

Montville Township Public Library
Board of Trustees Meeting
December 14, 2015
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

<i>MEMBERS PRESENT</i>
Mr. Robert Lefkowitz
Mr. David Tubbs
Mr. Peter King
Mr. Carmen Allora
Mr. Cesar Correa
Mr. Robert Donahue
Mr. Larry D'Oench
<i>MEMBERS ABSENT</i>
Mr. Tom Mazzaccaro
Mayor Gallapo

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 Robert Lefkowitz, at 7:32 p.m.

II. Open Public Meetings Act Statement

Robert stated that prior notice of this meeting has been published in accordance with the requirements of the Open Public Meetings Act. Meeting will be tape-recorded. Minutes will be available to the public on the Library's website once they have been officially approved.

III. Pledge of Allegiance and Moment of Silence

IV. Adoption of Minutes

Larry D'Oench made a motion to approve the November 9, 2015, Regular Session minutes, seconded by Carmen Allora

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. King yes, Mr. Allora yes, Mr. D'Oench yes, Mr. Donahue yes, Cesar Correa abstained: Motion Carried

Larry D'Oench made a motion to approve the November 9, 2015, Executive Session minutes, seconded by Robert Donohue.

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. King yes, Mr. Allora yes, Mr. D'Oench yes, Mr. Donahue yes, Cesar Correa abstained: Motion Carried

Larry D'Oench made a motion to approve the November 30, 2015, Special Session minutes, seconded by Robert Donohue

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Allora yes, Mr. D'Oench yes, Mr. Donahue yes, Mr. King abstained, Cesar Correa abstained: Motion Carried

Larry D'Oench made a motion to approve the November 30, 2015, Special Session Executive Session minutes, seconded by Carmen Allora

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Allora yes, Mr. D'Oench yes, Mr. Donahue yes, Mr. King abstained, Cesar Correa abstained: Motion Carried

V. Public Comments

Philip Berg, Executive Director, MAIN (Morris Area Information Network) stated that their services are being expanded. The Bi-laws were updated in 2014. The Staff has also increased and is continually increasing. 2016 will hopefully bring more libraries and the costs will then decrease. The increase in fees is due to a cut in county funding. Currently 100% of Morris County Libraries are part of MAIN. There will be no sharing of services if a library chooses not to sign the contract.

VI. Reports of Officers –

Robert Lefkowitz – Acting President

Robert announced that the nominating committee will be Cesar, Larry and Carmen. All accepted.

Robert Lefkowitz – Vice-President

Robert has no report.

Larry D'Oench – Secretary

Larry stated that seven hours of training is required for all of the Trustees. A training packet was distributed.

Carmen Allora – Treasurer

Carmen stated that the October year to date total operating expenses are \$1,081,564, The November year to date total operating expenses are \$1,201,561. The November year to date total revenue is \$1,527,816 and the total capital expenditures is \$88,141 under budget.

Robert Donohue – Assistant Treasurer

Robert has no report.

Report of Board Attorney – Valerie has no report.

VII. Committee Reports

Finance:

Carmen stated that the budget increase is 8.2% from 2015. Allan stated the replacement shelving is being done. The books were moved to empty the shelving that is damaged. The carpeting will be done in 2016. Money will be set aside in a contingency line item for emergencies.

Personnel: Cesar stated that the committee met last week. Allen met with the Union Rep. They discussed a four year agreement, wording changes, 2% salary increase per year for 4 years. Cesar stated that they will give all non-union employees a salary increase of 2% also effective January 1, 2016.

Buildings & Grounds: Larry stated that the boiler should be replaced but this project can be postponed for at least one year. They are looking at new thermostats that can be controlled manually or over the internet. The bid for painting came back for \$13,750 and that includes painting of all walls to above the doors and windows but not including the ceiling.

Technology: Robert L. stated they met with Lenny and spoke with him regarding the server for Edmunds.

Patron Services: Robert D. has no report. Tom, David and Allen met with the Superintendent and Special Services regarding having instructions at the Library for students whom cannot attend school. The Special Services Department will communicate to the library as to which teachers are actively home instructors and not paid tutors. Allan suggested possibly giving badges to the teachers. The student and teacher would be

under the liability of the school district. The Committee will update the policy regarding tutoring at the Library.

Library Director – Allan Kleiman

The January board meeting will be held on January 25. Peter King was recognized for his ten years of service to the Library. The Edmunds server was installed and the 2015 data has been entered. Both Sage and Edmunds will be used until the end of January and Edmunds training has taken place. Rachel Pekar, the new Assistant Library Director, stated working on November 16.

