

Montville Township Public Library
Board of Trustees Meeting
December 11, 2017
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

| <i>MEMBERS PRESENT</i> |
|-------------------------------|
| Mr. Robert Lefkowitz |
| Ms. Linda Peskin |
| Mrs. Jane Hines |
| Mr. Charlie Grau |
| Mr. David Tubbs |
| Mr. Tom Mazzaccaro |
| Mr. Carmen Allora |
| Mr. Robert Donohue |
| Mayor Sandham (7:45) |

Allan M. Kleiman, Library Director – Present

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 7:35 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 on the Library's website and at the Library's Reference Desk once they have been officially approved.

III. Adoption of Minutes

Mr. Grau made a motion to approve the November 13, 2017 Regular session minutes, seconded by Mr. Lefkowitz

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

Mr. Grau made a motion to approve the November 29, 2017 Special session minutes, seconded by Mr. Lefkowitz

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

IV. Public Comments –

None.

V. Reports of Officers –

Tom Mazzaccaro – President

Mr. Mazzaccaro had no report.

Robert Lefkowitz – Vice-President

Mr. Lefkowitz had no report.

Jane Hines – Secretary

Mrs. Hines had no report.

Carmen Allora – Treasurer

Mr. Allora stated that normalized budget attainment is at 92%. Year to date revenue is on target at 91% of annual budget. Year to date operating expenditures, plus encumbrances are at 108% of annual budget. Included in expenditures is year to date salaries and temporary help which are at \$597,813 or 90% of the total annual budget. The year to date capital expenditures are 56% of annual budget. Total capital and operating expenditures, plus encumbrances have reduced the budget surplus revenue to negative \$125,237 YTD.

Robert Donohue – Assistant Treasurer

Mr. Donohue had no report.

VI. Report of Liaisons

Mayor – Mayor Sandham stated that the next Township Committee meeting will be the new appointee meeting. He wished everyone good luck.

Superintendent Liaison of Schools – Mr. Tubbs stated there are two new members to the Board of Education.

VII. Committee Reports

Finance: Mr. Allora stated that \$263,083.00 was transferred to the Township in December. He contacted the accountant to negotiate a new rate for 2018.

****Mayor Sandham entered at 7:45pm*

Personnel: Mr. Lefkowitz stated that the evaluation will be delivered to Allan on December 20. Employee evaluations will be done by January. RFP was sent out for the attorney. The committee discussed the position of a Digital Services/Librarian. The employees took an Active Shooter Training.

Buildings & Grounds: Mrs. Hines stated that the committee met on November 28th. The new boiler was installed and is working. The installer will come back and repair the leak if it doesn't remedy itself. The new light poles are installed. The Committee discussed hiring a cleaning service or a custodian and the feasibility schedule of upgrades from RSC. Their assessment in 2015 stated the roof has a 10-year life expectancy. A work session was discussed to come up with ideas and give suggestions on the items that need to be done.

Technology: Mr. Lefkowitz stated that the committee met on November 21st. There was a demo of digital signage using Raspberry Pi by Allan and Catherine. The cost will be \$70 per TV. RFP reviewed for Voice over IP. Allan and Jeanne spoke to vendors regarding the microphones and the cost is \$3,000 to \$30,000. Mr. Lefkowitz will attempt to boost the volume on audacity.

Patron Services: Mr. Donohue stated that the committee did not meet.

Business Continuity – Mr. Lefkowitz stated they distributed the Emergency Procedures Manual.

VIII. Library Director – Allan Kleiman

Allan stated that the library circulated 13,947 items in November. The yoga classes will no longer be held at the library, freeing up space for additional programs. John Miller of Pearl Observatory came and launched rockets and 30 kids learned about the solar system. There was a Thanksgiving craft and the Books for Kids Campaign. The Women's Club met with Catherine to learn about events and collection. The staff attended a CPR and AED training class. Edmunds will be upgraded in January 2018. Tech classes held in the Gasparro classroom included an iPad workshop and How to Watch TV on your device. The Vision and Mission statement need to be reviewed. The Technology and Strategic Plans Draft will be distributed in January. The Township did not remove the snow from

the parking lot during the snowfall on Saturday. Mayor Sandham will speak with Victor Canning regarding this.

IX. Resolutions/Motions

- A. Resolution to approve the checks numbered 12283 through 12336 dated November 1 to November 30, 2017 in the amount of \$312,319.15

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

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

- B. Resolution to accept the salaries for month of November 2017 in the amount of \$73,716.57 and ELL teacher salaries in the amount of \$1,989.60 for a total of \$76,706.17.

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

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

X. Old Business

RFP for legal services – Three proposals were received and the committee recommended Michael Cerrone for attorney for 2018.

XI. New Business

Nominating Committee – Robert Lefkowitz, Linda Peskin, and Jane Hines were nominated. Ms. Peskin will Chair the committee and a meeting will be set up prior to the January Trustee meeting.

Robert Donohue's term expires at the end of 2017.

XII. Executive Session

None

XIII. Executive Session Minutes

None

XIV. Adjournment

Motion to adjourn was made by Mr. Grau, seconded by Mr. Lefkowitz; meeting was adjourned at 8:35pm.