickson and asked if he knew of any bylaws since we seem not have any bylaws for the library. He said he was not aware of any bylaws but there were articles of incorporation and at one time he had a copy of the articles of incorporation but when he was not longer the library attorney he turned his files back in. Deborah said she would like a copy of the articles of incorporation. He said they were filed with the County and his files were turned back in to the Director's office and they should be on file somewhere. She stated that she would like all the board members to have a copy of the Articles of Incorporation as they specify who can be the Trustee. Ann said she has a Certificate of Incorporation and she believed they were the same thing. She said it was in everyone's packet. Deborah said she did not get one. Ann thought that there might have been some amendments as well. Edward said that was correct. Ann said there were other positions that were added such as the Vice President's title and other titles for the Executive Committee. Ann said that in order to get this Deborah had to use a Title company and ask them to search the record as she was uncertain where they have been kept. Deborah asked if there were any copies of them. Edward said he did not know where Dave Dickson put them and he believed they went to the storage facility. Edward said the amendments were filed to create the position of Vice president and the records are in Trenton.

David asked if all were in favor of adjourning Open Session

All were in favor

Open Session adjourned 10:09 p.m.

RESOLUTION R-2009-07-07

Date Passed: July 13, 2009

(g) Resolution to amend the Library Policy to retain Open Session tapes for a three year period of time.

Thomas moved, Seconded by Howard

All were in favor.

MOTION – M-2009-07-01

Date: July 13, 2009

Deborah made a Motion to amend the Library Policy to retain Open Session tapes for an indefinite period of time.

MOTION – M-2009-07-02

Date: July 13, 2009

Thomas made a Motion to amend the Library Policy to retain Open Session tapes for a three year time period.

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- Ms. Ivy completed her training program at ADP and approximate start date is June 22, 2009.
- The scanner is currently in use.
- Vincent is continuing to work with potential vendors with regards to the Rear Screen Video Projector. He stated that there was a demonstration this evening, which covered approximately 3.5% of the screen. He noted that instead of a glass screen there would be a Mylar screen, which will reduce the cost significantly. At this time he is encouraging other vendors to submit information with regards to various price options. Currently Fran Vanderhoof has the proposal to “boiler plate” requirements. Once specs are put together, they will be put out to bid and the library can then pick the one that serves them best.

At this time Ms. Grossi spoke about the bidding as it pertains to the local budget law and the Local Public Contracts Law. She stated that it depends on how much money the contract is going to be for – that really determines whether they need to do competitive bidding or not. She noted also the Pay to Play Laws must also be taken into consideration.

Vincent stated that the monetary range between the two vendors fee would be anywhere between \$10,000 to \$25,000. He also noted that once the proposals come in, there will be a committee selected (of two to three people) to do the evaluation and make a recommendation on the proposals.

Ms. Grossi stated that it is over \$21,000.00 without a qualified purchasing agent and \$29,000 with a qualified purchasing agent. Without a qualified purchasing agent and it is less than 15%, which is if the contract comes in between \$3,150.00 and \$20,990.00,

there must be a solicitations for quotations. The trustees must authorize all contracts that exceed the threshold and the library must submit at least two competitive quotations.

Ms. Grossi further stated that the duration must be considered as well – i.e., a one year duration must comply with the Pay to Play Laws, which means there must be a certification from the state that says they are an equal opportunity vendor and must outline all of the their employees and what their races are. Also, they would have to disclose any kind of contributions that they may have made to any of the elected officials in the township. There are a number of forms that must be completed, basically trying to prevent people from getting favors for contracts.

Vincent said he believed Fran was aware of the necessary forms.

David said that when the time comes when the committee is ready to present it to the board, they would vote on it.

Ms. Grossi said that it must be done by resolution. David agreed but noted they were not at that point as of yet.

