

Montville Township Public Library
Board of Trustees Meeting
NOVEMBER 10, 2008
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.

Julie Cohan David Dalia Edward Ernstrom Peter King
Donald Kostka Deborah Nielsen

Patricia K. Anderson, Library Director
Mark Tabakin, Attorney for Board
Elaine Wood, Recording Secretary

Absent: Gary Bowen
Randee Fox
Charles Schmidt

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.

David asked for a motion to adopt the October 13, 2008 Minutes.

Julie moved
Edward: 2nd

Corrections:

Patricia was not present at October 13, 2008 meeting.

Page 2, 3rd paragraph from the bottom: less "expenses" should read "expensive"

Page 2, 2nd paragraph from bottom: "it" should be added to read "it is no longer..."

Page 3, Under sub-title "President", C-O-H-E-N should be "C-O-H-A-N".

Page 3, Under sub-title "Finance", 1st paragraph, "J.H. Cohan", should be "J.H. Cohn"

Page 6, Under "New Business", 1st paragraph, 3rd sentence, "it" falss under GUTPA, not "if"

Page 6, Last paragraph, last sentence, "indiscernible" should read "... has ever lost "any value of deposits".

Page 7, Old Business: 1st paragraph should read "meeting room" guidelines, no "medial"

Page 9, 9th paragraph: should read "Inter-library Loan", not "International"

All were in favor of the adoption of the amended minutes.

PUBLIC COMMENTS

Bernice Bailine of 31 Gabrielle Drive, Montville, NJ addressed the Board with regards to the resolutions on the November 10, 2008 Agenda.

With regards to Resolution (b) Ms. Bailine asked what the savings would be by hiring the Metis Group and inquired if the Board had gone out to bid on other firms.

With regards to Resolution (d) she inquired whether the Board had gone out to bid for the purchase of an outdoor sign and who was the Contractor and was the sign the same as the one the township was using.

With regards to Resolution (e) – Ms. Bailine was concerned with the purchase of two new CDs since there was a cutback of employees due to lack of money.

Lastly, she thanked Charles Schmidt for the consideration and confidence he has placed in her during the past few years and thanked Patricia Anderson as well for her confidence and spoke of the enormous respect she had for her. However, she did express her disappointment in some of the Board members.

REPORT OF OFFICERS

President – (David Dalia)

No Report

Treasurer – (provided by Julie Cohan)

The Treasurer gave a brief summary stating that salaries are over budget, year-to-date. There is \$27,000 a pay period with \$108,000.00 left in the budget with an extra pay period in October. \$104,000.00 should be just enough to cover four (4) more pay periods leaving them just about at budget for salaries. It was noted that they have come to the end of their budget for Adult Fiction and there will be no further purchases until next year.

The following comments were noted as well:

- There was nothing registered with regards to the gas bill.
- There has not been a MAIN assessment to date, but it is anticipated for the end of the year.
- They have not received the bill from the township but they will be paid as well.
- They are slightly below on expenses as well as revenue.
- Interest was slightly below due to unforeseen falling interest rates.

Secretary – (Charles Schmidt)

No Report (Absent)

Reports of Committees

Finance – (provided by Donald Kostka)

It was noted that that the meetings with the three accounting firms have been concluded and anyone of which would have been a good choice. However, the committee settled on the Metis Group, located in Parsippany, NJ giving a fixed fee cost of \$1,250.00 per month - \$15,000.00 per year.

Personnel – (provided by Peter King)

Peter reported to the Board that there were 6 people who had provisional appointments who took the state exam and one failed. He recommended that the party who was not on the list, who passed, should be given the same promotion.

Buildings and Grounds – (Peter King)

No Report

At this time Mark Tabakin brought to the Board’s attention that at the last meeting he was asked to review the vestibule bid documents. He noted that he had communicated with the architect, (James Cutillo), some revisions and changes to the front end language and believed that would be forthcoming back to the Board as a total package to put out for bid.

Edward noted that he and Peter had done some research into the issue of the sprinkler and found that the sprinkler head could not be isolated from the rest of the sprinkler system as no check valves are permitted. It was also noted that that the vestibule is currently electrically heated and they would proceed with enough heat to keep the pipe from freezing.

Patron Services – (Charles Schmidt)

No Report

Resolutions and Motions

Resolution (a)...to accept check register for September 1 through September 30 approving checks exceeding \$750.00 in the amount of \$22,219.12 not exceeding \$750.00 in the amount of \$11,565.94.

