



The Reorganizational meeting of the Board of Trustees of the Middletown Township Public Library was held on January 21, 2015 at the Middletown Main Library. At 7:02 pm Ms. LaTona opened the meeting in compliance with the Open Public Law Act with Roll Call.

**Present:**

X  Siebert                       X  Nelsen       X  Siwiec                       X  Vitkansas                      Murray \_\_\_\_  
 X  Berson                      \_\_\_\_ Altobello       X  Monaghan                       X  Breen

**Absent:** Mayor Murray, J. Altobello

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

**Salute to the Flag**

At this time it is necessary for the Board to appoint a new Library Attorney.

Two RFP's were received and both satisfied the RFP requirements. The lowest bidder was Armen McOmber of McOmber & McOmber at an hourly rate of \$150.00. Ms. Breen motioned to move Resolution 2015-01 appointing Mr. McOmber as the 2015 library attorney, seconded by Ms. Berson and carried unanimously by roll call vote. His appointment and new fee will begin as of January 21, 2015 and end January 31, 2016 eliminating the need to bridge attorney services until after the 2016 Reorganization meeting. Mr. McOmber accepted his appointment.

The floor then opened for the 2016 Board elections.

Mr. Siwiec nominated Mr. Siebert as President, seconded by Mr. Monaghan. Mr. Siwiec motioned to close nominations, seconded by Mr. Monaghan and Mr. Siebert was appointed as the President of the Board unanimously by roll call vote.

Mr. Monaghan nominated Ms. Berson as the Vice President, seconded by Mr. Siebert. Mr. Siebert motioned to close nominations, seconded by Mr. Monaghan and Ms. Berson was appointed unanimously as the new Vice President by roll call vote.

Mr. Siwiec nominated Mr. Vitkansas as the Treasurer, seconded by Mr. Siebert. Mr. Siebert motioned to close nominations, seconded by Mr. Siwiec and Mr. Vitkansas was appointed unanimously as the new Treasurer of the Library Board by roll call vote.

Mr. Vitkansas nominated Mr. Siwec as the Secretary, seconded by Mr. Monaghan. Mr. Siebert motioned to close nominations, seconded by Mr. Monaghan and Mr. Siwec was appointed unanimously as the new Secretary of the Library Board by roll call vote.

**Approval of November Regular Session Minutes:** Ms. Berson motioned to accept the December Regular Session minutes as submitted, seconded by Ms. Breen and carried unanimously with an abstention from Mr. Vitkansas.

**Financials:** Mr. Nelsen commended Ms. Rinaldi for a great job on the entire budgeting process. Ms. Rinaldi informed the board that there was a payroll error made to library employees on the second 2015 pay period check in excess amounts up to \$1,600. Ms. LaTona assisted the Township with the corrections and assisted employees on what their gross pay would be for the following pay period as the excess amount would be deducted. Ms. Rinaldi mentioned that it was a data entry error. Mr. Nelsen motioned to accept all the financials as submitted including the 2014/2015 Voucher lists, Overview Checks as well as the Financial Reports as of 12/31/14, the Statement of Financial Assets dated 1/1/15, seconded by Mr. Siebert and carried unanimously by roll call vote.

**Correspondence** – The Board received the Board of Trustees Roster, Library Board Calendar, Library Closing Calendar and a copy of the Legal Notification of Board Meeting dates for 2015. Announcements included: Joan Kopp celebrated 20 years at the library, Viktoriya Gryshyna celebrated 5 years at the library as a PT Library Assistant and Wendy LaTona celebrated 5 years working full-time in the Library Administration office.

Thank you letter included: Foster Adopted Services in Monmouth County for participating in their annual Christmas toy drive.

**President's Report:** None.

**Finance Committee Report:** None. Ms. Berson asked if the finance committee met with Twp. officials to discuss some matters and questions that arose from the December 17, 2014 meeting. Mr. Siebert responded, the questions have all been answered satisfactorily. Ms. Berson suggested that a meeting with Township Officials be initiated to ensure all Trustees are appropriately informed regarding healthcare costs and have the ability to respond to the public intelligently. Mr. Nelson agreed with the numbers of the proposed budget but felt it would be beneficial for the proposed meeting to occur. Majority of the Board was in agreeance. As a result, Mr. Siebert appointed Ms. Berson to initiate the proposed meeting.

**Personnel Committee** – The Personnel Committee met with Ms. Rinaldi for her yearend performance review. Further discussion regarding her position would take place later that evening in Executive Session.

**Director's Report:** Ms. Rinaldi went over some key items of her report (as submitted) and distributed a 2014 Annual Library Report which highlighted key milestones of the library and staff.

**Budget** - After review and discussion of the proposed budget, Mr. Nelsen motioned and moved Resolution 2015-15 on behalf of the Finance Committee to adopt the proposed 2015 Library Budget as submitted by Director Rinaldi, seconded by Ms. Breen and carried unanimously by roll call vote.

**New Business:**

Resolution 2015-02 Mr. Siebert motioned to accept the submitted approved 2015 Vendor List for Services under \$17,500 annually, seconded by Mr. Siwiec and carried unanimously by roll call vote.

Resolution 2015-03-Mr. Monaghan motioned to accept the proposed official institutions for bank deposits and to name the official newspapers of the library as the Star Ledger and the Two River Times as of January 21, 2015, seconded by Mr. Siebert and carried unanimously by roll call vote.

Resolution 2015-04 – Mr. Siebert motioned and moved to support acquisitions of goods and services from Township businesses and participate in the “Buy Middletown” program, seconded by Ms. Breen and carried unanimously by roll call vote.