Deborah said she received a copy of the proposed RFP stating that this proposal as minimal audio system, with the intention of being upgraded. Vince said that in Phase II. He further stated that Phase I would be the video portion and at some time they would consider doing the audio, but currently the audio was acceptable. Deborah requested a full proposal.

Vincent continued with his report.

- Thomas asked about the Rothman Institute as it was all new to him. It was stated that it was training program for Vince to enable him to come back and train the board. It was also stated that the program would not be affiliated with the Rothman Institute and it would be better to go with “Arcadia”.
- With regards to the offsite storage, Vince stated that Jeanne would go there within the next couple of weeks and evaluate the material that is currently there and determine what can be discarded and what should be kept and stored at the Municipal Building.
- Vincent stated that there has been an increase in interfacing with M.A.I.N. in a number of programs.
- Vincent said that there was still a question on the negative numbers for Patron Traffic Monitoring but felt that the incoming data appears to be the more accurate indicator.
- Summer Plans – the library would be closed on Sundays starting June 28th, Father’s Day and the outside banner would be changed to reflect the new hours.
- There are a lot of children programs and much traffic is anticipated.
- There will be an Ice Cream Social scheduled for June 22nd at 6:30 p.m.

With regards to the people-counter; when staff comes in before 10 a.m., they are not counted as incoming, but when they leave they are counted, which would explain why the last numbers are negative.

Deborah asked for a target date that would show an accurate count.

Ms. Grossi brought up an issue with regards to the “Summer Plans – Father’s Day Closing”, stating that they needed to be mindful of the Union contract for the full time and part time employees as to how it would be worked out as it could potentially be a violation of the contract if full time employees’ hours were to be reduced. It was stated that this has always been the policy in the past.

Father’s Day date was corrected to read June 21st – not the 28th.

Resolutions/Motions

David noted that normally the first resolution is the check register, however, it was omitted from the Resolutions/Motions for the June 8, 2009 Agenda. He suggested that Resolution (d) be designated for the “Check Register” for the purpose of not having to renumber all the Resolutions.

He further stated that, as a reference, the check register that was in everyone’s package totals \$30,771.83. He stated that in reviewing the checks, the first three were not there. The \$30,771.83 should be less \$608.24, \$141.15, less \$180.00, (Vince had copies of checks 663, 664 and 665.)

Please see Resolution (d)

Thomas questioned the Staples bill of \$1,075.00, check #6704, and inquired “who makes the purchases”. Vince said that what was submitted was reasonable, but could not answer why there might have been more this particular month. He said that sometimes there is a standing order, which is placed over the phone.

RESOLUTION R-2009-06-01

Date Passed: June 8, 2009

(a) Resolution to ratify prior payment of \$9,000.00 to James P. Cutillo Associates on February 2, 2009. Cutillo was the architectural firm that provided the bid specs and architectural drawings for the front door entrance project. The drawings were utilized in the successful effort in obtaining the \$38,000.00 grant.

Edward moved, Seconded by Peter

Thomas asked for the meaning of “ratify” to which Edward explained that ratify means that an action was taken and now the entire Board is going to take responsibility for the action that the individual who signed the purchase order took.

Discussion: Deborah noted that it appeared that there was a contract that was approved; it was a resolution of professional services by this board and that this has already been paid out. She stated that if the Board was in error in any way, it doesn't remedy it. Ms. Grossi stated that the engineer brought this up through one of the phases and the \$9,000.00 represents a certain amount of work and the next stage would be to formalize it in a contract form. She stated that proposals can be used as a contract because he has already done all of the work and they would not go out and get another engineer to do basically the same work that he has already done. The next step would be to get quotations so they could then determine which vendor would be the best contractor for the vestibule. Deborah questioned the "Phase II" of the proposal as well as a "Phase III". She noted that she was "still uncomfortable with it".

Edward Ernstrom made a friendly amendment based on Thomas Mazzaccaro's question of the meaning "to ratify" to read as follows:

"Resolution to ratify prior purchase order and payment..."

