

**Montville Township Public Library  
Board of Trustees Meeting  
February 11, 2013  
Montville Township Public Library  
90 Horseneck Road  
Montville, New Jersey 07045**

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**OPEN SESSION**

<b>MEMBERS PRESENT</b>
Mayor Braden
Mr. Dalia
Mr. Donohue
Mr. King
Mr. Lefkowitz
Ms. LoBiondo
Mr. Mazzaccaro
Mr. Chesler
<b>MEMBERS ABSENT</b>
Dr. Shorter

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

**I. Call to Order**

The meeting was called to order by Howard Chesler, Board President at 7:30 p.m.

**II. Open Public Meetings Act Statement**

Howard Chesler 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 the Reorganization Open Session Minutes

Discussion included naming Don Kostka the "Mayor's Alternate" rather than Deputy Mayor. Howard Chesler asked for a motion to accept the Minutes. Robert Lefkowitz made a motion to accept the minutes, which was seconded by Lisa LoBiondo –Roll Call Vote: Aye - Mayor Braden, Mr. Dalia, Mr. Donohue, Mr. Lefkowitz, Mr. Mazzaccaro, Mr. Chesler; Abstain - Ms. LoBiondo

B. Adoption of the January 14, 2013 Regular Session Minutes

A correction should be made regarding two “points”; PO’s from 2012 and Status of money remitted from the Township.

Peter King made a motion to accept the Minutes, as amended and Robert Lefkowitz seconded the motion. Lisa LoBiondo abstained, and the motion carried.

#### **IV. Public Comments**

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

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

Ms. Grossi: The Personnel Negotiating Committee met last week and they plan to have their first negotiations meeting with the union representative shortly.

#### **VII. Reports of Committees**

##### **A. Finance – Tom Mazzaccaro**

2013 Budget – The committee met and made some revisions to the proposed budget. They also discussed the PO’s which were mostly for books. Tom questioned the official policy on PO’s. He feels they should only be issued either when the service is actually received, or when the contract is signed. This issue was discussed with our auditor who confirmed that nothing is being done incorrectly, it is the Library’s decision how this should be handled. The Mayor questioned a line item for the library exterior sign and Allan confirmed that the number is actually “zero”, this is a technical error. The various items will be corrected.

##### **B. Buildings & Grounds – Peter King**

Peter said a meeting was held on February 1<sup>st</sup> and the following items were reviewed:

**Solar Project**: They are still waiting for additional data on the projected time lines for this project. Once the preliminary drawings are made available, they can determine and schedule the start time and estimated duration of the project. They are recommending that the project be as visually appealing as possible, and do not want it to have an industrial looking appearance. The project engineering manager forwarded two designs and this committee recommends Solaire canopies and the color should conform with the existing colors of the Library.

**Space Planner** – The committee recommended this project be done in phases and to use the latest floor plan that’s been received. The initial phase would include removal of the existing wall separating the reference area and the storage area. They estimate this work would take two days and cost between \$1,500-\$2,000. The major concern is the disturbance that will be done during this time. Another phase would then be the Children’s area which would take approximately one or two days with little disruption. These two phases can be done as soon as the planned revision is approved. Realistic costs are necessary and bid specifications will need to be created.

**RFID Project** – The committee recommends 3M for this project and it should be completed in two phases. Phase 1 would be tagging and setting up the security gates. They discussed the possibility of having high school students do the tagging with library personnel supervision. This could also make an excellent Eagle project and the Director is planning to contact local scout leaders. This phase would also include the installation of the required security gates; one at the main entrance and another at the side exit to the Pio Costa area. The Phase 1 cost would be \$48,449.

Phase 2 would be the installation of the check-out-check-in units, the second gate at the side exit to the Pio Costa and the inventory software and associated wands. The Director is investigating the possibility that this project may or may not have to follow the bid process.

The committee has recommended that Phase 3 be eliminated (at this time) because the Director believes that the effort would only be required in larger libraries and not needed here. If, however, in the future it becomes apparent that the material handling is needed, it can be added at that time.

The estimated cost for Phases 1 and 2 is \$75,078; with phase 1 being \$42,184 and phase 2 being \$32,892.

- C. **Personnel – Dave Dalia** – No report
- D. **Patron Services – Lisa LoBiondo** – No report
- E. **Technology – Robert Lefkowitz**

Responses to RFP's for computer IT support have been received. As far as a technology direction, they are looking to move away from "in-house" hardware and move forward to a "cloud" solution – this would help structure our costs, yet keeping up with software versions, maintaining hardware, etc. The RFP's were received right before their meeting and would like to discuss them in closed session. Allan is currently working on getting students to update our current website and looking forward to his update; and Robert is concerned because he doesn't feel this is going to be done in a timely manner and perhaps the background of those who will work on it. He also met with Allan regarding emails. We are awaiting approval from Google as a non-profit.

#### **VIII. Library Director's Report** – Allan M. Kleiman

Howard commented about the Greek History program given by the Library and there was a large amount of people that attended and feels this is great for the Library and commended him.

Allan said he had nothing further to add from his report, except for an item to be discussed in Closed Session.

