

Montville Township Public Library
Board of Trustees Meeting
March 14, 2016
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

<i>MEMBERS PRESENT</i>
Mr. Tom Mazzaccaro
Mr. Robert Lefkowitz
Mrs. Jane Hines
Mr. Carmen Allora
Mr. David Tubbs
Mr. Robert Donohue
Mr. Cesar Correa
Mayor Sandham
<i>MEMBERS ABSENT</i>
Mr. Larry D'Oench

Allan M. Kleiman, Library Director – Present

Joseph Bell, Board Attorney – Absent, Brian Laskiewicz , Acting Board Attorney - Present

Liz Johansen, Board Recording Secretary – Present

I. Call to Order

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

II. Open Public Meetings Act Statement

Tom 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

Jim Sandham made a motion to approve the amended February 8, Regular session minutes, seconded by Robert Lefkowitz

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mr. Allora yes, Mr. Correa yes, Mr. Donohue yes, Mrs. Hines yes, Mr. Tubbs yes, Mayor Sandham yes : Motion Carried

IV. Public Comments

None

V. Reports of Officers –

Tom Mazzaccaro – President

Tom stated that most of the Committee meetings were cancelled this month. He stated that with all of the Capital Projects that will be completed this year, the funding being returned to the Township this year will be \$0. This will be discussed under new business.

Robert Lefkowitz – Vice-President

Robert has no report.

Larry D'Oench – Secretary

Larry absent, no report.

Carmen Allora – Treasurer

Statement of revenue and expenditures: Ideal attainment based on budget should be 16.67% - Revenue: came in at 16%, short on a couple of areas such as fines. Expenses: Salaries and wages line is \$42,425.10 which is staff salary and ELL program grant expenses line item is for \$806.23. \$740 of this amount is salaries. The difference in the amount is the payroll taxes. Carmen will include this to the resolution for accepting salaries. He will have Greg check where the salaries were being reported in prior years. The total salaries should be reported. Temporary staff we are at 81% of the budget, the budgeted amount is \$15,000 and \$12,100 is spent, utilities (gas) is at 22%, Net income or surplus of \$63,471, budget revenue is at \$272,247.74 and budget expense year to date is at \$208,825.15. He feels the statements are coming along. He would like the categories broken down. He would also like to do quarterly comparisons. Jim questioned why the liability amounts have not changed on the balance sheet. He also asked about appropriation reserve with a negative \$6,000 which means it should be an asset. Carmen states that's a deferred charge. That's the difference of the original net income. January had negative asset of \$1900, February was \$6000. The amount jumped up to \$36,000. He states more analysis needs to be done. Jim questioned why the following amounts have not changed from 2015: Accrued Salaries are at \$5,790.96, salaries & wages

payable is at \$614.78 and sick hours year end accrual is at \$22,790.21, Allan believes these amounts may have been billed to other line items. Jim asked about a check on the check register for \$1200 and Greg was paid \$5,600. Carmen stated Greg was paid the January fee of \$1000 and a February fee of \$1000 and for the transition fee of \$3600. The check for \$1200 was for travel expenses.

Tom asked about ProLibra and Temporary staffing. Allan stated that staffing was added and ProLibra expenses have not decreased. The open positions have not been filled and there have been many illnesses and staff members have been absent. The cost of the temporary help salaries is being offset by salaries. Approximately 10 applications were received for the Circulation supervisor and the resumes will be reviewed. Robert D. questioned how many sick days the employees get. The full timer get 15 sick days and the part timers get sick time prorated.

Robert Donohue – Assistant Treasurer

Robert has no report.

Report of Board Attorney – Brian has no report.

VII. Committee Reports

Finance: Carmen stated the committee did not meet this month. At an earlier meeting the committee compared the 2015 Actual Results vs 2015 budget vs 2016 budget. He wanted Jim to have some time to review.

Personnel: Cesar stated that the vacancies need to be filled and the Personnel Committee will be discussing this at their next meeting.

Buildings & Grounds: Larry absent, no report.

Technology: Robert Lefkowitz stated that a meeting will be scheduled for this month.

