

Montville Township Public Library  
Board of Trustees Meeting  
October 17, 7:30 p.m. 2005  
Montville Township Public Library  
90 Horseneck Rd., Montville, NJ

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Summary of Actions Taken

1. Approved Minutes of September 12, 2005
2. Approved Check Register for September 1 to September 30, 2005
3. Hired Business Manager
4. Approved Check Signing Authority for New Business Manager
5. Hired Part-Time Library Assistant
6. Hired Part-Time Reference Librarian
7. Hired Legal Firm for Library
8. Hired Legal Firm for HVAC Construction Project
9. Approved Amended Mechanical Engineering Service Contract
10. Will Request the Township to Provide Directional Signs for the Library

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The meeting was called to order by Secretary Charles Schmidt at 7:34 p.m.

Present: Alison Porter (7:45) Charles Schmidt David Dalia  
Marie Cetrulo Susan Max Mary Louis Malyska  
Patricia K. Anderson, Library Director  
LaVerne Becker, Administrative Assistant

Absent: Ed Ernstrom, Julie Cohan, Randee Fox

Guests: None

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Mr. Schmidt 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 MEETING**

Mr. Dalia made a motion that the Board adopt the Minutes of the meeting of September 12, 2005; seconded by Ms. Max.

APPROVED unanimously

**PUBLIC COMMENTS**

None

## **REPORTS OF OFFICERS**

### President

No Report

### Treasurer

No Report

### Secretary

Mr. Schmidt reported that the contract has been signed with Brownworth Engineering authorizing them to go ahead with the plans and specifications for the HVAC system.

## **COMMITTEE REPORTS**

### Finance

No Report

### Personnel

Ms. Anderson said information about the newly hired employees for the Library can be found in her Director's Report.

### Building/Grounds

Mr. Schmidt reported there is a preliminary plan for the HVAC system renovation from Brownworth Engineering. A letter received from Brownworth giving details was passed around for viewing by the Board. Mr. Schmidt explained where the utility rooms will be located. These utility rooms will house the units. There will be economizers to heat or cool the building using a four-pipe system. Some louvers windows that will be automatically controlled will be installed, allowing for elimination of heat that builds in the building. All air handlers now located in the ceilings will be eliminated. Tubes suspended from the ceiling will be installed allowing for the air to circulate. All machinery will be outside so the noise should be at a minimum. Mr. Schmidt said he still needs to get a timeline from the engineering firm.

(Ms. Porter arrives at the meeting)

Mr. Schmidt next addressed replacing the alarm system. Because the alarm has been disabled, this is now an emergent matter. Ms. Anderson received three bids from vendors. Mayor Cetrulo will ask Tony Barile to review the proposals and then report back to Mr. Schmidt. Because this is an emergent matter, the Board will conduct a telephone poll to accept one of the vendors, and then ratify the matter at the next meeting.

## Nominations Committee

Ms. Porter said she had intended to ask Mr. Ernstrom to serve on this committee. However, Mr. Ernstrom was not present at the meeting because his mother passed away and she did not wish to appoint him if he did not wish to serve. Ms. Porter asked the following Board members to serve on the Committee: Marie Cetrulo, David Dalia & Susan Max.

## Budget Committee

Ms. Porter asked the following Board members to serve on the Budget Committee: David Dalia and Julie Cohan.

Ms. Porter reported that the year-end party will be held on December 9, 2005 at the Columbia Inn.

Ms. Anderson reported that Ms. Cohan will be cashing in one of the Library's CD's. The monies will be used to reimburse the Township for in-kind services (\$60,000). The Building/Grounds Committee will review the cost of subcontracting for services such as snow removal and grass cutting for next year.

## **LIBRARY DIRECTOR'S REPORT**

Ms. Anderson said Library staff is adjusting to the transfer to the SIRSI system. The Library ILL system received a week's worth of requests (about 200 to 250) this morning. It took our employees five hours to pull the books. The new system eliminates going through the ILL person. Patrons need to learn how to place an item on hold electronically, rather than to fill out a paper request, because the hold on the book is almost instantaneous.

Ms. Anderson reported that Art Rosenfield has been hired as Business Manager. He commenced employment on October 6.

Library programs are being well received by the public.

Ms. Anderson said the Library is experiencing problems when high school students come over to the Library at the close of their school day and hang out, smoking outside by the doors of the building. Mayor Cetrulo says there is an ordinance that there should be no smoking at any public building. Making the students aware of this ordinance should alleviate the problem.

Ms. Cetrulo was asked to investigate the possibility of having the Township erect directional signs to the Library in some areas of the Township.

**RESOLUTIONS/MOTIONS**

Approved Check Register for September 1, 2005 to September 30, 2005

Mr. Schmidt offered a resolution that the Board approve the check register for September 1, 2005 to September 30, 2005, approving checks exceeding \$400 in the amount of \$57,589.70 and ratifying checks not exceeding \$400 in the amount of \$11,786.05, for a total of \$69,349.75. Variance between check register, cash disbursements and value of checks drawn is attributed to two voided checks; seconded by Mr. Dalia.