Tom questioned the library's closing policy because of inclement weather. Allan said the staff was polled to see who could travel to work because of the storm and felt he made the right call to close. Discussion followed regarding setting some kind of policy for closings. Howard said he agrees with Allan's decision. Robert asked if the public could be notified if the library is closed

and Allan confirmed the Township and police are notified and the sign in front of the building is changed.

Robert Lefkowitz also voiced his concern about having high school students work on the website and Allan confirmed the students were capable on working on them – they are both knowledgeable.

**IX. Resolutions/Motions**

**A. Resolution to accept the check register dated January 1-31, 2013 in the amount of \$64,718.56**

Tom Mazzaccaro announced he has reviewed all of the bills, and made a motion to approve and Lisa LoBiondo seconded the motion. Motion carried upon the following roll call vote: Aye – Mayor Braden, Mr. Dalia, Mr. Donohue, Mr. King, Mr. Lefkowitz, Ms. LoBiondo, Mr. Mazzaccaro and Mr. Chesler.

**XI. Old Business**

Robert Lefkowitz mentioned he saw an advertisement in the Neighbor News for a program being held in the Library and asked if this was in fact a Library program. Allan said this ad is for the Township Recreation Department, and the program is not run by the library. Allan was directed to speak to the Township Administrator to clear this up

Robert Lefkowitz also questioned the “room policy” that was discussed at the last meeting, and Allan was directed to look into this.

Mr. Lefkowitz also asked about the money invested in Atlantic Stewardship Bank and Allan confirmed that not all internet based banks may be used for this purpose.

**XII. New Business**

**a. Resolution to Adopt 2013 Budget.** Tom said there are certain things that need to be looked into prior to approval. Howard asked the board to review and a vote can be taken at the next meeting for its approval. The Mayor encouraged the board to approve it as soon as possible. It was determined that the budget would be adopted in March, 2013.

**b. Resolution to approve the RFID Project.**

Peter King made a motion to accept the recommendation of Buildings and Grounds to approve 3M for the completion of two phases of the RFID project. After discussion, the motion was then amended to:

**Resolution to approve the RFID Project Subject to NJ Library Approval (of the need to bid) in the amount of \$48,449.** Mayor Braden seconded the motion. The motion was approved upon the following roll call vote: Aye – Mayor Braden, Mr. Dalia, Mr. Donohue, Mr. King, Mr. Lefkowitz, Mr. Mazzaccaro and Mr. Chesler; Nay – Ms. LoBiondo.

**c. Resolution to Update the Library Website**

Robert Lefkowitz indicated the website is out of date. Allan has a temporary solution of hiring a librarian he has worked with who is capable of doing the necessary updates at the cost of \$39/hour. She would begin working approximately three hours a week. Allan said the estimated cost would be \$2,340. Robert said he trusts Allan's recommendation and made a motion to be amended to read:

**Resolution Directing Allan Kleiman to hire a Librarian to update the Library Website at a cost of \$39/per hour.** Howard seconded the motion which was then approved upon the following roll call vote: Aye: Mr. Dalia, Mr. King, Mr. Lefkowitz, Ms. LoBiondo, Mr. Chesler; No: Mayor Braden, Mr. Donohue and Mr. Mazzaccaro

- d. Resolution to approve Solaire for the installation of the Solar Canopies with Colors Matching the Existing library Color Scheme.**  
Mr. King made a motion to approve this resolution and Mayor Braden seconded the motion – Resolution was approved upon the following roll call vote: Aye – Mayor Braden, Mr. Dalia, Mr. Donohue, Mr. King, Mr. Lefkowitz, Ms. LoBiondo and Mr. Chesler; No – Mr. Mazzaccaro
- e. Resolution to Obtain Bids Regarding Space Planning.** Mr. King made a motion to approve Jeff Schlecht, RSC Architects, to prepare bid specifications for Phase 1 of the space plan for the library. Allan recommended that accurate numbers be obtained. Lisa seconded the motion, and the motion was approved upon the following roll call vote: Aye – Mayor Braden, Mr. Dalia, Mr. Donohue, Mr. King, Mr. Lefkowitz, Ms. LoBiondo, Mr. Mazzaccaro and Mr. Chesler.
- f. Resolution to approve Pinnacle Construction Management & Paul's Painting**  
Mr. King made a motion to approve Pinnacle Construction Management to remove the wind screen & repave the sidewalk and Paul's Painting to complete necessary painting of the front of the Library at a cost of \$16,800. Mayor Braden seconded the motion, which carried upon the following roll call vote: Aye – Mayor Braden, Mr. Dalia, Mr. Donohue, Mr. King, Mr. Lefkowitz, Ms. LoBiondo, Mr. Mazzaccaro and Mr. Chesler.

### **XIII. Public Comments**

Howard 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 Contract Negotiations and Security; and

**WHEREAS**, once the matter involving confidentiality of the above no longer requires confidentiality, the minutes shall be made public.

**NOW THEREFORE**, be it resolved by the Board of Trustees of the Montville Township Public Library that the public be excluded from this meeting.

Howard Chesler made a motion, seconded by Peter King that the Library Board go into Executive Session at 8:50 p.m.

Vote: All in favor.

9:05 p.m. Open Session reconvened

**XV. Adjournment**

Mr. King made a motion, seconded by Ms. LoBiondo to adjourn.

Vote: All in favor

Open Session adjourned at 9:10 p.m.

DRAFT