

Montville Township Public Library
Board of Trustees Meeting
February 13, 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. Robert Donohue
Mr. David Tubbs
Mr. Charles Grau
<i>MEMBERS ABSENT</i>
Mr. Carmen Allora (Excused)

Allan M. Kleiman, Library Director – Present

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

Liz Johansen, Board Recording Secretary – Present

I. Call to Order

The meeting was called to order by Tom Mazzaccaro, at 7:32 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 January 9, 2017 Regular session minutes, seconded by David Tubbs

Mr. Lefkowitz yes, Mr. Tubbs yes, Mrs. Hines yes, Mr. Mazzaccaro yes, Ms. Peskin yes:
Mr. Grau abstained: Motion Carried

Robert Lefkowitz made a motion to approve the January 9, 2017 Reorganization session minutes, seconded by David Tubbs

Mr. Lefkowitz yes, Mr. Tubbs yes, Mrs. Hines yes, Mr. Mazzaccaro yes, Ms. Peskin yes:
Mr. Grau abstained: Motion Carried

- IV. Public Comments** – Aleks Dimoski, Enoch Jo, Ganesh Aranachalan and Kevin Moore, from the Teen Advisory Board discussed past and future events. They held an International games day with board game and Wii competitions which had 38 attendees. In April they will host a murder mystery. They are interested in hosting tutoring sessions on Saturdays along with the Chinese School Youth Group, Broadway Workshop that includes acting lessons, Smash tournament (Video game on Wii), Lego competition, Korean culture lesson with food and language lessons and an Escape Room competition. They stated that the activities and services at the library are a privilege and that there needs to be better communication between the High School and Library so that more students will be aware of what programs the library offers.

***Robert Donohue entered at 7:42pm

Patron Services will discuss how to create mailing lists specifically for the Teen Advisory Committee.

V. Reports of Officers –

Tom Mazzaccaro – President

Tom met with Technology, Patron Services and Personnel Committees. He welcomed Charlie Grau to the Board of Trustees.

***Mayor Sandham entered 7:55pm

*** Motion made by Robert Lefkowitz to excuse Carmen Allora from the meeting, seconded by Charlie Grau: All in favor.

Robert Lefkowitz – Vice-President

Robert had no report.

Jane Hines – Secretary

Jane had no report.

Carmen Allora – Treasurer

Carmen absent, no report.

Robert Donohue – Assistant Treasurer

Robert had no report.

VI. Report of Board Attorney – Brian had no report.

VII. Report of Liaisons

Mayor – Mayor Sandham stated that they are planning the events to mark the 150th Anniversary of the Township this year and are currently working on the budget.

Superintendent of Schools – David Tubbs stated that the History Club is making a film for the 150th Anniversary. The Board of Education is working on a Strategic Plan and district achievements.

VIII. Committee Reports

Finance: Carmen absent. Tom stated that the committee did not meet. The 2016 books are closed and the finance committee will review and report back to the Trustees at the next meeting.

Personnel: Robert L stated that Allan interviewed a prospective employee for the Assistant Director position. Allan will be reposting the part time library assistant position. Allan is addressing a personnel issue.

Buildings & Grounds: Jane stated the committee met on January 31st. The Engineering department is looking at the parking lot drainage issue. Carpet installation will be in March or April. The tiles for the breezeway are on order. Robert L asked about extra electrical outlets to be installed in the Tech Room.

Technology: Robert Lefkowitz stated the committee met on February 13th. They are waiting on tables to arrive for the Tech room. Allan will contact Johnson Communication regarding the Voice Over IP. The committee also discussed the Internet usage policy, the Email System and Google calendar.

Patron Services: Robert D. stated the committee met on January 25th. The QPA will supply an RFP for a Strategic Plan. Some stacks will be moved, old books will be sold, fines system is being reviewed. Allan stated that there is approximately \$25,000 owed in fines. Charlie asked how other Libraries handle fines. Allan will look into this and discuss with Patron Services.

Business Continuity: Robert L has no report.

IX. Library Director – Allan Kleiman

Allan stated that the staff is assisting with the excess work until a new Assistant Library Director is hired. He attended the midwinter meeting of the American Library Association. He is preparing for the summer reading program. The State Aid report is due on March 15th. The staff has been rearranging portions of the collections for more visibility. CD's and DVD's have also been relocated. Robert L asked about streaming services. Allan stated streaming is not available yet.

X. Resolutions/Motions

- A. Resolution to approve the check register dated January 1-31, 2017 in the amount of \$115,914.33

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

- B. Resolution to accept the salaries for month of January 2017 in the amount of \$41,286.74 for regular staff earnings.

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

- C. Resolution to appoint Catherine LaBelle, Assistant Director/Head of Programs & Services, at the annual salary of \$71,500, pending background check, effective March 20, 2017.

Charlie asked if the Salary is prorated. Allan stated that it is. She will be on the same schedule for raises as the non union personnel.

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

XI. Old Business

- A. Union Contract – Allan asked Brian to have all the amendments added into the contract and requested a revised copy.

XII. New Business

- A. ELL – Robert L stated that the Board of Education is offering ELL workshops. David doesn't believe that the workshops are the same as the Library classes. The Library and Board of Education can promote each program.
- B. Township In-Kind Services Agreement – Buildings and Grounds will discuss at the next meeting. It is more cost effective to have the Township perform the work. Mayor Sandham suggested asking for a specific number of hours per week. All suggested changes to the agreement are due to Allan by this Friday.
- C. Tech Room Table –

***Motion made by Robert L to remove and discard the large table that is currently in the Tech Room, seconded by Jane Hines. All in favor

XIII. Executive Session Minutes

None

XIV. Adjournment

Motion to adjourn was made by Robert Lefkowitz, seconded by Charlie Grau; meeting was adjourned at 8:50pm.

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The next Library Board meeting is on Monday, April 3, 2017 at 7:30 p.m.