VOTING YES: Cetrulo, Dalia, Max, Malyska, Porter, Schmidt  
VOTING NO: None

APPROVED 6:0:0

September 2005 Transfers at or Above \$400

| <u>Check</u> | <u>Recipient</u>                    | <u>Amount</u> |
|--------------|-------------------------------------|---------------|
| 3026         | Demco, Inc.                         | \$ 738.27     |
| 3027         | Baker & Taylor                      | 8,463.90      |
| 2914         | Awards Worth Winning                | 535.00        |
| 2917         | Demco, Inc.                         | 449.62        |
| 2927         | O'Dowd Advertising                  | 862.40        |
| 2932         | Brownworth Engineering              | 5,223.00      |
| 2835         | Johnson Murphy, et al.              | 420.00        |
| 2941         | Verizon                             | 831.70        |
| 2942         | L. Becker dba Secretarial Solutions | 400.00        |
| 2943         | Jersey Central Power & Light        | 4,729.30      |
| 2959         | Heinemann Library                   | 441.90        |
| 2976         | Gareth Stevens                      | 502.00        |
| 2988         | Recorded Books                      | 490.80        |
| 2989         | Statewide Sanitation Services       | 1,565.00      |
| 2990         | The Lerner Group                    | 495.79        |
| 2991         | Staples                             | 1,213.99      |
| 2992         | Creative Library Concepts           | 12,788.75     |
| 3024         | Montville Township                  | 8,407.06      |
| 3025         | Montville Township                  | 10,631.22     |

Hired Business Manager

Mayor Cetrulo offered a resolution that the Board approve the hiring of Arthur Rosenfield, Business Manager, at an annual salary of \$50,000, effective October 6, 2005; seconded by Mr. Schmidt.

The resolution was amended to read: that the Board approve the hiring of Arthur Rosenfield, full-time Business Manager, 37-1/2 hours a week, at an annual salary of \$50,000, effective October 6, 2005.

VOTING YES: Cetrulo, Dalia, Max, Malyska, Porter, Schmidt  
VOTING NO: None

APPROVED 6:0:0

Approved Check Signing Authority for New Business Manager

Mr. Schmidt offered a resolution that the Board authorize Arthur Rosenfield to sign checks up to and including \$400; seconded by Dr. Malyska.

VOTING YES: Cetrulo, Dalia, Max, Malyska, Porter, Schmidt  
VOTING NO: None

APPROVED 6:0:0

Hired Part-Time Library Assistant

Mr. Schmidt offered a resolution that the Board approve the hiring of Nilufer Sozusen, part-time Library Assistant, working 15 hours per week in the InterLibrary Loan Department, at an hourly rate of \$9, effective October 11, 2005; seconded by Mayor Cetrulo.

VOTING YES: Cetrulo, Dalia, Max, Malyska, Porter, Schmidt  
VOTING NO: None

APPROVED 6:0:0

Hired Part-Time Reference Librarian

Mr. Schmidt offered a resolution that the Board approve the hiring of Denise Marshall, part-time Reference Librarian, working 20 hours per month, at an hourly rate of \$19, effective September 24, 2005; seconded by Ms. Max.

VOTING YES: Cetrulo, Dalia, Max, Malyska, Porter, Schmidt  
VOTING NO: None

APPROVED 6:0:0

Hired Legal Firm for Library

Mr. Schmidt offered a resolution that the Board approve hiring the firm of Weiner Lesniak, LLP, (represented by Mark Tabakin, Esq. of this firm) as legal counsel of the Montville Township Public Library, effective October 18, 2005, at an hourly rate of \$145; seconded by Mayor Cetrulo.

Mr. Schmidt made a motion to modify the resolution as follows: the Board approve hiring the firm of Weiner Lesniak, LLP, (represented by Mark Tabakin, Esq. of this firm) as legal counsel of the Montville Township Public Library, effective October 18, 2005, at an hourly rate of \$140; seconded by Mayor Cetrulo.

VOTING YES: Cetrulo, Max, Malyska, Porter, Schmidt  
VOTING NO: Dalia

APPROVED 5:1:0

Hired Legal Firm for HVAC Construction Project

Mr. Schmidt offered a resolution that the Board hire the firm of Casha and Casha (represented by Geoffrey Evans, Esq.) as legal counsel to the Montville Township Public Library in matters pertaining to the

HVAC construction project at an hourly rate of \$150; seconded by Mayor Cetrulo.

VOTING YES: Cetrulo, Dalia, Malyska, Schmidt

VOTING NO: Max, Porter

APPROVED 4:2:0

Approved Amended Mechanical Engineering Service Contract

Mr. Schmidt offered a resolution that the Board approve an amended Mechanical Engineering Service Contract of Brownworth Engineering for basic services; seconded by Mayor Cetrulo.

VOTING YES: Cetrulo, Dalia, Max, Malyska, Porter, Schmidt

VOTING NO: None

APPROVED 6:0:0

**OLD BUSINESS**

Mr. Dalia stated for the record that it's his belief that before the Library Board approaches the Township to request signs to be placed throughout the Town providing directions to the Library, that it should be approved by the Library Board.

Will Request the Township to Provide Directional Signs for the Library

Dr. Malyska made a motion that the Board ask the Township to erect directional signs to the Library on Changebridge Road from 202, on Changebridge Road from Old Bloomfield Avenue and at the intersection of Changebridge Road and Horseneck Road; seconded by Ms. Max.

APPROVED Unanimously

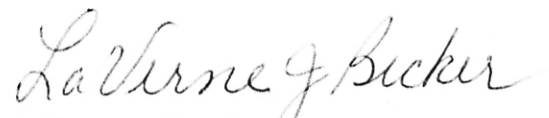
The Board will send a flower arranged to Mr. Ernstrom for the loss of his mother. Visitation is at Morgan Funeral Home in Newton, with a church service in Montville.

**ADJOURNMENT**

Mr. Schmidt made a motion that the meeting be adjourned; seconded by Ms. Max.

The meeting was adjourned at 9:19 p.m.

Respectfully submitted,



LaVerne J. Becker  
Confidential  
Administrative Assistant