Seconded by Peter

Voted Yes: Julie Cohan, David Dalia, Edward Ernstrom, Peter King, Thomas Mazzaccaro

Voted No: Deborah Nielson

RESOLUTION R-2009-06-02

Date Passed: June 8, 2009

(b) Resolution to approve a two day conference for the Acting Director, given by the Library Management Institute. The conference will be devoted to current issues in Library management and administration. The conference will be held on the campus of Arcadia University, in Glenside, PA. Total expenses for the two-day session should not exceed \$500.00.

Discussion: Deborah asked if that was in the budget to which Peter replied "yes". Edward moved, Seconded by Thomas

All were in favor

RESOLUTION R-2009-06-03

Date Passed: June 8, 2009

(c) Resolution to appoint Jeanne Ivy to the NJDOP title of Library Associate with a working title of Resource Manager. This position is 40 hours a week, non-union. Her current hourly rate will remain in effect.

Edward moved, Seconded by Peter

Discussion: Julie was not certain as to why they were increasing Ms. Ivy's hours to 40 hours as everyone else in the library who is full time is 37 ½ hours. It was noted that the hours for management were changed to 40 hours, last month. Julie questioned why Ms. Ivy could not do her job in 37 ½ hours and why she needed more hours. Edward explained that the library staff consists of a mix of full time and part time personnel. He further stated that last month there was a vote to change the management employees back to the 40 hour work week, which would enable them to make certain strategic changes which would be further discussed in Executive Session concerning the vacancy of the Library Director. Deborah asked if Ms. Ivy would get health care benefit if she were a full time employee, to which Edward said "yes". Deborah asked if Ms. Ivy could be made a permanent employee at 32 hours and then reevaluate in a year. Edward said that there needed to be at least one person working 40 hours for the purposes of our state aid, which consists of \$22,000.00. Deborah stated that she was under the impression that they were going to be looking for a permanent Library Director. Thomas asked why they do not have a permanent Library Director. Edward said that they could discuss the issue further during Executive Session as it is part of the options that they were looking at, i.e., privatization, contracting, etc. Deborah stated that once someone is on full time, their benefits and extra salary almost negate the state aid. Edward noted that there was not a need for a full time Library Director because only 35 hours were needed in order to get full time state aid. Thomas asked what would happen to Ms. Ivy's position once a permanent Library Director was hired and would she need to work all those hours. Edward said she would continue to be the Resource Manager in charge of Human Resources and he believed it would still be necessary for Ms. Ivy to continue working those hours since so many other jobs have been abolished. Deborah noted that there might be some long term issues here in terms of health benefits and bringing on someone full time. She noted that Ms. Ivy just received a healthy raise, with an increase in hours. She said she would be more than happy to make her a permanent employee because she is on 179 days currently, and that is up, but without further information, she did not have any further recommendations at this time. (Vincent made a correction stating that currently Ms. Ivy is working 34 hours.)

Thomas' concern was that if they do make this move and then hire another Director, that there would be a Direction AND somebody in that full time position that might be better served by a part time position. Peter suggested that possibly, in the future, they could evaluate how the library was running and they might not need a full time Director.

David asked if the Board would like to move into Executive Session at this time to further discuss this item.

Ms. Grossi stated that her concerns with going into Executive Session in order to discuss Ms. Ivy was that she should have been riced as they were going to discuss her benefits. Vincent said that she was riced.

David asked if all were in favor of going into Executive Session for matters of Personnel.

Julie Cohan, Thomas Mazzaccaro, Deborah Nielson voted No, with Thomas stating that if his questions were answered then they could go into Executive Session. He asked if they would be discussing specific personnel or would they be discussing general policy.

Ms. Gross said that the topic on hand was Jeanne Ivy. She noted that other questions were coming up relative to her employment. She further stated that since Vincent just gave her the rice notice and Ms. Ivy would want this to be discussed in closed session and based on that request that is where they had to go.

