



The meeting of the Board of Trustees of the Middletown Township Public Library was held on April 20, 2016 at the Middletown Main Library. At 7:00 pm Ms. LaTona opened the meeting in compliance with the Open Public Meetings Act with Roll Call.

**Present:**

X Siebert                      \_\_\_ Nelsen      X Siwiec                      X Vitkansas      X VanNest  
X Berson                      X Altobello      \_\_\_ Monaghan                      X Perry

**Absent:** Monaghan, Nelsen

Also in attendance: X Armen McOmber      X Kim Rinaldi      X Wendy LaTona

**Salute to the Flag**

**Public Session –None**

**Approval of March 16, 2016 Regular Session Minutes & Executive Session Minutes:** Mr. VanNest motioned to accept the March 16, 2016 Regular session minutes as submitted, seconded by Mr. Siebert and carried unanimously.

**Financials:**

Mr. VanNest requested that purchases for library programs be processed through Purchase Orders or by a different means rather than employee reimbursement checks. Mr. VanNest asked that Ms. Rinaldi check with Purchasing for other establishments that take Purchase Orders. Employee check reimbursement should be the last resort. This can create a red flag with the auditors. Ms. Rinaldi will look into other ways for program purchases. Perhaps the Friends would cover the materials needed for the programs as well. Mr. Siebert motioned to accept all the financials as submitted including the 2016 Voucher lists, 2016 Overview Checks as well as the Financial Reports as of 3/31/16, the Statement of Financial Assets dated 4/1/16, seconded by Mr. Altobello and carried unanimously by roll call vote.

**Correspondence:** None

**President, Finance or Personnel Committees Report:** None

**Director's Report:** (as submitted – see attached).

-Unique Management adding more letters, more calls, more skip tracing, continue with the same process. After 90 days enable us to submit older accounts. There are 71 accounts that can be submitted. It is a onetime option that would enable the library to try and collect on those fines.

Acting President, Berson decided to vote on Resolution 2016-21 at this time.

**Resolution 2016-21** –T. Perry made resolution 2016-21 to submit older accounts to Unique Management, seconded by B. Siebert and carried unanimously by roll call vote.

- Difficult Customer webinar offered to staff
- Automation update – Baker & Taylor upgrade and training
- Direct Install initiative grant/loan – assessment needed
- Carpet Cleaning will take place Memorial Day weekend
- Curbing, Sidewalk, and Handicap ramp will be repaired
- Museum tickets are for sale at the Circ. desk at discounted prices (Natural Museum/Jenkinson)
- Electronic magazines - Flipster will begin May 1<sup>st</sup>
- Website completion date of May 31, 16 w/ feedback from the public/staff. (Ms. Berson will participate)
- Approximately 600 people were assisted with their taxes by AARP Tax Preparers this year
- Volunteer luncheon was held on April 14, 2016
- Celebrated National Library Week

**New Business:**

**Resolution 2016-22** –B. Siebert made resolution 2016-22 awarding Air Systems Maintenance with a two year HVAC repair/maintenance contract in the amount of \$41,900 beginning May 1, 2106 through April 30, 2018, seconded by T. Perry and carried unanimously by roll call vote.

**Resolution 2016-23** –T. Berson made resolution 2016-23 hiring Manual Flores as a part-time Building Maintenance worker with an hourly rate of \$12.50 for approximately 22.5-24 hours per week, seconded by B. Siebert and carried unanimously by roll call vote.

Museum **Pass 2:09 policy** revision was approved by T. Berson and seconded by B. Siebert and carried unanimously.

Discussion of the 44 year old Conover Wihtol Scholarship Fund resulted with Mr. VanNest suggesting that Ms. Rinaldi research the cost of a semester for Library Science in order to give the Board some type of guideline on the award amount this year. Suggestions in increments of \$1,500-\$5,000 were made. Ms. Rinaldi will search for original documentation for this scholarship fund as well. Ms. LaTona to supply Ms. Rinaldi with the previous recipient's award amounts.

**Public Session: None**

**For the Good of the Order:**

- Mr. VanNest asked how the new payroll system was working. Positive feedback was given by Ms. Rinaldi and Ms. LaTona.
- Ms. Berson supported the FRIENDS Panera event held that evening.

At 7:47pm, Mr. Siebert motioned to adjourn, seconded by Mr. VanNest and carried unanimously.

Respectfully Submitted,

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Larry Nelsen, Pro-Temp Board Secretary  
April 20, 2016