

Montville Township Public Library
Board of Trustees Meeting
October 16, 2017
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

<i>MEMBERS PRESENT</i>
Mayor Sandham
Ms. Linda Peskin
Mrs. Jane Hines (20:16)
Mr. Charlie Grau
Mr. David Tubbs
Mr. Tom Mazzaccaro
Mr. Carmen Allora
<i>MEMBERS ABSENT</i>
Mr. Robert Lefkowitz
Mr. Robert Donohue

Allan M. Kleiman, Library Director – Present

Catherine LaBelle, Assistant Library Director - Present

Liz Johansen, Board Recording Secretary – Present

I. Call to Order

The meeting was called to order by Mr. Mazzaccaro, at 7:33 p.m.

II. Open Public Meetings Act Statement

Mr. Mazzaccaro stated that prior notice of this meeting has been published in accordance with the requirements of the Open Public Meetings Act. Meeting will be digitally recorded. Minutes will be available to the public on the Library's website once they have been officially approved.

III. Adoption of Minutes

Mayor Sandham made a motion to approve the September 11, 2017 Regular session minutes, seconded by Mr. Tubbs

Mr. Tubbs yes, Mrs. Hines yes, Mr. Grau yes, Mr. Mazzaccaro yes, Mayor Sandham yes, Mr. Allora yes: Motion Carried

IV. Public Comments –

None.

V. Reports of Officers –

Tom Mazzaccaro – President

Mr. Mazzaccaro stated that the strategic plan retreat had a great attendance. He hoped that everyone made the comments that they felt were adequate and necessary. He asked everyone to please let Allan know of meeting dates so Allan can update the Google Calendar.

Robert Lefkowitz – Vice-President

Mr. Lefkowitz has no report.

Jane Hines – Secretary

Mrs. Hines has no report.

Carmen Allora – Treasurer

Mr. Allora stated that normalized budget attainment is at 75%. Year to date revenue is on target at 74% of annual budget. Year to date operating expenditures, plus encumbrances are at 72% of annual budget. Included in expenditures is year to date salaries and temporary help which are at \$477,365.00 or 72% of the total annual budget. The year to date capital expenditures are 53% of annual budget. Total capital and operating expenditures, plus encumbrances have reduced the budget surplus revenue to \$127,108.00 YTD.

Robert Donohue – Assistant Treasurer

Mr. Donohue absent, no report.

VI. Report of Liaisons

Mayor – Mayor Sandham stated that Montville Day was a success. The Economic Development Committee is hosting an Expo at the Senior House.

Superintendent Liaison of Schools – Mr. Tubbs stated that the referendum passed.

VII. Committee Reports

Finance: Mr. Allora stated that the IRA form 990 was reviewed by the accountant, Greg DellaPia and there were no major issues. They will be filed by the November 15th deadline. The draft of the budget will hopefully be ready for the next Finance Committee

Meeting. Mr. Allora would like to spread out spending to the entire year instead of purchasing at the end of the year.

Personnel: Mr. Lefkowitz absent, no report.

Buildings & Grounds: Mrs. Hines stated that the committee met on September 27th. They are waiting for the delivery of the new children's furniture. The light poles have been installed and the drainage was looked at by the DPW. The problem with the alarm system on front doors has been rectified. Donnelly will start the work on the lighting this week and the boilers next week.

*** Ms. Peskin entered 8:05pm

Technology: Allan is still looking into the Voice Over IP features. A new firewall system was installed. They want to make sure that staff computers cannot be accessed. Envisionware did not work once the new firewall was installed. Lenny spent many hours fixing this problem. Allan is also looking at digital signage for throughout the library.

Patron Services: Mr. Donohue absent, no report.

Business Continuity – Mr. Lefkowitz absent, no report.

VIII. Library Director – Allan Kleiman

Allan stated that the library circulated 16,274 items in September. Summer reading has ended. The theme for 2018 will be Libraries Rock. The ELL classes have started with approximately 30 students in two classes. The e-newsletter has been expanded to twice monthly and Catherine is working on a new brochure. Annual evaluations are in the process of being completed.

There will be a special budget meeting on November 29.

The Citizenship class started tonight. 24 kids are involved with Chess at the Library.

Action Items:

- Check with Township regarding chillers.

IX. Resolutions/Motions

- A. Resolution to approve the checks numbered 12146 through 12209 dated September 1 to September 30, 2017 in the amount of \$77,116.50.

Mr. Tubbs yes, Mrs. Hines yes, Ms. Peskin yes, Mr. Grau yes, Mr. Mazzaccaro yes, Mayor Sandham yes, Mr. Allora yes: Motion Carried

- B. Resolution to accept the salaries for month of September 2017 in the amount of \$48,220.49.

Mr. Tubbs yes, Mrs. Hines yes, Ms. Peskin yes, Mr. Grau yes, Mr. Mazzaccaro yes, Mayor Sandham yes, Mr. Allora yes: Motion Carried

- C. Resolution to approve the IRS form 990 for 2016.

Mr. Tubbs yes, Mrs. Hines yes, Ms. Peskin yes, Mr. Grau yes, Mr. Mazzaccaro yes, Mayor Sandham yes, Mr. Allora yes: Motion Carried

- D. Resolution to accept the resignation of Angelina Cucci, part time Library Monitor (Page), effective September 3, 2017.

Mr. Tubbs yes, Mrs. Hines yes, Ms. Peskin yes, Mr. Grau yes, Mr. Mazzaccaro yes, Mayor Sandham yes, Mr. Allora yes: Motion Carried

- E. Resolution to hire Jared Birnbaum as part time Library Monitor (Page), effective October 23, 2017 at a rate of \$8.44 an hour.

Mr. Tubbs yes, Mrs. Hines yes, Ms. Peskin yes, Mr. Grau yes, Mr. Mazzaccaro yes, Mayor Sandham yes, Mr. Allora yes: Motion Carried

- F. Resolution to approve RFP for Legal Services for January 1, 2018 through December 31, 2018.

Changes to be made:

Page 4 scope of services, #5 remove flat monthly fee and retainer fee.

Mayor Sandham suggested when the attorney is requested at meetings, the meeting can be restructured so he can speak and leave the meeting. Attorney is not necessary at committee meetings. Allan thinks he will mostly be requested for Personnel issues.

Motion made by Ms. Peskin to delay the vote of the RFP until the November 13th meeting when a revised draft is available and reviewed, seconded by Mr. Allora

Mr. Tubbs yes, Mrs. Hines yes, Ms. Peskin yes, Mr. Grau yes, Mr. Mazzaccaro yes, Mayor Sandham yes, Mr. Allora yes: Motion Carried

X. Old Business

Montville Day – the Library had a table set up and raffled off some book packages.

Homeless Bus – Mr. Grau stated that Mark and Anna thanked the Library.

XI. New Business

1. The draft Staff Development Plan was distributed.
2. NJ Program - \$14 per resident will be distributed or approximately \$306,000.

XII. Executive Session

None

XIII. Executive Session Minutes

None

XIV. Adjournment

Motion to adjourn was made by Ms. Peskin, seconded by Mr. Grau; meeting was adjourned at 8:49pm.