VIII Resolutions/Motions

- A. Resolution to approve the check register dated November 1-30, 2015 in the amount of \$131,177.99

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Allora yes, Mr. D'Oench yes, Mr. Donahue yes, Mr. King yes, Cesar Correa yes: Motion Carried

- B. Resolution to accept salaries for month of November 2015 in the amount of \$36,940.57

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Allora yes, Mr. D'Oench yes, Mr. Donahue yes, Mr. King yes, Cesar Correa yes: Motion Carried

IX Old Business

- A. Resolution to approve the MAIN (Morris Area Information Network) agreement for 2016.

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Allora yes, Mr. D'Oench yes, Mr. Donahue yes, Mr. King yes, Cesar Correa yes: Motion Carried

X New Business

1. Resolution to approve the 2016 Operating Budget in the amount of \$1,649,800

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Allora yes, Mr. D'Oench yes, Mr. Donahue yes, Mr. King yes, Cesar Correa yes: Motion carried

2. Resolution to approve the 2016 Capital Budget in the amount of \$285,500

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Allora yes, Mr. D'Oench yes, Mr. Donahue yes, Mr. King yes, Cesar Correa yes: Motion carried

3. Resolution to approve the 2017 Capital Budget in the amount of \$91,000
Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Allora yes, Mr. D'Oench yes, Mr. Donahue yes,
Mr. King yes, Cesar Correa yes: Motion carried
4. Resolution to approve the 2018 Capital Budget in the amount of \$64,500

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Allora yes, Mr. D'Oench yes, Mr. Donahue yes,
Mr. King yes, Cesar Correa yes: Motion carried
5. Resolution to accept the contract for AME in the amount of \$26,000 for HVAC system

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Allora yes, Mr. D'Oench yes, Mr. Donahue yes,
Mr. King yes, Cesar Correa yes: Motion carried
6. Resolution to accept the bid for painting by TM in the amount of \$15,750 for interior
painting

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Allora yes, Mr. D'Oench yes, Mr. Donahue no,
Mr. King yes, Cesar Correa yes: Motion carried

Robert Donohue believes the bid needs more detail. Allan stated that there will be a bond for the project and starting and completion dates have not been set.

XI Executive Session

WHEREAS, the Open Public Meeting Act 1975, Chapter 231 permits the exclusion of the public for a meeting in certain circumstances; and

WHEREAS, the Board of Trustees is of the opinion that such circumstances presently exist; and

WHEREAS, the Board of Trustees wishes to discuss issues dealing with Personnel and Contract Negotiations

WHEREAS, once the matter involving confidentiality of the above no longer require confidentiality, the minutes shall be made public.

NOW THEREFORE, be it resolved by the Board of Trustees of the Montville Township Public Library that the public be excluded from this meeting.

At 9:00 p.m. Robert made a motion, seconded by Peter that the Library Board adjourn to executive Session. Vote: All in favor

Open Session reconvened at 9:12 p.m.

XII Open Session

1. Cesar made a motion to approve the Memorandum of Agreement between the IFPTE and the Board of Trustees from January 1, 2016 to December 31, 2019 with a salary increase for each of the three years of 2%. Seconded by Peter.

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Allora yes, Mr. D'Oench yes, Mr. Donahue no, Mr. King yes, Cesar Correa yes: Motion carried

2. Cesar made a motion to approve a 2% salary increase for all non-union employees for January 1, 2016 to December 31, 2016. Seconded by Peter

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Allora yes, Mr. D'Oench yes, Mr. Donahue no, Mr. King yes, Cesar Correa yes: Motion carried

3. Cesar made a motion to increase the salary of Amy Resnikoff, effective January 1, 2016 from \$17/hour to \$18/hour. Seconded by Peter

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Allora yes, Mr. D'Oench yes, Mr. Donahue no, Mr. King yes, Cesar Correa yes: Motion carried

4. Cesar made a motion to increase the salary of Pam Gormley, effective January 1, 2016 from \$16/hour to \$17/hour

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Allora yes, Mr. D'Oench yes, Mr. Donahue no, Mr. King yes, Cesar Correa yes: Motion carried

5. Cesar made a motion to increase the salary of Janina Bartman, effective January 1, 2016 from \$10.54/hour to \$12.54/hour with a 6 month review and increase to \$14.54/hour

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Allora yes, Mr. D'Oench yes, Mr. Donahue no, Mr. King yes, Cesar Correa yes: Motion carried

XIII Adjournment

Motion to adjourn was made by Cesar Correa, seconded by Carmen Allora; meeting was adjourned at 9:17pm.