Deborah stated that she would rather take care of all the Open Session business that they can and then go into Closed Session.

David asked that they go into to Executive Session while the topic was fresh in everyone's mind.

At this time Thomas changed his vote to yes. Deborah voted no.

Open Session closed: 8:26 p.m.

Open Session reconvened: 8:46 p.m.

A vote was taken on Resolution (c)

Voted Yes: David Dalia, Edward Ernstrom, Peter King

Voted No: Julie Cohan, Thomas Mazzaccaro, Deborah Nielson

Edward Ernstrom made a motion to modify Resolution (c) to read as follows:

“To appoint Jeanne Ivy to the NJDOP title of Library Associate with a working title of Resource Manager. This position is 37 ½ hours, and non-union.”

Discussion: Thomas asked if benefits had to be mentioned. Edward said it was 37 ½ hours without health benefits.

Passed: Julie Cohan

Voted Yes: David Dalia, Edward Ernstrom, Peter King

Voted No: Thomas Mazzaccaro, Deborah Nielson, Julie Cohan

Discussion: Edward noted that Vincent has been putting in 10 hours per week without charging the Library and therefore needed a couple more hours from Ms. Ivy. He asked Deborah if she would agree to 35 hours to which she replied that she wanted Ms. Ivy to have the same hours that she currently has. Deborah said that this is not permanent, but

only interim so they could understand the full scope of it – and it can be changed at a later date,

Edward Ernstrom made a further motion to modify Resolution (c) to read as follows:

“To appoint Jeanne Ivy to the NJDOP title of Library Associate with a working title of Resource Manager. This position is 34 hours, and non-union.

All were in favor

RESOLUTION R-2009-06-04

Date Passed: June 9, 2009

(d) Emergent Resolution to accept the June 1 to June 30, 2009 check register in the amount of \$31,266.83.

Julie moved, Seconded by Peter

All were in favor

It was noted by Vince Sacco that check #6713 is not on the check register as the recipient of the check claims he never received the check and therefore payment was stopped on the check and a new check was reissued.

Check #6713, dated June 5, 2009 paid to the order of Jeff’s Custom Blinds, LLC, replaces check #6423.

OLD BUSINESS

Peter noted that last month there was a discussion concerning the dimensions of the library doors as compared to the Township Hall doors. Peter stated that he was told by Thomas that they were the same dimensions and was also told that the township hall doors were 30 inches, and they were measured. At this time Thomas stated that he said they were 36 inches. Peter disagreed with Thomas’ statement. Peter further stated that he thought this was strange as he had been through the doors many times and was certain that Thomas’ measurements were incorrect. Peter said he measured the Township doors, and the township doors were 18.3 inches, which are not the same dimensions as the library doors. At this time Thomas’ made an objection stating he was being misrepresented. However, Thomas did say that he had made a mistake when he stated Peter said he measured the doors at township hall. Thomas requested the tapes from May’s Board meeting to verify. Thomas insisted that he stated the doors were the same size as well as the distance between the two doors was the same size at town hall as it is at the library.

Deborah said that she wanted to acknowledge that on page 2 of May’s minutes, she was not present when Mr. King announced that the township had a public meeting and was

fully aware of the scope of the project for the doors and the grant request. She said that someone did provide the township committee meeting minutes of January 13, 2009 regarding the public hearing. She stated that the township did not know the scope of the project and the minutes were available should anyone care to read them where it discusses the specifics of the grant requests. Deborah noted that she was the one who brought up the potential for the library to be applicable. She further noted that the application was submitted without architectural drawings and was submitted without a cost estimate. She stated that the first time she did see a cost estimate was some time in the spring and it was dated February 19, 2009 but she did not see it until April 2009. She said that there was a revised estimate that was prepared April 2nd or 4th that revised that estimate down from \$179,000 to \$152,000 or \$154,000. She said that although the statements made in the May 2009 Library Minutes were correct, she requested for the record, that she wanted the statement corrected with regards to what the township committee knew and when they knew it.

