



The meeting of the Board of Trustees of the Middletown Township Public Library was held on March 15, 2017 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:

<input checked="" type="checkbox"/> Perry	<input type="checkbox"/> Vitkansas	<input checked="" type="checkbox"/> Siwiec	<input checked="" type="checkbox"/> Smith
<input checked="" type="checkbox"/> Bucco	<input type="checkbox"/> VanNest	<input checked="" type="checkbox"/> Fox	<input checked="" type="checkbox"/> Berson
<input checked="" type="checkbox"/> Lucchese			

Also in attendance: Tom Warren, McOmber & McOmber
Director, Kim Rinaldi
Wendy LaTona
Margaret Anthony

Salute to the Flag

Public Session – None

Approval of February 15, 2017 Regular & Executive Session Minutes: Ms. Berson motioned to accept the February 15, 2017 Regular & Executive Session minutes *as amended*, seconded by Mr. Perry and carried unanimously.

Financials:

Mr. Siwiec complimented the new financial reports submitted by Ms. Anthony. Ms. Rinaldi explained Ms. Anthony reformatted for easier flow and readability of the financials. Mr. Bucco asked if the library was on a budget plan for its electric bill. Ms. Rinaldi responded that the library is not currently on a budget plan for the electric bill, however the library had a NJ Natural Gas representative for a Grant program called NJ Direct come out and meet with her to see if the library qualified for a grant that offered LED Lighting and replace HVC equipment and would provide a 70% grant and a 3 year loan.. Unfortunately, the library did not qualify for the loan because our usage was too high. The alternative they offered was not a good option. Ms. Rinaldi's plan was to reduce usage and see if we qualified next year for the grant. Mr. Lucchese suggested the Library go to a Direct Lender. Ms. Rinaldi explained the library's utility bills are tied to the Townships and she would have to ask if that was permissible. Mr. Perry suggested that himself, Mr. Lucchese, Mr. Bucco and Ms. Rinaldi research if other state and counties utilize third parties for electric and/or to reach out to JCPL, who perhaps would give the library some LED lightning from a PR stand point. Mr. Perry would like them to compile information and report back to the Board with some suggestions within a two month time frame. Ms. Rinaldi responded she is open to any suggestions and/or options that would reduce the electric bill. Mr. Lucchese said there is a law that JCPL either has to fix the electric or supply the electric. Mr. Siwiec asked if there were any

expenses that stand out. Ms. Anthony responded not at this time. Mr. Siwiec then motioned to accept the 2017 Voucher List, along with the 2017 Overview Checks, Financial Report as of 2/28/17 and Statement of Financial Assets as of 3/1/17, seconded by Mr. Bucco and carried unanimously by roll call vote.

Correspondence: - 2 Patron emails submitted

- Thank you letter from Sara Barnes
- Compliment to Eileen McGrath on services provided

No reports were submitted from the President, Finance or Personnel Committees

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

New Business:

Mr. Perry motioned to approve revision to the Borrower Services Policy 2:01 with the following:

A Library card or valid ID listing current name and address must be presented in order to make any changes to a cardholder's account, including library card renewals, payment of fines, and changes to contact information.

Seconded by Mr. Bucco and carried unanimously by roll call vote.

Ms. Rinaldi went over the Customer Satisfaction survey with the Board. The information provided was useful and will help with the implementation of a strategic plan. Ms. Rinaldi will be working on updating the current library brochure. The Board discussed possible ways to help promote library programs and events such as piggybacking on the Township Newsletters sent to the Middletown community, and include in Township welcome packets at Town hall. A digital sign and a coffee shop were also discussed.

Old Business:

Follow up of Attorney needs from last month requested by Mr. Siwiec. Mr. Siwiec wanted a broader discussion on the needs of attorney presence at each and every Library Board meeting. Mr. Perry explained that he served on prior Library Boards and they always has an attorney present at each and every meeting. Mr. Perry reviewed the attorney fees submitted for 2016 and discuss with the Board that the fees were less than \$5,000 to have a partner of this firm attend each and every meeting. Mr. Warren, present at the meeting, let Mr. Siwiec know that when a call is made there is a fee but that the library is not billed for follow up emails or quick questions by McOmber & McOmber. After Mr. Siwiec understood the billing process he recanted the need for further discussion.

For the Good of the Order:

No discussion or comments from any Board Members submitted For the Good of the Order.

At 7:59pm, Mr. Perry motioned to adjourn, seconded by Ms. Berson and carried unanimously.

Respectfully Submitted,

Tara Berson
Board Secretary
April 19, 2017