



**Middletown Township Public Library  
Board of Trustees  
Regular Session Minutes  
December 16, 2015**

The Regular meeting of the Board of Trustees of the Middletown Township Public Library was held on December 16, 2015 at the Middletown Main Library. Ms. LaTona opened the meeting in compliance with the Open Public Law Act at 7:00 p.m. with Roll Call.

**Present:**

  X   Siebert                      X   Nelsen                      X   Siwiec      X   Berson      X   VanNest  
  X   Altobello                  X   Monaghan                  X   Breen      X   Vitkansas

**Also in attendance:**   X   Armen McOmber      X   Kim Rinaldi      X   Wendy LaTona  
(\*X represents present)

**Pledge of Allegiance**

**Approval of November 18, 2105 Regular Minutes:** Mr. Altobello motioned to accept as the Regular Session submitted, seconded by Ms. Breen and carried unanimously with an abstention from Siwiec.

No members of the public were present.

**President Brock Siebert**

The negotiating committee met twice with the Local 1032 Union reps. Further discussion regarding the contract negotiations will be discussed in Executive Session. Mr. Siebert took a moment to thank everyone for a wonderful year and all they had contributed.

**Financials:**

Mr. Siebert mentioned that the Statement of Financials show the Fines + Copier account will exceed \$100,000 which has provided a revenue stream that will put the library in a good financial position. Mr. Nelson commended the Director for an impressive P&L and balance sheet of the library is in excellent shape with one month to go and has well positioned the library for 2016. Mr. Nelsen then motioned to accept the financials as submitted including the 2015 Voucher List, Overview Checks, Financial Report as of 11/30/15, and Statement of Financial

Assets of 12/1/15, seconded by Ms. Berson and carried unanimously by roll call vote.

**Correspondence** – None submitted

**Director's Report** –as submitted. Some highlights included:

- Contract with Unique Management Collection for fine collection process to begin in mid-January.
- Flipster Magazine online magazine service will be offered to the public (hard copies will still be offered)
- Play Aways – MP3 players can check them out – audio books are extremely popular and this system can bridge the gap for accommodate this service
- Free Little Libraries have been completed – Mr. Siebert will be attending Twp. Committee meeting 1/21 where Christian will be recognized for his services.
- Friends of the Library hosted a Panera Fund Raiser for the library
- Friends Bazar – Trask to Treasure Flea Market will be held in February.
- Friends Bulletin Board is located in the Fireplace area of the library
- Upcoming Program, Acoustic night, 1/7 library will host Technology Open House

**Committee Reports:**

Personnel Committee - None

Finance Committee - None

**Old Business:**

**Second Reading** – 2016 Budget - Ms. Rinaldi said no changes have been made since she has not received Township figures to date and therefore nothing can be approved. Mr. VanNest said figures from the Township should be coming soon and is hoping to implement a flat rate. This will help library budgetary purposes easier.

**Second Reading** – Safety Manual is currently being reviewed by the Police Department and the Director is hoping that it be approved so that she can continue Mr. Nelsen had a concern with the staff administering the NARCAM inhaler. Ms. Rinaldi explained that if someone doesn't need it or is not having a heroin overdose administering it will not hurt them to receive it. Two library employees have been trained and presented it to library staff and will be included at the Safety Training class that will be held on January 22, 2016. Mr. Nelsen motioned to accept the second reading of the Safety Manual, seconded by Ms. Breen and carried unanimously.

**New Business:**

**First Reading of the Donation Policy 3:01** – books that are donated to the library are property of the library and the Township. This is not a perk to employees to just take donated materials. All donated materials have to purchase by staff. Mr. Siebert an appropriate addition to this policy and can be discussed during Executive Session.

Mr. Siebert executed the **Executive Session Resolution** at 7:19pm regarding a personnel issue that would not last more than 30 minutes and that the Board will return to Public Session afterwards. Motioned by Mr. Altobello and seconded by Mr. Monaghan.

At 7:37pm, Mr. Siwiec motioned to return to Regular Session, seconded by Ms. Berson and carried unanimously.

**For the Good of the Order -**

Mr. Nelsen- Director Rinaldi is doing a fantastic job this year and the Board appreciates it.

Mr. Vitkansas – Seconded Mr. Nelsen’s thoughts

Mr. Siwiec –None

Mr. VanNest – It is sad that a policy including administering a NARCAM inhaler for heroin use needs to be implemented into our training programs.

Mr. Altobello-It has been a pleasure being part of this fine institution and he is confident that he will be reappointed

Mr. Monaghan – Complimented what a great job the negotiating team accomplished regarding the contract

Ms. Berson – Seconded his sentiments and wished the library a Happy New Year!

Ms. Breen-It has been a wonderful year. She leaves the library with happy sentiments and wished everyone well as her term was up.

Mr. Siebert – Reiterated it was a pleasure working with the Board as the Board appoints a new President for 2016

At 7:45pm Mr. Nelsen motioned to adjourn, seconded by Ms. Berson and carried unanimously.

Respectfully Submitted,

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Larry Nelsen, Pro-Temp Board Secretary  
December 16, 2015