Resolution 2015-05 – Mr. Siebert motioned and moved to adopt Resolution 2015-05 to reimburse the Director and staff librarians 100% for their NJLA dues, seconded by Ms. Berson and carried unanimously by roll call vote.

Resolution 2015-06 – Mr. Siebert motioned to accept Resolution 2015-06 to enter into contract in the form of a Blanket Purchase Order with MidWest Tape for MTPL to acquire DVDs, Audiobooks, CDs and gain access to digital audio/video music, television shows (HOOPLA), as a non-fair and open contract not to exceed \$75,000, seconded by Mr. Nelsen and carried unanimously by roll call vote.

Resolution 2015-07 – Mr. Siebert motioned to accept Resolution 2015-07 to enter into contract in the form of a Blanket Purchase Order with Baker & Taylor for MTPL to acquire books and Non-Print Media and Adult Juvenile Reference and Standing Order Books as a non-fair and open contract not to exceed \$250,000, seconded by Mr. Nelsen and carried unanimously by roll call vote.

Resolution 2015-08 – Mr. Siebert motion to accept Resolution 2015-08 to enter into contract in the form of a Blanket Purchase Order with OCLC for MTPL to continue services of a multi-type network for OCLC access, cataloging, and ILLs, electronic reference books and subscription electronic databases as a non-fair and open contract not to exceed \$30,000, seconded by Mr. Nelsen and carried unanimously by roll call vote.

Resolution 2015-09 – Mr. Siebert motion to accept Resolution 2015-09 to enter into a contract in the form of a Blanket Purchase Order with Gayle/Cengage Learning to acquire Adult and Juvenile books, reference sets, Standing Order books, Electronic Books and Subscription databases as a non-fair and open contract not to exceed \$100,000, seconded by Mr. Nelsen and carried unanimously by roll call vote.

Resolution 2015-10 – Mr. Siebert motion to accept Resolution 2015-10 to enter into a contract in the form of a Blanket Purchase Order with ProQuest to acquire Subscription Electronic Databases as a non-fair and open contract not to exceed \$50,000, seconded by Mr. Nelsen and carried unanimously by roll call vote.

Resolution 2015-11 – Mr. Siebert motion to accept Resolution 2015-11 to enter into a contract in the form of a Blanket Purchase Order with Brodart Co. to acquire Books through Electronic Data Interface, Legal Reference Books and Direct orders as a non-fair and open contract not to exceed \$75,000, seconded by Mr. Nelsen and carried unanimously by roll call vote.

Resolution 2015-12 – Mr. Siebert motion to accept Resolution 2015-12 to enter into a contract in the form of a Blanket Purchase Order with Overdrive to acquire e-books, electronic books as a non-fair and open contract not to exceed \$50,000, seconded by Mr. Nelsen and carried unanimously by roll call vote.

Resolution 2015-13 – Mr. Siebert motion to accept Resolution 2015-13 to enter into a contract in the form of a Blanket Purchase Order with ByWater Solutions to acquire development services for its current ILS system not to exceed \$22,000 in total (\$16,500 - annual maintenance contract and \$6,000 –development services), seconded by Ms. Berson and carried unanimously by roll call vote.

Resolution 2015-14 – Ms. Breen motioned to moved Resolution 2015-14 to increase library page wages to the current minimum wage of \$8.38. They include: Michael Bordner, Kevin Chevel, Ashley Scheines, Liudmila Uskova, Zakia Lambarki, and Barbara Yetman. James Smith would have an increase to \$8.60 for his exemplary work and service to the MTPL since June 6, 2005 to follow the 1.5% increase of the other pages, seconded by Mr. Siebert and carried unanimously by roll call vote.

**Second Readings:**

Mr. Siebert motioned to accept the second reading of the submitted Borrower Services Policy, seconded Ms. Breen and carried unanimously by roll call vote.

Mr. Siebert motioned to accept the second reading of the submitted and revised Children’s Policy, seconded by Mr. Monaghan and carried unanimously by roll call vote.

The following trustees have been appointed to serve on the following Standing Committees of the Middletown Township Public Library along with Mr. Siebert, President:

**Personnel Committee:** James Altobello, Steve Monaghan, Vivian Breen

**Finance Committee:** Larry Nelsen, Tara Berson, Michael Vitkansas

**Strategic Planning Committee:** Dave Siwiec, Tara Berson

**Conover Wihtol Committee:** Vivian Breen, Michael Vitkansas

At 8:07pm, Mr. Siebert read the Executive Session Resolution. Mr. Siwiec motioned to enter into Executive Session, seconded by Mr. Siebert and carried unanimously by roll call vote. Mr. Siebert asked the Board if they had any questions for Ms. Rinaldi regarding her position. Ms. Berson asked what Ms. Rinaldi felt was a highest accomplishment to the library in 2014. Ms. Rinaldi responded, there were many things that she was proud of accomplishing as the Director but the two that stood out most was 1) the integration that she made with her dedicated staff as a whole enabling everyone to work so well together and 2) the addition of the various and multi-faceted programs that drew in a larger population to the library especially in the Children’s department by tripling their stats.

At that time, 8:09pm, Ms. Rinaldi and Ms. LaTona were excused from the Executive Session proceedings. Executive Session ended at 8:26pm. At 8:28pm, Mr. Siebert motioned to adjourn, seconded by Mr. Vitkansas and carried unanimously.

Respectfully Submitted,

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Dave Siwiec, Board Secretary  
January 21, 2015

