

Montville Township Public Library
Board of Trustees Meeting
APRIL 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

Absent: Thomas Mazzaccaro arrived at 8:46 p.m.

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 March 9, 2009 Meeting.

Deborah moved, Peter seconded

All were in favor.

PUBLIC COMMENTS

Lorrie Binic thanked the Board for the luncheon they provided and everyone enjoyed it very much.

REPORTS OF OFFICERS

President – (David Dalia)

No Reports

Treasurer – (Donald Kostka)

Donald distributed Balance Sheet.

Secretary – (Edward Ernstrom)

No Report

REPORTS OF COMMITTEES

Finance – (Provided by Donald Kostka)

There are currently cash assets under \$1,000,000.00.
Parking lot needs to be repaved at a cost of \$60,000.00
Would like to return monies to the town

Buildings and Grounds – (Provided by Edward Ernstrom)

The North Entrance will be receiving funding from the Federal Stimulus Program. Approximately 60-90 days, it must be advertised in a newspaper by Morris County.

Personnel – (Provided by Peter King)

Indiscernible

Patron Services – (Provided by Howard Chesler)

Will have something at next meeting.

Library Director's Report – (Provided by Vince Sacco)

DVD display will be available next month
Glass screen can be used for projector use. Video cost is \$20,000 – Audio cost is \$20,000.

It was suggested that the President assign the task to the Buildings and Grounds Committee to which the President agreed.

Noisy high school students problem has been solved: the Noisy students were given their own room to gather and “hang out” while the students who were in the library to study were given their own space.

Claritas System was used to make a distinction between card holders and non-card holders. A firm owned by the Nielson Group, most sophisticated marketing system in the country, having over 200,000,000 files enabling them to determine the demographics of their customer base.

Resolutions/Motions

RESOLUTION 2009-04-01

Date Passed: April 13, 2009

(a) Resolution to accept the April 1, to April 30, 2009 check register in the amount of \$113,777.40.

Julie moved, seconded by Edward

All were in favor

RESOLUTION 2009-04-02

Date Passed: April 13, 2009

(b) Resolution to approve the contract of Domenico Susini, computer instructor, from May 1, 2009 through April 30, 2010, at a fee of \$120.00 per class, not to exceed a total of \$17,000.00 for the 12 months.

Edward moved, Seconded by Peter

All were in favor

Discussion regarding Resolution (b) as follows:

Two duties would be combined: There would be no in-house support for the registrar's services which includes contacting the applicants to see who is interested in the class, which would be the responsibility of the instructor in addition to the instruction function. Each session would be approximately 4-5 hours per session. The fee is \$10.00 per session for Montville residents and \$20.00 for out-of-town applicants. Seniors are free.

RESOLUTION 2009-04-03

Date Passed: April 13, 2009

(c) Resolution to approve the M.A.I.N., Inc. Membership Agreement, effective January 1, 2009 to remain in effect until revised.

Julie moved, Seconded by Howard

All were in favor

RESOLUTION 2009-04-04

Date Passed: April 13, 2009

(d) Resolution to approve the Maintenance Contract of CentralPack Service Corp. effective January 1, 2009 to December 31, 2010, for a total of \$5,506.48, to be paid quarterly at \$1,376.62.

Edward moved, Seconded by Peter

All were in favor

RESOLUTION 2009-04-05

Date Passed: April 13, 2009

(e) Resolution to approve AME, Inc. Maintenance Contract, Option II, effective February 1, 2009 to January 31, 2010, for a total of \$3,010.00, to be paid quarterly at \$752.50.

Julie moved, Seconded by Edward

All were in favor.

RESOLUTION 2009-04-06

Date Passed: April 13, 2009

(f) Resolution to approve the fee of \$75.00 per person for a Library Pay Card for 2009.

Edward moved, Seconded by Julie

Discussion regarding Resolution (f) as follows:

Basically this is the cost for a person who does not live in Montville but works in Montville and lives in a town that does not have a library.

There was an amendment to Resolution (f) to read as follows:

Resolution to approve the fee of \$100 per family for a Library Pay Card effective June 1, 2009.

Voted Yes: Gary Bowen, Howard Chesler, Julie Cohan, David Dalia, Edward Ernstrom, Peter King, Deborah Nielson

Voted No: Donald Kostka

As a side note – There was a request that the Board be informed if there were an abnormally high check out rate of dvds as there were various individuals using the library as a shopping district and using the library to run a business.

RESOLUTION 2009-04-07

Date Passed: April 13, 2009

(g) Resolution to approve the appointment of Vincent Sacco to the part time position of Associate Director for Operations (NJDOP job title Library Associate) not to exceed 32 hours per week at \$35.00 an hour.