Edward moved

Julie seconded

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

There was no variance between check register and cash disbursements. One check #6159 was voided due to printer error.

Informational item only – Administratively withdrawn.

Resolution (b)... to approve the contract with the firm Metis Group, LLC for the provision of professional accounting services from November 14, 2009. Contract term to be 12 months with cost estimated at \$15,000.00.

Edward moved

Peter seconded

There was a friendly amended made to have Resolution (b) read “...at a cost not to exceed \$15,000.00”

Friendly amendment accept by Edward Ernstrom

Voted Yes: Julie Cohan, David Dalia, Edward Ernstrom, Peter King, Deborah Nielson

Abstained: Donald Kostka

Resolution (c)... to approve the designation of the Chairman of the Personnel Committee (currently Peter King, Jr.) as the Appointing Authority for all NJDOP Personnel Actions.

Edward moved

Donald seconded

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

Resolution (d)... to approve the purchase of outdoor sign for an amount of \$30,000.00.

Edward moved for discussion

Julie seconded

Edward pointed out that the amount exceeded the threshold for competitive bids and there were no bid documents prepared at this time.

David made a motion to table Resolution (d)

Deborah seconded

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

Resolution (e)... to approve the purchase of two twelve-thirteen month CDs at a local bank with the best interest rate possible.

Edward moved

Peter seconded

Julie reviewed the rates from the following banks:

Lincoln Park – 4.25% for 12 or 13 months – no penalty for withdrawal

Atlantic Stewardship – 4.03% 15 months

Sovereign Savings Bank – Money Market 3.5%

Hudson Bank – CD 3.5%

Kearny Bank – CD 3.25%

Bank America – CD 3.5%

Julie recommend \$240,000.00 for Lincoln Park, as it was the best offer; \$240,000.00 in Atlantic Stewardship for a 15 month CD and to put as much into Lakeland as they could so that all written checks would come from there with the balance going into Sovereign money market.

* There was a friendly amendment that Resolutions (f) and (g) be withdrawn and be replaced with a resolution for twelve month CDs and Money Market as follows:

(f) Resolution for 12 months CDs and Money Market as listed:

\$240,000.00 to be deposited in Lincoln Park Savings - CD

\$240,000.00 to be deposited in Atlantic Stewardship – CD

\$200,000.00 - \$240,000.00 deposited in Sovereign Bank – Money Market account to maintain liquid funds as needed.

It was noted that the library has copies of financial records as well as the bank with Julie Cohan and David Dalia being authorized to make transactions.

Motion to accept friendly amendment: Edward Ernstrom
Peter seconded

Voted Yes: Julie Cohan, David Dalia, Peter King, Donald Kostka, Deborah Nielson
Abstained: Edward Ernstrom

OLD BUSINESS

Peter brought to the Board's attention the fine job that Ann Marie did on last months program "The Bug Invasion". Patricia Anderson added that Ann Marie did an outstanding job and it was noted there were more children in the Summer Reading Program this past summer than ever before, with over 750 children participating.

NEW BUSINESS

As a cost savings initiative, Patricia presented to the Board the idea of having a luncheon at the library instead of a holiday dinner. Patricia received a preliminary quote from Shop Rite of approximately \$700.00 for 25-30 people, which includes Board and staff. (The amount spent in the past has been well over \$1,200.00 for the dinner). The date would be Wednesday, December 10 from 11:30 a.m. to 1:00 p.m. It was noted that pocket calendars have been ordered as a holiday gift for everybody at \$1.00 a piece. They are not only given to the Board and the staff but to volunteers and the people who do extra things for the library during the course of the year. It was stated that in the past a luncheon is also provided for the Department of Public Works as a way of thanking them for all the extra work they perform during the course of the year. At this time Patricia requested permission to once again arrange a luncheon some time in December for them.

Lastly, it was further noted that these monies come out of "Board/Miscellaneous".

David asked for a motion to go into Executive Session for the purpose of attorney/client privilege litigation and to review Executive Session Minutes.

Peter moved
Julie seconded

All were in favor

8:05 p.m. Open Session closed to go into Executive Session

9:05 p.m. Open Session reconvened.

David asked for a motion to adjourn

Edward moved
Donald seconded

9:05 p.m. Open Session reconvened.