Secondly, Deborah noted that this Board of Trustees voted in the past that the tapes be destroyed, which they are legally allowed to do after the minutes are adopted. At this time Deborah respectfully requested that be reconsidered and revisited. She further stated that the township committee does not destroy any tapes and are kept in perpetuity as does the Planning Board and the Zoning Board of Adjustment. Deborah stated that the Board Secretary did “wonderful minutes”. She stated that last year the minutes were getting to be twelve pages long and they were “verbatim and transcript minutes” and she felt they were “terrific”. However, this year, at the Board’s request, she went to summary minutes, but since the board is getting into debates, she requested that we go back to more detailed minutes, as some of the discussions that went on last month were not reflected in these minutes. Deborah asked that the tapes be kept in perpetuity or at least for five (5) years. She noted that last year the Board was involved in a lawsuit and there were questions about what was said and when it was said and would like to make sure that the records were clear. She also stated that she did not feel that last month’s minutes reflected what really went on and she thought they should be expanded.

David noted that upon the advice of the board’s former attorney, that the tapes be destroyed. He said that the topic could be open for discussion and possibly change the procedure but the current procedure would remain in place until further notice.

Deborah noted that since there were questions about what went on at the last meeting, she respectfully requested that those minutes be retained. She further stated that if she (or anyone else) desired they could actually come into this meeting and bring their own tape recorder and obtain their own recordings of the meetings.

Deborah said that since we have gone from transcript minutes to summary minutes, often times the intent of the meetings are sometimes lost. David stated that that is why the minutes are voted on – giving each member the opportunity to either approve or disapprove of any minutes. However, David said that the procedures would stay in place, with the exception of May’s tapes, since there was a request to review them in order to revisit the topic of the measurements of the library doors and township hall doors.

Deborah asked if all prior tapes had been destroyed to which the Board Secretary stated that “not all of the tapes had been destroyed”. Deborah requested that they not be destroyed until this matter is revisited and reaffirmed, or not, by this Board, at the next meeting.

David said that procedures needed to be followed regarding the destruction of the tapes, unless there is a particular tape in question. At this time the Board Secretary noted that it was requested by the former Board Attorney (Mark Tabakin) and the board members that all meeting tapes, once approved, be destroyed. It was further noted that some of the tapes had been destroyed, but were not disposed of in any particular order. The secretary noted that past minutes reflect the decision to destroy the tapes.

Deborah said that it would be acceptable to her if the board went back to “verbatim” minutes. She also noted that no other board in the town of Montville destroys their tapes, included the Board of Education, the Planning Board, the Zoning Board, the Environmental Commission and the Township Committee.

Peter brought to Deborah’s attention the fact that when she has her board meetings there is a switch that can be turned on and off for the purpose of selective editing. Deborah said that “no – the entire meeting is recorded”.

David said that comparing the Library Board’s procedures with the town procedures – he has never seen minutes and resolutions without discussion as in the case with the town’s minutes. Deborah said that was correct.

Deborah stated that the library project was not the original cost and further stated that the library was fortunate to have gotten the grant as it was not fully vetted with drawings, in front of the public, as it should have been. Edward said that the costs are noted on page 10 of her minutes - \$38,000.00. Deborah said that is only because it was put in the resolution.

Thomas asked if we got our first numbers from the architect in February, how would they have even had numbers in January. Deborah said that they didn’t. Deborah asked who requested the township minutes that were placed in the members’ packets. David said that he requested them. Deborah stated that since they were not signed, she was uncertain as to whether they were approved or not. She said that the township committee did not have this information. She suggested reading the minutes into the record this evening.

