

Montville Township Public Library
Board of Trustees Meeting
January 9, 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. Carmen Allora
Mayor Sandham
Mr. Robert Donohue
Mr. David Tubbs
Mr. Tom Mazzaccaro

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 7:43 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 December 12, 2016 Regular session minutes, seconded by Jane Hines

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

IV. Public Comments – None

V. Reports of Officers –

Tom Mazzaccaro – President

Tom thanked the Board for his reappointment as President for 2017. He welcomed Linda Peskin and advised that he and Allan met with her for an in depth orientation. The carpeting and classroom projects will be completed this year. The Township will be keeping track of absences by Board members via an attendance sheet. All absences will be either excused or unexcused. Board members may not miss more than 6 meetings in one year or three consecutive meetings.

Robert Lefkowitz – Vice-President

Robert has no report.

Jane Hines – Secretary

Jane has no report.

Carmen Allora – Treasurer

Carmen stated that normalized budget attainment is at 100%. Year to date revenue is on target 100% of annual budget. Year to date operating expenditures are \$1,485,825.00 or 90% of annual budget. Included in expenditures is year to date salaries and temporary help which are at \$613,039.00 or 97.6% of their combined budget. The year to date operating budget surplus is \$163,373.00 and year to date capital expenditures are \$227,159.00 or 91.4% of annual budget. Total capital and operating expenditures have reduced the budget surplus revenue to \$63,786.00 YTD.

A few new line items will be added to Edmunds spreadsheet for 2017.

Robert Donohue – Assistant Treasurer

Robert stated the reports should be in the correct format this upcoming year.

VI. Report of Board Attorney – Brian thanked the Board for the reappointment.

VII. Report of Liaisons

Mayor – Mayor Sandham thanked the Trustees for their work. The Township kicked off the 150th Anniversary with the Reorganizational Meeting and a party and the remodeling of the Chamber room. An employee luncheon will be held on April 11. One Montville is sponsoring a day of respect and community service on January 16th with a walk that will

go from Town Hall to the Pine Brook Jewish Center and conclude with a bus trip to other houses of worship.

Superintendent of Schools – David Tubbs stated that the History Club is making a film for the 150th Anniversary. A demographic task force will be investigating enrollment in the school district. Allan will be judging a teen video challenge at the High School on Thursday.

VIII. Committee Reports

Finance: Carmen stated the committee met on January 4. They will be looking at the CD rates.

Personnel: Robert L stated the committee met on December 14th. Applications are coming in for the current open positions.

Buildings & Grounds: Jane stated the committee met on December 23rd. A water pipe burst in December in the breezeway due to a hardware control failure. New software has been purchased to monitor the systems. The new ceiling tiles will be ordered and units were repaired.

Technology: Robert Lefkowitz stated that Jill will be managing the website temporarily. He reminded the Trustees to use their Library email when discussing Library business.

Patron Services: Robert D stated that the committee discussed the policy on tutoring at the Library.

Business Continuity: Robert L has no report.

IX. Library Director – Allan Kleiman

Allan stated that he has interviewed 4 people for the Assistant Library Director position. Montville “U” presented a two-part lecture on the history of Opera by Dr. Robert Butts. 90 people participated in the Sunday Music Series. The Gingerbread house making event was very successful with over 40 children. There will be a video game tournament in April. He met with Baker & Taylor to review the processing issues. The computers and TV’s have arrived for the Technology Center. Carmen would like the Edmunds spreadsheets to be a cleaner format and asked about the checks that need to be closed out. Allan will be attending the ALA Midwinter meeting in Atlanta, GA.

X. Resolutions/Motions

- A. Resolution to approve the check register dated December 1-31, 2016 in the amount of \$66,676.01

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

- B. Resolution to accept the salaries and accrued sick time for month of December 2016 in the amount of \$48,830.48 for regular staff earnings.

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

- C. Resolution to approve the holiday schedule (as per union contract) for 2017/2018:

Monday, January 16	MLK, Jr. Day
Monday, February 20	President's Day
Friday, April 14	Good Friday
Monday, May 29	Memorial Day
Monday, July 4	Independence Day
Monday, September 4	Labor Day
Monday, October 9	Columbus Day
Friday, November 10	Veteran's Day Observed
Thursday, November 23	Thanksgiving Day
Friday, November 24	Thanksgiving Friday
Saturday, December 24	Christmas Eve
Sunday, December 25	Christmas Day
Sunday, January 1, 2018	New Year's Day

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

- D. Resolution to adopt the closing schedule for 2017:

Sunday, April 16	Easter Sunday
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Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Donohue yes, Ms. Peskin yes, Mr. Allora yes, Mrs. Hines yes, Tom Mazzaccaro yes, Mayor Sandham yes: Motion Carried

- E. Resolution to adopt early closing (5pm) schedule for 2017:

Wednesday, November 22	Thanksgiving Eve
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Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Donohue yes, Ms. Peskin yes, Mr. Allora yes, Mrs. Hines yes, Tom Mazzaccaro yes, Mayor Sandham yes: Motion Carried

- F. Resolution to adopt the Fines and Fee schedule for 2017

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

- G. Resolution to covert the current CD of \$254,189.04 at the Atlantic Stewardship Bank, which matures on January 24, 2017, into a one year CD for \$150,000 and the balance into a six month CD, at a bank which provides the best interest rate.

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

- H. Whereas the Montville Township Public Library Board of Trustees, recognizes the 150th anniversary of the Township, and
Whereas the Board of Trustees wishes to contribute to making this a memorable and fitting celebration, the Board of Trustees hereby authorizes the Library Director to work with the Township's 150 Anniversary Committee to help celebrate this occasion throughout 2017.

The Township is asking the Library to have exhibits for memorabilia.

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

- I. Resolution to approve the Google Platform as the accepted means of sharing documents among the Library's management and Trustees.

Google platform consists of Google docs, calendar, drive and hangouts. Robert Lefkowitz will help anyone that needs assistance.

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

XI. Old Business

- A. Outstanding Fines – Allan would like to discuss at the next Finance meeting. Small claims court or collection agencies are a possibility.

XII. New Business

A. Committee appointments will be done once the last Trustee seat is filled.

XIII. Executive Session Minutes

None

XIV. Adjournment

Motion to adjourn was made by Robert Lefkowitz, seconded by David Tubbs; meeting was adjourned at 8:52pm.