Patron Services: Robert D. has no report.

Business Continuity: Robert L stated the Committee will be meeting on Monday and they have identified some areas they will be working on.

Library Director – Allan Kleiman

Allan stated that issues with the alarm system have been fixed. There were several heating issues that were also fixed along with several door locks that would not work properly.

Representatives from Baker & Taylor met with the staff regarding streamlining the materials processing before it reaches the Library.

Over 150 children and parents attended the annual Dr. Seuss Birthday/Read Across America Day celebration that took place on March 2nd.

Allan is working on the annual State Aid Report which will be completed by the deadline of March 15th.

The deadline for applications for the position of Head, Circulation Department Supervisor is March 14th.

The Polaris ILS was upgraded on February 25th.

VIII Resolutions/Motions

- A. Resolution to approve the check register dated February 1-29, 2016 in the amount of \$77,810.71

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mr. Allora yes, Mr. Correa yes, Mr. Donohue yes, Mrs. Hines yes, Mr. Tubbs yes, Mayor Sandham yes : Motion Carried

- B. Resolution to accept the salaries for month of February 2016 in the amount of \$43,165.10 and ELL salary of \$740.00

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mr. Allora yes, Mr. Correa yes, Mr. Donohue yes, Mrs. Hines yes, Mr. Tubbs yes, Mayor Sandham yes : Motion Carried

- C. Resolution to accept the retirement of Sandra Calderone, Library Associate, effective March 1, 2016

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mr. Allora yes, Mr. Correa yes, Mr. Donohue yes, Mrs. Hines yes, Mr. Tubbs yes, Mayor Sandham yes : Motion Carried

- D. Resolution to accept the resignation of Hadia Shams, Library Monitor (Page), effective March 9, 2016

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mr. Allora yes, Mr. Correa yes, Mr. Donohue yes, Mrs. Hines yes, Mr. Tubbs yes, Mayor Sandham yes : Motion Carried

IX Old Business

None

X New Business

- A. Presentation on Google Docs – Robert Lefkowitz gave a presentation on streamlining the paper process. The program will allow Trustees to send messages to other users. Any documents that do not pertain to specific committees cannot be sent as per the Sunshine Law. Google Docs maintains a revision history on documents. Imported PDF files can be converted to documents that may be edited by other users. Google sheets does not allow exporting from Excel. Google Slides is compatible with Powerpoint.
- B. Victor Canning, Township Administrator, advised that all committee meetings should be noticed and open to the Public. Jim Sandham stated that a notice on the Library website is sufficient.
- C. Transfer of Funds to the Municipality – Jim Sandham stated that the Township has a frugal budget and the only cuts that can be made is reduction in personnel. Tom stated that any funds returned from the Library are supposed to be returned to the taxpayers. Cesar stated that the library isn't able to staff the Library or offer benefits for spouses or family members of employees currently. Jim is requesting \$108,809.00 be returned to the Township.

Jim Sandham made a motion to change the following line items in the 2016 budget:

Line item 6-01-401-07 – Township Income - change amount from \$1,610,300.00 to \$1,610,253.00

Line item 6-01-602-53 – O/E Contingencies – reduce amount from \$100,000 to \$25,000.00

Line item 6-01-602-99 – Budget Surplus – reduce amount from \$72,100.00 to \$0
Seconded by Carmen Allora

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mr. Allora yes, Mr. Correa yes, Mr. Donohue yes, Mrs. Hines yes, Mr. Tubbs yes, Mayor Sandham yes: Motion Carried

Jim Sandham made a motion to change the following line items in the 2016 budget:

Line item 6-02-805-04 – Capital Reserve Fund – reduce amount from \$25,000 to \$0

Seconded by Robert Lefkowitz

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mr. Allora yes, Mr. Correa yes, Mr. Donohue yes, Mrs. Hines yes, Mr. Tubbs yes, Mayor Sandham yes: Motion Carried

XI Executive Session

None

XII Open Session

None

XIII Adjournment

Motion to adjourn was made by Robert Lefkowitz, seconded by Jane Hines; meeting was adjourned at 9:56pm.