

Montville Township Public Library
Board of Trustees Meeting
February 12, 2018
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

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

Allan M. Kleiman, Library Director – Excused

Catherine LaBelle, Assistant Library Director - Present

Liz Johansen, Board Recording Secretary – Present

I. Call to Order

The meeting was called to order by Mr. Mazzaccaro, at 7:36 p.m.

II. Open Public Meetings Act Statement

Mr. Mazzaccaro 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 at the Library's Information Desk and on the Library's website once they have been officially approved.

III. Adoption of Minutes

Mr. Grau made a motion to approve the January 8, 2018 Reorganizaion session minutes, seconded by Mr. Lefkowitz

Mr. Tubbs yes, Mr. Grau yes, Mr. Mazzaccaro yes, Mr. Lefkowitz yes: Ms. Peskin yes; Mr. Allora yes, Mayor Conklin yes: Motion Carried

Mr. Lefkowitz made a motion to approve the January 8, 2018 Regular session minutes, seconded by Mr. Grau

Mr. Tubbs yes, Mr. Grau yes, Mr. Mazzaccaro yes, Mr. Lefkowitz yes: Ms. Peskin yes; Mr. Allora yes, Mayor Conklin yes: Motion Carried

IV. Public Comments –

None.

V. Reports of Officers –

Tom Mazzaccaro – President

Mr. Mazzaccaro stated that Allan is attending a conference.

Robert Lefkowitz – Vice-President

Mr. Lefkowitz had no report.

Linda Peskin – Secretary

Ms. Peskin had no report.

Carmen Allora – Treasurer

Mr. Allora stated that normalized budget attainment is at 8.3%. Year to date revenue is on target at 8.3% of annual budget. Year to date operating expenditures, plus encumbrances are at 6% of annual budget. Included in expenditures is year to date salaries and temporary help which are at \$38,774 or 5.4% of the total annual budget. The year to date capital expenditures are 0% of annual budget. Total capital and operating expenditures, plus encumbrances have reduced the budget surplus revenue to \$51,955

YTD. Two CD's at Atlantic Stewardship Bank matured in January, \$256,508.81. Funds are in operating account until further investment discussions.

Robert Donohue – Assistant Treasurer

Mr. Donohue had no report.

VI. Report of Liaisons

Mayor – Mayor Conklin stated that the Township Committee is discussing budgets for DPW, Police, Health and Dial-A-Ride and there will be public comments and the Planning Board will be reviewing certain sections the Master Plan in 2018.

Superintendent Liaison of Schools – Mr. Tubbs stated that the Montville School district has been chosen by the NJ Alliance for Social, Emotional and Character Development as the 2018 NJ School of Character.

VII. Committee Reports

Finance: Mr. Allora stated that the committee did not meet.

Personnel: Mr. Lefkowitz stated that Allan's performance evaluation is complete.

**** Mr. Donohue entered at 7:47pm

Staff evaluations are almost all completed. Allan will clarify the duties between himself, Catherine and Walter.

Buildings & Grounds: Mr. Grau stated the RFP for snow plowing and interior cleaning will go out soon. The boiler leaks have been fixed. A quote for \$3000 was received for carpet cleaning. Montville Library received the Chamber of Commerce, Organization of the Year Award. Catherine stated that Allan is contacting another vendor for a quote on replacing the curtains in the Pio Costa Auditorium.

Technology: Mr. Lefkowitz stated that the committee discussed the RFQ for Voice over IP. The committee also discussed microphones and digital signage.

Patron Services: Mr. Donohue stated that the committee met and that Expak withdrew from the statewide delivery contract and gave 120 days' cancellation notice. Catherine submitted an application for a grant through the ALA/Gilder Lehrman Institute of American History.

The fines amount is closer to \$9000. The staff is continuing to monitor the fines. Mr. Donohue stated that some of the fines belong to people who are no longer patrons or they no longer live in the area.

Business Continuity – Mr. Lefkowitz has no report.

VII. Library Director's Report attached - Allan Kleiman

Assistant Library Director – Catherine LaBelle

Catherine stated that the new tables and chair are in. There are two new programs:

Books & Bites and a teen study session. Carmen noted that the 1099 forms cost the library about \$300 last year and this year they were generated in the business office using Edmunds accounting software. Mr. Allora asked what the 2017 ACA 1095 C form is. Jeanne stated it is the Affordable Care Act form. Employers must file this form with the IRS and must distribute to employees who have health insurance coverage. The amount of benefits, i.e. vacation and sick days, will be calculated by ADP in the future. Jeanne is working with them on this.

IX. Resolutions/Motions

- A. Resolution to approve the checks numbered 12385 through 12470 dated January 1 to January 31, 2018 in the amount of \$93,717.93.

Motion made by Mr. Allora and seconded by Mr. Grau

Mr. Tubbs yes, Mr. Grau yes, Mr. Mazzaccaro yes, Mr. Donohue yes, Mr. Lefkowitz yes; Ms. Peskin yes; Mr. Allora yes, Mayor Conklin yes: Motion Carried.

- B. Resolution to accept the salaries for month of January 2018 in the amount of \$36,568.76

Motion made by Mr. Allora and seconded by Mr. Grau

Mr. Tubbs yes, Mr. Grau yes, Mr. Mazzaccaro yes, Mr. Donohue yes, Mr. Lefkowitz yes; Ms. Peskin yes; Mr. Allora yes, Mayor Conklin yes: Motion Carried.

X. Old Business

1. *Mr. Lefkowitz made a motion to send out the RFQ for Voice Over IP – seconded by Mr. Allora*

Mr. Tubbs yes, Mr. Grau yes, Mr. Mazzaccaro yes, Mr. Donohue yes, Mr. Lefkowitz yes; Ms. Peskin yes; Mr. Allora yes, Mayor Conklin yes: Motion Carried.

2. Mr. Lefkowitz asked that the minutes be uploaded to the website in a more timely manner.

XI. New Business

1. Mr. Allora stated that Kearny Federal has the highest CD rate and the Finance Committee will discuss at their next meeting.

2. Cash Management Plan

Mr. Allora made a motion to extend the Cash Management Plan to March 31, 2018, seconded by Mayor Conklin

Mr. Tubbs yes, Mr. Grau yes, Mr. Mazzaccaro yes, Mr. Donohue yes, Mr. Lefkowitz yes: Ms. Peskin yes; Mr. Allora yes, Mayor Conklin yes: Motion Carried.

XII. Executive Session

None

XIII. Executive Session Minutes

None

XIV. Adjournment

Motion to adjourn was made by Mr. Lefkowitz, seconded by Mr. Grau; meeting was adjourned at 8:33 pm.