



The meeting of the Board of Trustees of the Middletown Township Public Library was held on March 16, 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 7:02pm X Nelsen X Siwec ___ Vitkansas X VanNest
X Berson X Altobello X Monaghan X Perry

Absent: Vitkansas

Also in attendance: X Tom Warren, McOmber & McOmber X Kim Rinaldi X Wendy LaTona

Mr. Nelsen served as pro-temp secretary in Mr. Vitkansas' absence.

Salute to the Flag

Public Session –No public were present

Approval of February 17, 2016 Regular Session Minutes: Mr. Siebert motioned to accept the February 17, Regular session minutes as submitted, seconded by Mr. Nelsen and carried unanimously.

Financials: 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 2/29/16, the Statement of Financial Assets dated 3/1/16, seconded by Mr. Altobello and carried unanimously by roll call vote.

Correspondence – The Board received letter of retirement submitted by Principal Library Assistant, Julia Kushwara as well as a letter of thanks regarding Read to a Dog program held in the Children's department.

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

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

Included:

- 9/23 Active Shooter training for staff
- Collection agency discussion
- Meeting with Shoreline Energy Advisors to be held 3/22/16
- HVAC bidding process/issues
- Friends MTPL Treasurer's Report

The Director informed the Board that the library went out to bid on the renewal of the HVAC contract and both companies that submitted their proposals did not comply with the bidding instructions. Ms. Rinaldi sought Mr. McOmber's advice and was given the following after consultation from colleague Peter Sokol:

1. Allow both parties to submit any lacking information as the information requested was not legally mandatory for this bid.
2. Waive the documents because they are not legally mandatory and award the bid

Mr. Monaghan recommended that they submit any missing documents and then the Board can make an award at the April meeting.

Mr. Perry motioned to allow the companies to submit any missing documentation by April 1st and then the Board can award the contract at the April 20, 2016 meeting. Seconded by Mr. Siebert and carried unanimously by roll call vote.

New Business:

Resolution 2016-14 – D. Siwec, seconded by Mr. Perry and carried unanimously by roll call vote to transfer funds from M&T Bank account formerly Hudson City Bank and the 6-month certificate of Deposit at Two River community Bank be consolidated into a Prestige Savings account at Two River Community Bank with an interest rate of .50%.

Resolution 2016-15 – T. Perry, seconded by T. Berson and carried unanimously by roll call vote to expand the museum program and charge library customers the discounted rate paid by the library for museum pages from those museums that do not offer an annual pass to public libraries.

Resolution 2016-16- tabled (HVAC award)

Resolution 2016-17 – B. Siebert, seconded by T. Berson and carried unanimously by roll call vote to award the 2016 Lawn maintenance contract to Seasons Matters, Inc., 252 Main Street, Suite 273, Matawan, NJ 07747 in the amount of \$5,200.95 for a period of one year.

At 7:37pm Mr. Monaghan read the Executive Resolution noting that the Board would be discussing personnel matters and assignments and that Executive Session would not last more than twenty minutes. All employees that were being discussed were properly RICED in accordance with NJ State laws. Mr. Siebert motioned to enter into Executive Session, seconded by Mr. Altobello and carried unanimously by all in favor.

At 8:10pm, Mr. Siebert motioned to return to Regular Session, seconded by Ms. Berson and carried unanimously.

The Board discussed an opening for a Principal Library Assistant in the Children's department. Being there was an employee who had already taken on these responsibilities with the departure of the previous Principal Library assistant, Mr. VanNest advised to provisionally appoint the employee who was already serving in that capacity until Civil Service generates the test at which time the library would post the promotional opportunity. (No need for a vote)

Resolution 2016-18 – T. Perry, seconded by T. Berson and carried unanimously by roll call vote to hire Joseph Fonseca from a Seasonal Worker to a Part-Time Permanent Building Maintenance worker, Civil

Service Job Specification 00929 with an hourly wage of \$12.50 per hour for approximately 24 hours per week effective March 21, 2016.

Resolution 2016-19 – B. Siebert, T. Berson and carried unanimously by roll call vote to promote Ebony Reeves from a Part-time Library Assistant to a Part-Time Senior Library Assistant with a new annual salary of \$16,293.00 (\$17.90 hourly rate) effective March 21, 2016.

Resolution 2016-20 – D. Siwec, T. Berson and carried unanimously by roll call vote to increase Ms. Rinaldi’s salary to \$97,850.00 per year retroactive to January 1, 2016.

Ms. Rinaldi thanked the Board for recognizing what she does at the Middletown Township Public Library.

For the Good of the Order:

Mr. Siebert congratulated Ms. Rinaldi on her raise and accomplishments.

Mr. Siwec seconded his sentiments and mentioned Google cardboards for Makers Day event. They are glasses they make everything virtual from your phone.

Mr. Nelsen complimented Ms. Rinaldi on her performance and well-earned increase.

Mr. Perry echoed Mr. Nelsen’s statement “Happily”

Mr. Altobello congratulated Mr. Fonseca and Ms. Reeves on their appointments and Ms. Rinaldi for her invaluable and significant contribution to the library.

Mr. VanNest spoke with great pride as he congratulated Reeves/Fonsenca to their new positions since he interviewed Ms. Reeves first hand and helped transfer Mr. Fonseca to the library. Mr. VanNest also complimented Ms. Rinaldi on the fine job she is doing at the library and the wonderful communication that the Township has since she came on board.

At 8:28pm, Mr. Monaghan motioned to adjourn, seconded by Mr. Siebert and carried unanimously.

Respectfully Submitted,

Pro-Temp Board Secretary
Larry Nelsen
March 16, 2016