

Montville Township Public Library
Board of Trustees Meeting
May 8, 2017
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

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

Allan M. Kleiman, Library Director – Present

Catherine LaBelle, Assistant Library Director - Present

Joseph Bell, Board Attorney – Absent, Brian Laskiewicz, 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 April 3, 2017 Regular session minutes, seconded by Charlie Grau

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

Mayor Sandham made a motion to approve the amended April 3, 2017 Executive session minutes, seconded by Linda Peskin

Motion made by Robert Lefkowitz to table motion until after Executive Session, seconded by Charlie Grau – All in favor by voice vote

Robert Lefkowitz made a motion to approve the amended April 3, 2017 Executive session minutes, seconded by Mayor Sandham

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

IV. **Public Comments** –

None

V. **Reports of Officers** –

Tom Mazzaccaro – President

Tom stated that the month has been quiet.

Robert Lefkowitz – Vice-President

Robert had no report.

Jane Hines – Secretary

Jane absent, no report

Carmen Allora – Treasurer

Carmen stated that normalized budget attainment is at 33%. Year to date revenue is on target at 33% of annual budget. Year to date operating expenditures are below attainment at 31% of annual budget. Included in expenditures is year to date salaries and temporary help, which are at \$196,552.00 or 29.7% of the total annual budget. The year to date capital expenditures are 9% of annual budget. Total capital and operating expenditures have reduced the budget surplus revenue to \$94,419.00 YTD.

PERS was a large expenditure this month at \$58,000. Professional Services is at 66% of the total annual budget due to a personnel issue. Charlie Grau requested a completed copy of the Union Contract. Brian stated that his office is currently working on it and his office will have a completed draft in the next few days.

Robert Donohue – Assistant Treasurer

No report

- VI. Report of Board Attorney** – Brian stated that his office reviewed a personnel issue that has now been resolved with the employee handing in his resignation.

VII. Report of Liaisons

Mayor – Mayor Sandham stated that the Township 4th of July celebration is being held on June 22, 23 and 24. Montville Day will be held on October 15. There is currently an Affordable Housing Lawsuit that the Town is involved with.

Superintendent of Schools – David Tubbs stated that Lazar has set up a Montville History Museum with Artifacts and History. On May 4th they held a STEAM night and on May 15th they held a STEAM day. May 19th they will celebrate One Green Day. Graduation ceremonies will be held on June 19th for Lazar and June 20th for the High School.

VIII. Committee Reports

Finance: Carmen has no report.

Personnel: Robert L stated that one part time Library Assistant has resigned. Two new Library Assistants and one new Librarian will be hired. The committee discussed a mid-year review for the Library Director instead of the end of year review.

Buildings & Grounds: Tom stated that the committee met on April 25th. Jeff Tyahla from Hughes Environmental Engineering was present and the priority for replacement are the boiler and chillers. One chiller can be replaced at a time. The wait time for a new chiller could be four to six weeks. Donnelly would be replacing the boiler but it needs to be determined if there are incentives for chiller replacements. The ceiling tiles for the hallway are in and will be replaced by the DPW. When there is difficulty getting services from Town Hall, Mayor Sandham suggested emailing John Perry and cc'ing Tom and Mayor Sandham on the requests. The breezeway has been cleaned. Tom stated that the chillers are past their life expectancy but should be ok for one more season. The electrician is working on getting replacements for the pendant lights. The trenches for the new electrical outlets are being dug on Wednesday.

Technology: Robert L stated that the committee discussed VPN system, voice over IP and the amount of lines coming in for the phone system. They will be upgrading all the older versions of Windows to Windows 10, which will cost about \$15 per computer through TechSoup.

Patron Services: Robert D. stated that the committee discussed how to go about collecting fines and fees. An letter is currently generated once an item is not returned every 2, 4 and 6 weeks. Allan will send a personal letter along with the letter that is sent at the 6th week. An RFP has gone out for the Strategic and Technology Plans.

Business Continuity: Allan sent out a draft of the plan to the committee and some modifications need to be made.

IX. Library Director – Allan Kleiman

Allan stated that he and Catherine met with staff from Baker & Taylor on April 12th and April 19th. Allan will follow up on shades for the Pio Costa Auditorium. The carpet is expected to be installed later this month. Commercial Interiors Direct would like the Library to close for the carpet installation. There will be a Volunteer Recognition Reception on Monday, May 15th at 6pm for students and parents.

X. Resolutions/Motions

- A. Resolution to approve the check register dated April 1 to April 30, 2017 in the amount of \$125,245.06

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

- B. Resolution to accept the salaries for month of April 2017 in the amount of \$46,766.15 for regular staff earnings.

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

- C. Resolution to accept the resignation of Ryan Oxild, part time Library Assistant effective April 3, 2017

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

- D. Resolution to hire Cindy LaRue as part time Librarian 1 at \$22.74 an hour, starting May 30, 2017

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

- E. Resolution to hire Amy Liu as part time Library assistant at \$10.97 an hour, starting May 30, 2017

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

- F. Resolution to hire Nilou Pourmanoucheri as part time Library assistant at \$10.97 an hour, starting May 30, 2017

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

- G. Resolution to excuse Jane Hines from the May 8, 2017 Board Meeting.

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

- H. Resolution to approve the April 25, 2017 In Kind Services Agreement between the Library and the Township

Linda asked if all the revisions were incorporated. Tom stated that the revisions were made.

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

XI. Old Business

None

XII. New Business

- A. Motion made by Mayor Sandham to approve the Library Development Solutions' proposal for a Strategic and Technology Plan for \$26,000, seconded by David Tubbs.

Carmen suggested to over expend the contingency line item. Leslie Burger was in charge of the Princeton Library and is very knowledgeable about what is needed. Alan Burger will supply monthly reports instead of end of year reports. He will supply a report for the

October Board Meeting. He will also arrange a Trustee workshop. Allan checked two of the references given and was satisfied with the feedback given.

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

B. Robert L asked if larger documents can be sent earlier so everyone has sufficient time to review.

XIII. 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

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 9:04 p.m. Mayor Sandham made a motion, seconded by David Tubbs that the Library Board adjourn to executive Session. Vote: All in favor

XIV. Open Session

Motion made by Robert Lefkowitz to reconvene to Open Session at 9:15 p.m., seconded by Charlie Grau. All in favor

XV. Adjournment

Motion to adjourn was made by Robert Lefkowitz, seconded by David Tubbs; meeting was adjourned at 9:16pm.