

Montville Township Public Library
Board of Trustees Meeting
April 3, 2017
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

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

Allan M. Kleiman, Library Director – Present

Catherine LaBelle, Assistant 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 7:34 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

Robert Lefkowitz made a motion to approve the amended March 13, 2017 Regular session minutes, seconded by Jane Hines

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

IV. Public Comments –

Richard Densel, Branch Manager, Atlantic Stewardship Bank, presented a check to the Trustees for \$500.

Keith Lo – Eagle Scout Project – He is interested in a beautification project at the Library which would include shrubbery and plants by the sign at the entrance and picnic tables at the patio area. He would supply tools and supplies. The cost for the two tables will be \$200 and shrubbery \$150. He plans on fundraising and asking for private donations. He would like to have the project completed by late June. Allan will check with the sign company to get the location of the wires. Tom asked if he would install a block border around the sign at the Library's expense. Kevin stated he would.

Mayor Sandham made a motion to approve Kevin Lo's Eagle Scout project, with a budget up to \$200.00. Seconded by Charles Grau. All in favor by voice vote.

V. Reports of Officers –

Tom Mazzaccaro – President

Tom met with all of the committees this month.

Robert Lefkowitz – Vice-President

Robert had no report.

Jane Hines – Secretary

Jane had no report.

Carmen Allora – Treasurer

Carmen stated that normalized budget attainment is at 25%. Year to date revenue is on target at 25% of annual budget. Year to date operating expenditures are below attainment at 20% of annual budget. Included in expenditures is year to date salaries and temporary help which are at \$141,799.51 or 21.4% of the total annual budget. The year to date capital expenditures are 4% of annual budget. Total capital and operating expenditures have reduced the budget surplus revenue to \$115,405.74 YTD.

Robert Donohue – Assistant Treasurer

Robert absent, no report

VI. Report of Board Attorney – Brian stated that his office is looking into a personnel issue. He should have some additional information for the next meeting.

VII. Report of Liaisons

Mayor – Mayor Sandham stated that the budget has been decreased from a 3% to a 1.94% increase.

Superintendent of Schools – David Tubbs stated that the schools will be participating in Green day on May 19. Lazar students are celebrating the 150th Anniversary of Montville by coming up with Montville Trivia.

VIII. Committee Reports

Finance: Carmen has no report.

Personnel: Robert L has no report.

Buildings & Grounds: Jane stated the committee met on March 28th. She stated that Donnelly Energy Company did a presentation and the savings could be around 21%. Carpeting is due to arrive soon. Hughes came in and replaced all the sensors. The Committee is still looking for a company that will replace the curtains in the Pio Costa Auditorium. Some changes were made to the Township In Kind Agreement. Mayor Sandham asked about number 6. Tom doesn't think the Township should have to approve the Capital Projects List. Carmen asked about Section III on Page 2, regarding salaries. A portion of Township Personnel costs are covered in the In Kind Agreement.

Technology: Robert L asked when the training room would be ready. The laptops are set up. Allan will make sure everything is set up next week. The committee discussed Voice over IP, network and security.

Patron Services: Allan will have the QPA review the RFP for the Strategic Plan. The committee is working on the Quiet Study Policy. A new policy will have to be set up to collect past due fines and fees from the patrons. Allan would like to collect fees owed for the past 18 months. Discussion ensued as to whether Patron Services or Finance Committee should draft the policy. Brian stated that one committee should draft and review the document and then present to the entire board for approval. 71 museum passes were purchases for the Museum of Natural History. They will be distributed evenly throughout the year. They are discussing the possibility of accepting credit cards. This will be reviewed further.

IX. Library Director – Allan Kleiman

Allan stated that Catherine LaBelle, the new Assistant Director started on March 20th. The New Jersey State Aid Statistical Report was completed on time on March 17th. He

attended MAIN related meetings on March 21 and 24th and the NJLA administration and Management Section meeting on March 30th. Allan was elected the President of that Section of NJLA for 2017-2018. Walter attended the MAIN Circulation Meeting on March 21 and reported back to the staff, Director and Assistant Director. The Library came in first place in the state-wide League of Legends Tournament which was run to Teen Librarian Jeff Cupo. National Library Week will be observed from April 9-15. Allan met with the Victor Canning and John Perry to review issues regarding snow removal. There will be a Local Authors Shelf and the books will be on display next week.

X. Resolutions/Motions

- A. Resolution to approve the check register dated March 1-31, 2017 in the amount of \$49,378.87.

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

- B. Resolution to accept the salaries for month of March 2017 in the amount of \$41,691.92 for regular staff earnings.

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

XI. Old Business

None

XII. New Business

- A. Motion made by Charlie Grau to approve the resolution to approve the RFP for a Strategic and Technology Plan. Seconded by David Tubbs

Allan stated it was reviewed by the QPA. The single plan would cost \$12,000-\$15,000. The bids should come in around \$20,000. Carmen stated the contingency line item only has \$17,000. The following changes were discussed: page 2, remove “assist in the” in the fourth bullet and “assist in” in the fifth bullet and change “analyze current staffing, salaries and project future needs” in sixth bullet to “analyze non-union staffing, salaries and project future needs”. Allan stated the bid will go out tomorrow and will be back in 2-3 weeks and discussed at the next Patron Services Meeting.

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

B. Motion made by Jane Hines to approve the proposal by NJ Clean Energy Program/Donnelly Energy. Seconded by Charles Grau

The total project cost would be \$74,979.35 with an incentive of \$52,485.55 for a total cost of \$22,493.81. This company is on the State approved list.

Mr. Lefkowitz abstained, Mr. Tubbs yes, Mrs. Hines yes, Mr. Mazzaccaro yes, Ms. Peskin yes: Mr. Grau yes, Mayor Sandham yes, Mr. Allora no: Motion Carried

C. Motion made by Robert Lefkowitz to have the Library Director, under high priority, complete a draft of the Business Continuity Plan by the next meeting on May 8. Seconded by Carmen Allora

Mr. Lefkowitz yes, Mr. Tubbs no Mrs. Hines yes, Mr. Mazzaccaro yes, Ms. Peskin yes: Mr. Grau abstained, Mayor Sandham yes, Mr. Allora yes: Motion Carried

XIII. Executive Session Minutes

WHEREAS, the Open Public Meeting Act 1975, Chapter 231 permits the exclusion of the public for a meeting in certain circumstances; and

WHEREAS, the Board of Trustees is of the opinion that such circumstances presently exist; and

WHEREAS, the Board of Trustees wishes to discuss issues dealing with Personnel; and

WHEREAS, once the matter involving confidentiality of the above no longer require confidentiality, the minutes shall be made public.

NOW THEREFORE, be it resolved by the Board of Trustees of the Montville Township Public Library that the public be excluded from this meeting.

At 9:32 p.m. Mayor Sandham made a motion, seconded by Carmen Allora that the Library Board adjourn to executive Session. Vote: All in favor

XIV. Open Session

Motion made by Mayor Sandham to reconvene to Open Session at 9:46 p.m, seconded by Robert Lefkowitz. All in favor

XV. Adjournment

Motion to adjourn was made by Carmen Allora, seconded by Jane Hines; meeting was adjourned at 9:46pm.