Edward moved, Seconded by Donald

Discussion regarding Resolution (g) as follows:

It should be made provisional, as it would go to the State of New Jersey whereas Vince would have to take an exam at which point the Board would come together to revisit his career appointment.

There was an amendment to Resolution (g) to read as follows:

“... to approve the **‘provisional’** appointment of Vincent Sacco...”

All were in favor

RESOLUTION 2009-04-08

Date Passed: April 13, 2009

(h) Resolution to approve the purchase of EZ Labor Manager from ADP to track time and attendance using a hand scanner which will import data to ADP PC payroll, at an annual cost of \$3,930.00 plus an additional one-time implementation fee of \$600.00.

Edward moved, Seconded by Donald

All were in favor

RESOLUTION 2009-04-09

Date Passed: April 13, 2009

(i) Resolution to approve the novation of J&L Computer to Hi-Tech Computer Services, LLC for 2009, at the rate of \$85.00 per hour.

Edward moved, Seconded by Julie

There was an amendment to Resolution (i) to read as follows:

“...to approve the **‘120 day purchase order for services to be provided by High Tech Computer Services, LLC’** at a rate of \$85.00 per hour”.

Edward moved, Seconded by Peter

All were in favor

RESOLUTION 2009-04-10

Date Passed: April 13, 2009

(j) Resolution to approve 2009 Budget with an Operating Expense of \$1,575,467.00; a Capital Expense of \$54,000.00; a Surplus of \$281,899.00; and, a Tax Relief at 50% of Gross Surplus for \$140,939.00.

Discussion regarding Resolution (j) as follows:

The surplus would be returned to the town to be used for tax relief. Howard inquired as to whether the Library had put in any type of variance factor such as lower collections. Edward stated that 1993 was the last time they had a reversal.

It was further stated that, if the amendment were approved, the payout to the town would be determined at the end of the year; at that time the Board would have to approve it and a June 2010 distribution could be possible.

There was an amendment to Resolution (j) to read as follows:

“...a Tax Relief at 50% of Gross ‘**Annual Budget**’ Surplus.”

(Note: Dollar amount deleted)

Peter moved, Seconded by Edward

Voted Yes: Gary Bowen, Howard Chesler, David Dalia, Edward Ernstrom, Peter King, Donald Kostka, Deborah Nielson

Voted No: Julie Cohan

RESOLUTION 2009-04-11

Date Passed: April 13, 2009

(k) Resolution to direct the Personnel Committee to solicit alternate proposals for the operation of the Library.

Moved by Edward, Seconded by Donald

Discussion regarding Resolution (k) as follows:

It was noted that at this point, after meeting with the Rothman Institute, in time there were many ideas and a mentor was assigned, Dominic Celentano. Some of the things that the Board is looking at is: Interim Director, Privatization, as well as many different models as to how to operate the library.

Voted Yes: Gary Bowen, Howard Chesler, Julie Cohan, David Dalia, Edward Ernstrom, Peter King, Donald Kostka, Deborah Nielson

Abstained: Thomas Mazzaccaro

RESOLUTION 2009-04-12

Date Passed: April 13, 2009

(l) Resolution to rescind the Board of Trustees Policy Manual on the basis that it is no longer applicable to the operation of the library and that the Personnel Committee is working on a replacement.

Moved by Edward, Seconded by Donald

All were in favor

RESOLUTION 2009-04-13

Date Passed: April 13, 2009

(m) Resolution to rescind the Workplace Civility Policy on the basis that it is no longer applicable to the operation of the library and that the Personnel Committee is working on a replacement.

Moved by Edward, Seconded by Donald

All were in favor

OLD BUSINESS

Progress Report on the North Entrance Renovation. (To be discussed in Executive Session).

NEW BUSINESS

(RHEA) claims that Montville Library is behind in payment and therefore continues to charge the library with a penalty fee. Upon inspection, it was determined that files from 1998 are being stored there. It is the hope of the library to store some of the items in a caged area in the basement at the Town Hall in order to avoid the cost and penalty fees from RHEA each month.

It was noted that patrons are using the piano in the Pio Costa room to give private lessons. Also, the library is being used to conduct tutoring sessions for pay. The question was asked, "Is this legitimate"?

Lastly, an invoice from Mark Tabakin was received for year-end work in the amount of \$658.00, but it was believed that a quote of \$500.00 was given.

David made a motion to move into Executive Session for the purpose of discussing the North Entrance Renovation and other Personnel matters

Peter Seconded

All were in favor.

Open Session closed to go into Executive Session at 8:56 p.m.

10:05 p.m. Open Session reconvened.

At this time Edward moved Resolution(s) (l) and (m), as stated above and was Seconded by Donald.

David made a motion to adjourn.

All were in favor.

10:09 Open Session adjourned.