

Montville Township Public Library  
Board of Trustees Meeting  
September 12, 2005, 7:30 p.m.  
Montville Township Public Library  
90 Horseneck Rd., Montville, NJ

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#### Summary of Actions Taken

1. Approved Minutes of August 8, 2005
  2. Approved Check Register for August 2005
  3. Hired Full-Time Library Assistant
  4. Hired Part-Time Reference Librarian
  5. Hired Temporary Business Manager
  6. Executive Session
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The meeting was called to order by President Alison Porter at 7:33 p.m.

Present: Alison Porter                      Randee Fox                      Julie Cohan  
          Susan Max                            Ed Ernstrom                      Charles Schmidt  
          Dave Dalia                            Mayor Cetrulo

Patricia K. Anderson, Library Director  
  LaVerne Becker, Administrative Assistant

Absent: None

Guests: None

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Ms. Porter stated that prior notice of the meeting had been published in accordance with the requirements of the Open Public Meetings Act.

#### PLEDGE OF ALLEGIANCE

#### MINUTES OF THE MEETING

Mr. Schmidt made a motion that the Board accept the Minutes of the Meeting of August 8, 2005; seconded by Mr. Dalia

The following corrections were made:

Page 4, under Library Director's Report "September 25" should be September 5"

Page 2, third paragraph under President's Report, remove the quotation marks

APPROVED, UNANIMOUSLY

#### OLD BUSINESS

Because of the resignation of previous counsel, the Board needs to hire new Counsel. Three legal firms were invited to the Board meeting to make presentations. The firms and their representatives were: Martin Murphy, Esq. of Johnson, Murphy, Hubner, McKeon, Wubbenhorst, Bucio & Appelt; Larry Casha, Esq. and Geoffrey Evans, Esq. of Casha and Casha and Mark Tabakin, Esq. of Weiner Lesniak. Each representative spoke to

the Board about experience, fees, availability, conflict of interest. The tapes are available to those who wish to listen to the presentations.

#### REPORTS OF OFFICERS

##### President

Ms. Porter welcomed Susan Max as a regular member of the Board of Trustees. Dr. Malyska, Superintendent of Schools, will appoint a new alternate to represent herself at the meetings when she is unable to attend.

##### Treasurer

Ms. Cohan said the Library will cut a check to the Township for in-kind services to the Board. The monies for this payment was not included in the operating budget for 2005. Therefore, a CD invested at the Lakeland Bank will most likely be the source of those funds.

##### Secretary

No Report

#### COMMITTEE REPORTS

##### Finance

No Report

##### Personnel

No Report

##### Building & Grounds

Mr. Schmidt reported on the planned improvements to the HVAC system. The committee met with Brownworth Engineering and asked for actual costs of the renovation. They discussed with the engineer that the Board might want his firm draw up plans for bids for both systems, housing the units and not housing the units. An unhooded system that would need to use antifreeze is expensive. This type of system would need larger diameter pipes, heavier equipment and would not be as efficient to run because it uses more energy than a regular water system. The electrical work would be the same and both systems would need concrete pads for the units to sit on. The committee is recommending the Board select the enclosed system, because in the long run, it would be more economical.

The Board directed the Committee to ask Brownworth to prepare specifications for the enclosed system only. The Board will provide Brownworth with specific parameters and ask them for a detailed breakdown of the invoice. The Board will approve the specifications by phone.

Mr. Schmidt said the fire alarm system in the auditorium and board room

does not work, and will have to be addressed. Ms. Anderson said right now there is only a single line, fire and intruder.

Future Vision

No Report

Patron Services

No Report

#### LIBRARY DIRECTOR'S REPORT

The Library Director's Report was included in the Board members packet for this meeting for review. Ms. Anderson said she will be going on a week's vacation, beginning Saturday of this week. In her absence, all issues should be addressed to Mary Ellen Piel, Assistant Director, Extension 231.

#### MOTIONS/RESOLUTIONS

Approved Check Register for August 2005

Ms. Fox offered a resolution that the Board approve the check register for August 1, 2005 to August 31, 2005, approving checks exceeding \$400 in the amount of \$43,029.27 and ratifying checks not exceeding \$400 in the amount of \$8,958.88, for a total of \$51,988.15. Variance between check register, cash disbursements and value of checks drawn is attributed to two voided checks; seconded by Ms. Max.

