

Montville Township Public Library
Board of Trustees Meeting
September 12, 2016
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

| <i>MEMBERS PRESENT</i> |
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| Mr. Robert Lefkowitz |
| Mrs. Jane Hines |
| Mr. Larry D'Oench |
| Mr. Carmen Allora |
| Mayor Sandham |
| Mr. Robert Donohue |
| Mr. David Tubbs |
| Mr. Tom Mazzaccaro |
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Allan M. Kleiman, Library Director – Present

Joseph Bell, Board Attorney – Absent, Valerie Fassalo , 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 amended August 8, Regular session minutes, seconded by Jim Sandham

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

IV. Public Comments – None

V. Reports of Officers –

Tom Mazzaccaro – President

Tom stated that he met with the Personnel, Buildings and Grounds and Tech Committees.

Robert Lefkowitz – Vice-President

Robert has no report.

Larry D'Oench – Secretary

Larry stated that Jane Hines attended Trustee Training.

Carmen Allora – Treasurer

Carmen stated that normalized budget attainment is at 67%. Year to date revenue is on target 66% of annual budget. Year to date expenditures are \$900,000 or 55% of annual budget. Included in expenditures is year to date salaries and temporary help which are at \$397,900 or 63% of their combined budget. The year to date budget surplus is \$193,500 and year to date capital expenditures are \$69,300 or 27% of annual budget.

Robert Donohue – Assistant Treasurer

Robert has no report.

Report of Board Attorney – Valerie has no report.

VII. Committee Reports

Finance: Carmen has no report. He asked Allan if he has spoken with Ralph Fredericks regarding the 990. Carmen would like to review the document at the October 5th, Finance Committee meeting since it's due by October 15th.

Personnel: Robert L stated the committee met and discussed proceeding without a contract for the director. Without a contract he will follow the same rules as other managers. The contract will expire in August but will be extended until January. Allan will perform a self-evaluation. Robert asked for any suggested questions to be emailed to him before Monday. The committee also discussed the RFP. They are looking for

clarification on the roles of personnel. The healthcare plans will be reviewed in the near future. Larry will be the new member of the committee. The next meeting is September 28. Jim asked if the personnel committee has an organizational chart. There currently is not.

Buildings & Grounds: Larry stated the committee met on August 23. He stated the fire alarm test has been completed. The gas will turn back on at the end of the month. Tom asked if the system can be set up to be automatic. Allan stated that currently they turn the system on and off manually. Tom stated that if anyone has any questions for the HVAC company they can email the questions to Larry.

Technology: Robert Lefkowitz stated that the committee met on August 15 and they discussed the Technology plan, tv's for the library for messages and updates, voice over IP

Patron Services: Robert D stated that no meeting took place. There are some changes to the ELL program. Allan will discuss.

Business Continuity: Robert L stated that they did not meet.

Library Director – Allan Kleiman

Allan distributed an email from the Township Administrator regarding use of personal cell phones for Library business. He would like the Technology Committee to review. Him and Jane attended Trustee Institute. He thought it was a great course and Jane learned about the laws and how to attract patrons to the Library and promote the Library. He will bring some of the handouts to the next meeting for the Trustees to review.

ELL classes – The township ran this program prior to the Library taking over. A grant for \$15,000 was received. Last year the grant was cut in half. The grant committee needs to apply for the grant prior to October. There is currently no funding for classes to be held in the fall. Evaluations need to be completed at the end of each session along with a test to graduate attendees into the next class. Tom suggested that this be discussed at the Patron Services meeting. There is discussion of having a conversation class for ELL and possibly other languages also. ADP is updating the payroll system which should be concluded in October. A job posting for a part time Librarian has been distributed. Robert L asked why there are so many light bulbs that need replacing. Allan will contact the DPW Director to make arrangements to have bulbs replaced. Allan will report back in November.

VIII Resolutions/Motions

- A. Resolution to approve the check register dated August 1-31, 2016 in the amount of \$64,048.46

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

- B. Resolution to accept the salaries for month of August 2016 in the amount of \$43,478.96 for regular staff earnings.

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

IX Old Business

RFP – Motion made by Carmen Allora to approve the Benchmark Salary Review-Request for quotes. Seconded by Robert Donohue

Jim's concern is that the Library needs an organizational chart first to see what positions are already established and which positions need to be established and the future goals of the Library. He would also like to see some more Community Outreach Programs. Larry stated that Allan should be aware and able to conclude which positions are needed. Tom would like Allan and the staff to come up with a five-year plan and to look into hiring a Strategic Planning Consultant.

Motion made by Carmen Allora to withdraw his motion, Robert Donohue seconded.

Discussion took place regarding a consultant coming and looking at all aspects of the Library.

Personnel will discuss on September 28th and Sean Canning will be asked to rewrite a two-step RFP.

Jim suggested having a working meeting.

A Strategic Plan Consultant could cost \$12,000-\$15,000. This will be discussed at the October meeting.

X New Business

None

XIII Adjournment

Motion to adjourn was made by Robert Lefkowitz, seconded by Carmen Allora; meeting was adjourned at 10:04pm.