



**Middletown Township Public Library**  
**Board of Trustees**  
**Regular Session Minutes**  
**May 20, 2015**

The Regular meeting of the Board of Trustees of the Middletown Township Public Library was held on May 20, 2015 at the Middletown Main Library. President Siebert opened the meeting in compliance with the Open Public Law Act at 7:03 p.m. with Roll Call.

**Present:**

X Siebert    \_\_\_ Nelsen    X Siwiec    \_\_\_ Vitkansas X Berson  
\_\_\_ Murray    X Altobello    X Monaghan 7:09pm    X Breen

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

**Pledge of Allegiance**

No public was present.

Approval of February 18, 2015 Regular Session Minutes & Executive Session Minutes: Mr. Siwiec motioned to accept as submitted, seconded by Ms. Berson and carried unanimously by roll call vote with an abstention from Ms. Breen.

Approval of March 18, 2015 Regular Session Minutes: Mr. Siebert motioned to accept as submitted, seconded by Ms. Breen and carried unanimously by roll call vote with an abstention from Mr. Siwiec and Mr. Altobello. (Ms. Rinaldi was appointed pro-temp secretary for the March meeting minutes in Mr. Siwiec's absence).

Approval of April 22, 2015 Special Session Board Minutes: Mr. Monaghan motioned to accept as submitted, seconded by Ms. Berson and carried unanimously with abstentions from Mr. Siebert, Mr. Siwiec and Mr. Altobello. (Mr. Vitkansas was appointed pro-temp secretary for the Special Board meeting held on April 22, 2015 in Mr. Siwiec's absence).

**President Report** - Mr. Siebert thanked all who attended the Special Session Board meeting held on April 22, 2015.

**Financials:** Mr. Siwiec motioned to accept the financials as submitted including the 2015 Voucher List, Overview Checks, Financial Report as of 4/30/15, and Statement of Financial Assets of 5/1/15, seconded by Ms. Breen and carried unanimously by roll call vote.

Mr. Siwiec commented that the municipal surplus is being spent down. Ms. Rinaldi noted that Finance Clerk Joan Kopp encumbers much of the finances that she knows are going to be spent by the library ahead of time. Ms. Breen asked about the fine and copier money and wanted to be assured that the library was allocating those funds. Ms. Rinaldi noted that there was 32,000 of those funds already budgeted to date. Mr. Siebert commented that it was the Finance Committee's intent to spend down the State Aid accordingly and the municipal surplus as they come in as to not have a buildup in certain funds.

Ms. Breen asked if the library was still holding classical concerts. Ms. Rinaldi will follow up with the concert coordinating librarian Sheila Algava to see if there are classical concerts being scheduled, however commented that the library has scheduled various concerts throughout the year but was not sure if they were classical ones or not.

**Correspondence** –Patron letter submitted to thank ILL Librarian Pam Curchin.

**Director's Report** – Ms. Rinaldi submitted and highlighted report to the Board. (See attached).

Board discussed in detail the possibility of the library obtaining and ATM machine to assist patrons to pay for their fines as an alternative to offering credit card payment. Mr. Altobello motioned to draft a resolution for ATM services, seconded by Ms. Berson and carried unanimously by roll call vote with the caveat that Ms. Rinaldi get a quote from a third service (requested by

Mr. Siwiec). Mr. Siebert mentioned after a vendor is chosen for the ATM services the contract could offer an “option to buy” the machine.

Ms. Rinaldi mentioned that the library has a team working on creating a new website for the library and will be using Drupal 8. Mr. Siwiec requested to be part of this project as he has experience in the creation of websites.

Ms. Breen asked if the Board of Trustees were sent invitations to the Volunteer Luncheon. Ms. Rinaldi said she would follow up with Julia who handles this function to see what happened.

**Committee Reports** – Nothing submitted from Finance or Personnel.

**Unfinished Business:**

**Second Reading:** Teacher’s Borrowing Policy 2:12 - Mr. Altobello motioned to accept the second reading of the Teacher’s Borrowing Policy, seconded by Mr. Siebert and carried unanimously.

**New Business:**

**Conover Wihtol Scholarship packet** was enclosed for the Board’s review. Mr. Siebert motioned that the Conover Wihtol Scholarship Ad-hoc Committee (Breen, Vitkansas, and Nelsen) will meet on August 10, 2015 to review submissions and make their recommendation to the Board at the Library Board of Trustees at the August 19, 2015 meeting the most favorable candidate(s) for an amount no less than \$500.00, seconded by Ms. Breen and carried unanimously.

**First Reading: Borrower Services Policy 2:01** – Ms. Rinaldi reviewed all the additional updates on the Borrower Services Policy 2:01. Mr. Siwiec motioned to accept the first reading, seconded by Mr. Siebert and carried unanimously. Second reading will be held on June 17, 2015.

**First Reading: Homebound Services Policy 2:13** - Ms. Rinaldi introduced the First reading of the Homebound Services Policy 2:13 and explained that this can be a very successful program for the library. She has received positive feedback and would like the Board’s approval. Board members were in favor of such a project but wanted to make sure the volunteers would not go into the homes of the recipients. It was recommended that they leave the package at the door step. Mr. Siwiec suggested the Patron Survey for Homebound Services consolidate preferences/pet peeves and list as one. Mr. Siwiec motioned to accept the first reading, seconded by Mr. Altobello and carried unanimously.

**Public Session: None.**

**For the Good of the Order:**

Since the library is seeking a grant for the use of a 3D printer, Mr. Siwiec brought in some items to show Board members items that 3D printers can make.

Ms. Breen asked for an update on the Parking lot project. Ms. Rinaldi responded she has not been given any information regarding this project to date. Mr. Breen mentioned that the property directly behind the library employee parking lot was for sale and thought it would be good investment for the Township to purchase and add parking for the library.

At 7:59pm, Mr. Siebert motioned to adjourn. It was seconded by Mr. Siwiec and carried unanimously.

Respectfully Submitted,

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David Siwiec  
May 21, 2015