VOTING YES: Cetrulo, Cohan, Dalia, Ernstrom, Fox, Max, Porter, Schmidt

VOTING NO: None

APPROVED 8:0:0

August 2005 Transfers at or Above \$400

Check	Recipient	Amount
2899	Baker & Taylor	\$ 6,362.13
1903	M.A.I.N., Inc.	1,200.00
2905	Centralpack Service Corp.	1,445.00
2906	PIP Printing	956.70
2824	Recorded Books	574.80
2826	Montville Township	4,711.80
2827	Montville Township	8,883.69
2835	Chux Landscaping, Inc.	1,493.40
2837	L. Becker dba Secretarial Solutions	400.00
2839	Centralpack Service Corp.	1,041.91
2868	Jersey Central Power & Light	5,319.94
2869	Demco, Inc.	613.99
2877	Jr's Carplet Cleaning	2,525.00
2878	Value Line Publishing, Inc.	798.00
2879	Statewide Sanitation Service	1,824.35
2880	Recorded Books	759.14
2881	Centralpack Service Corp.	523.25

2888	Pitney Bowes Reserve Account	400.00
2894	Thomson Gale	614.25
2897	J&L Computer Service, LLC	1,768.99

Hired Full-Time Library Assistant

Ms. Fox offered a resolution that the Board approve the hiring of Library Assistant Jennifer Larrinaga at \$9 per hour, effective September 6, 2005; seconded by Ms. Cohan.

After discussion the amendment was revised: That the Board approve the hiring of full-time Library Assistant Jennifer Larrinaga at \$9 per hour, effective September 6, 2005.

VOTING YES: Cetrulo, Cohan, Dalia, Ernstrom, Fox, Max, Porter, Schmidt  
 VOTING NO: None  
 APPROVED 8:0:0

Hired Part-Time Reference Librarian

Ms. Fox offered a resolution that the Board approve the hiring of Reference Librarian Diane Sebastian at \$19 per hour, effective September 10, 2005; seconded by Ms. Cohan.

After discussion the amendment was revised: That the Board approve the hiring of part-time Reference Librarian Diane Sebastian at \$19 per hour, maximum 16 hours per week, effective September 10, 2005.

VOTING YES: Cetrulo, Cohan, Dalia, Ernstrom, Fox, Max, Porter, Schmidt  
 VOTING NO: None  
 APPROVED 8:0:0

Ms. Fox made a motion to table the resolution that the Board approve an amended Mechanical Engineering Service Contract of Brownworth Engineering for basic services; seconded by Mr. Dalia.

APPROVED unanimously

Hired Temporary Business Manager

Ms. Fox offered a resolution that the Board approve the hiring of Chuck Zalewski, Business Manager, (Temporary/Permanent) at an hourly rate of \$21 to \$28, effective September 13, 2005.

After discussion the amendment was revised: That the Board engage Ajilon Finance to hire Chuck Zalewski, Business Manager, (Temporary) as stated by the guidelines of the agency, at an hourly rate of \$21 to \$28, as of September 13, 2005.

VOTING YES: Cetrulo, Cohan, Dalia, Ernstrom, Fox, Max, Porter, Schmidt  
 VOTING NO: None  
 APPROVED 8:0:0

NEW BUSINESS

Ms. Porter said Ms. Max had agreed to host a jewelry fund raising for

the Library, but due to personal reasons, Ms. Max is no longer able to offer her home for this function.

#### EXECUTIVE SESSION

Mr. Schmidt made a motion that the Board go to an Executive Session to discuss legal matters; seconded by Ms. Max.

The Executive Session convened at 9:54 p.m.

The Regular Session reconvened at 10:15 a.m.

#### ADJOURNMENT

Mr. Schmidt made a motion to adjourn the meeting; seconded by Ms. Cohan.

The meeting was adjourned at 10:15 p.m.

Respectfully submitted,

LaVerne J. Becker  
Confidential  
Administrative Assistant