

**Montville Township Public Library  
Board of Trustees Meeting  
July 8, 2013  
Montville Township Public Library  
90 Horseneck Road  
Montville, New Jersey 07045**

---

**OPEN SESSION**

<b>MEMBERS PRESENT</b>
Mr. Braden
Mr. Donohue
Mr. King
Mr Lefkowitz – arrived 7:55pm
Mr. Mazzaccaro
Dr. Shorter
<b>MEMBERS ABSENT</b>
Mr. Chesler
Mr. Dalia
Ms. LoBiondo

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

**I. Call to Order**

The meeting was called to order by Peter King at 7:30 p.m.

**II. Open Public Meetings Act Statement**

Peter stated that prior notice of this meeting has been published in accordance with the requirements of the Open Public Meetings Act. Meetings will be tape-recorded. Minutes will be available to the public on the Library's website once they have been officially approved.

**III. Pledge of Allegiance and Moment of Silence**

**IV. Adoption of Minutes**

A. Adoption of June 10, 2013 Open Session Minutes

Peter King asked for a motion to accept the Minutes. Mayor Braden made the motion, Dr. Shorter seconded. Vote: Aye: Mayor Braden, Mr. Donohue, Mr. King, Dr. Shorter; Abstain, Mr. Mazzaccaro

**V. Public Comments**

Peter opened this portion of the meeting to the public for comment. Having no one come forward, he closed this portion of the meeting.

## **VI. Reports of Officers**

None

## **VII. Report of Board Attorney - Ann F. Grossi, Esq.**

Ms. Grossi indicated that contracts will be discussed in Executive Session.

## **VIII. Committee Reports**

### **Finance – Tom Mazzaccaro**

1. Cash Management Plan – After making some requested changes from the Board, the plan is ready to be discussed at this evening’s meeting. Mayor Braden questioned parts of the plan regarding bonding and Tom confirmed that anybody who actually signs checks should be bonded. He also said the cash management plans are good for one year so at the Reorganization meeting in 2014, they will need to adopt a new one.
2. Local Public Contracts – To be discussed in Executive Session.
3. Library Purchasing Manual – Allan will prepare a manual for the Board to review at the next meeting. The Township’s manual is based on a different system than the library uses, so they cannot use theirs as an example.

### **Buildings and Grounds – Peter King**

1. Solar Panel – He said they are still waiting for a starting date for this project.
2. RFID Project – The Directors Report covers this project.
3. Front Entrance Painting – There is still concern about the color match on the paints.

### **Patron Services – Robert Donohue**

1. Meeting Room Policy –They went over the Morris County Library’s policy and Allan will adopt our policy based on that.
2. Patron Code of Behavior – Still discussing.
3. No Smoking on Library Property – They would like to address a policy of banning smoking on library property or restricting it to only a certain area. Tom questioned if banning could actually be done. Allan said he checked with the Township and they do not have any policy on banning smoking. He also said the library’s property is contiguous with the high school, where smoking is prohibited. Mayor Braden asked Ann how this should be handled and she said she would look into it. The Mayor would like to make a motion later to ask the Township Board to introduce an ordinance to ban smoking on library grounds.

### **Technology – Robert Lefkowitz**

1. RFQ –Robert said they sent out 11 RFQ’s and received 2 responses – one for \$400 and one for \$4,000. Robert feels the \$400 bid is too low because of the number of computers involved. Mayor Braden feels \$4,000 is a lot of money to spend to find out how much this project would cost to fix the problem. He also questioned why all 40 computers would need to be worked on. He feels that the board should accept the \$400 quote, and if it doesn’t work out, then go for the \$4,000 citing not much of a difference between \$4000 and \$4400.

**IX. Library Director's Report –**

Allan explained that he will be providing information about various library statistics in each of his reports. They have developed different game boards for both adults and teens to get people more involved in library summer reading activities. They hope to get more people included in the summer reading program next year. The Library has been “nicely busy” and people continue to take books out which is a good sign.

Allan also spoke about the “Pathways” request they received regarding the organizations’ annual 5K Run fund raiser. Normally this is done during the Township’s 4<sup>th</sup> of July celebration, so there is no issue with their use of the Library. However, this year they would like to have it on October 12, 2013. The organization uses the Library to drop off their supplies and to organize the event, and there will be traffic and parking concerns. On October 12, the Library would normally be open and Allan said the Board must decide whether to stay open or delay their opening so there’s no inconvenience to staff or patrons. Discussion followed including using the high school rather than library, or even hold the event outside. Peter King recommended that Allan contact the Board of Education. Dr. Shorter confirmed that there are no plans for the school on that day. Allan said he will contact the business administrator of tonight’s discussion.

Montville Virtual Library 24/7 Update - Will be discussed at the next meeting.

**X. Resolutions/Motions**

**A resolution to accept the check register dated June 1-30, 2013 in the amount of \$44,715.64.**

Tom made a motion to approve the resolution stating he has reviewed all records and found them to be in order. Mayor Braden seconded and the motion carried upon the following roll call vote: Aye: Mayor Braden, Mr. Donohue, Mr. King, Mr. Mazzaccaro and Dr. Shorter.

**A resolution approving the Cash Management Plan.**

Tom made a motion to approve the Cash management Plan and Mayor Braden seconded. Motion carried upon the following roll call vote: Mayor Braden, Mr. Donohue, Mr. King, Mr. Mazzaccaro and Dr. Shorter.

**XI. New Business**

**Smoking Prohibited** – Mayor Braden made a motion to request that the Township Committee create an Ordinance to Prohibit Smoking. Motion carried upon the following roll call vote: Mayor Braden, Mr. Donohue, Mr. King, Mr. Lefkowitz, Mr. Mazzaccaro and Dr. Shorter.

Discussion occurred regarding the Library’s use of a QPA. Mayor Braden said the Township currently uses the services of the Mt. Olive administrator. Tom said the Purchasing Plan will provide for using a QPA for certain purchases/contracts needed.

**XII. Public Comments**

Peter opened this portion of the meeting to the public. Having no one come forward, he closed this portion of the meeting.

**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 Contracts and Client/Attorney privileges; and

**WHEREAS**, once the matter involving confidentiality of the above no longer require 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.

Tom Mazzaccaro made a motion, seconded by Mayor Braden that the Library Board go into Executive Session. Vote: All in favor.

Open Session reconvened at 8:45 pm

**XV. Adoption of Executive Session Minutes**

A. Mayor Braden made a motion, seconded by Tom Mazzaccaro to adopt the June 10, 2013 Executive Session Minutes. Vote: – All in favor

Ann Grossi advised the Trustees that after sending a letter to a previous employee about reimbursement owed to the Library, a check has been received for the balance of the money owed.

Tom asked her if they need to begin looking for a replacement as Library Attorney if she succeeds in her election as County Clerk. She recommended that they begin to look for somebody. Mayor Braden asked for her opinion of using the same attorney that the Township uses. Ann said these are two autonomous bodies and recommended that the township attorney be asked.

**XVI. Adjournment**

Mayor Braden made a motion, seconded by Tom Mazzaccaro to adjourn.  
Vote: All in favor

Open Session adjourned at 8:50 p.m.