Deborah suggested calling Morris County and indicate that the library project was not fully vetted, and perhaps the would reconsider the grant request. Thomas noted that at the last meeting that somebody made a statement that when this was presented to the Township Committee, they were presented the full scope of this project, and that doesn’t appear to be true. He further stated that it didn’t appear that there was any presentation made at all. David noted that no one ever asked for the full details. Thomas said that

someone here said “it was presented to them” and there was no mention of that in the minutes.

Deborah read the Montville Township Committee Meeting Minutes – January 13, 2009: Page 1 - Community Development Block Grant Application – Longview Low/Mod Heat Pump Conversions; continued on page 2, paragraphs 1 through 8. She noted that that was the original application and had nothing to do with this library. She stated that it was determined subsequent to this meeting, that in fact, the Heat Pumps and the windows were not a suitable application, so they went to Option 4, which was the library option. She further stated that this should have been vetted in front of the entire township committee with drawings and a cost assessment, as everything else is in this town – and it was not done. She stated that if the Board would like to do that before the township committee and totally vet this, it would be a wonderful idea and she would get them on the agenda for either tomorrow night or in two weeks.

At this time the Board Secretary inquired as to how the Board wanted the Minutes recorded. David said that until it is decided on change, it should be as in the past, which are summary minutes, with the exception of saving the tapes for a special request. David said that he would put on the next agenda to discuss “Minute taking”.

Deborah asked if they received their “draft” minutes in their packet, if they have a question about the minutes, because their recollection is not 100% after four weeks, how do they listen to the tape, before the meeting, so they can ask questions or correct the record. David said that has never come up before but she could make a phone call and get the tapes. Deborah asked what is the procedure for transcribing the minutes. The board secretary noted that the Resolution/Motions are transcribed and handed in within 48 hours and the minutes are transcribed and distributed, via Priority Mail, on the Wednesday before the Monday evening meeting, to all board members.

It was asked what the procedure would be for listening to the tapes. Ms. Grossi said that she didn’t think it was a good idea for people to be able to take the tapes outside the building, but rather they should listen to them inside the library simply because there is only one tape, and for purposes of not losing them or misplaced. It was suggested that copies be made of the original tape. Ms. Grossi thought that that might not be a good idea simply because the board had not decided on whether or not to destroy the tapes, and it would not be a good idea to have multiple copies floating around. Deborah said that shouldn’t be a concern since it is acceptable for anyone to come into any of the meetings and tape the meetings.

It was suggested that there be a copy made so that the original is kept safe and secure. David said that he would be a resolution on the next agenda.

NEW BUSINESS

Deborah noted that last year there were goals and objectives that were set up for the former Library Director and asked if we were doing the same with our acting Library Director.

Edward said that Vince's IDP (Individual Development Plan) was being developed currently and it will be signed within the next week. Vince noted that he worked with the Personnel Committee and worked on an individual program and they laid out three phases: Phase I – the Broad objective, Phase II – What have I accomplished to day – Phase III – What are the plans for the future. Edward said that he would bring this before the Board at the July 2009 meeting.

David made a motion to move into Executive Session.

Ms. Grossi stated for the purpose of discussing attorney/client privileged information, possible litigation, grievances with the Union that represent the members. There was also an issue that dealt with Vincent Sacco that Ms. Grossi wanted to discuss, which dealt with e-mail that was sent by Thomas to Vincent.

Open Session closed to go into Executive Session at 9:24 p.m.

Open Session reconvened at 9:51 p.m.

MOTION M –2009-06-01

Date Passed: June 8, 2009

There was a motion made to rescind the Voluntary Separation Agreement that was previously approved for the employees of the Montville Township Library.

All were in favor.

Vincent asked how this information would be conveyed to the Union to which Ms. Grossi replied that she would put it in a letter. She said that she would tell the Union that it has been rescinded based on their objections and it is not something that they want to negotiate with them. The trustees were just trying to do a nice thing for the employees.

David asked for a motion to adjourn

Peter Seconded

All were in favor

Open Session adjourned 10:30 p.m.