

Montville Township Public Library  
Board of Trustees Meeting  
July 11, 2016  
Montville Township Public Library  
90 Horseneck Road  
Montville, New Jersey 07045

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**OPEN SESSION**

<b><i>MEMBERS PRESENT</i></b>
Mr. Robert Lefkowitz
Mrs. Jane Hines
Mr. Cesar Correa
Mr. Carmen Allora
Mayor Sandham
Mr. Robert Donohue
<b><i>MEMBERS ABSENT</i></b>
Mr. David Tubbs
Mr. Tom Mazzaccaro
Mr. Larry D'Oench

Allan M. Kleiman, Library Director – Present

Joseph Bell, Board Attorney – Absent, Valerie Fasolo, 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 digitally recorded. Minutes will be available to the public on the Library's website once they have been officially approved.

### **III. Adoption of Minutes**

Jim Sandham made a motion to approve the amended June 13th, Regular session minutes, seconded by Jane Hines

Mr. Lefkowitz yes, Mr. Allora yes, Mr. Correa yes, Mr. Donohue yes, Mrs. Hines yes, Mayor Sandham yes: Motion Carried

### **IV. Reports of Officers –**

Tom Mazzaccaro – President

Tom absent, no report

Robert Lefkowitz – Vice-President

Robert has no report.

Larry D'Oench – Secretary

Larry absent, no report.

Carmen Allora – Treasurer

Carmen stated that normalized budget attainment is at 50%. Capital Expenditures came in at 40%. There is a budget surplus of \$152,128. Salary & Wages is at \$302,125 year to date. Capital budget is at 4% of the budget at \$10,031 expended year to date.

Carmen is requesting a meeting with Greg Della Pia regarding the accounting before the next Board Meeting. Jim would like Greg to also look at the \$43,693.15 under line item 01-203-55 Appropriation Reserves.

Robert Donohue – Assistant Treasurer

Robert has no report.

Report of Board Attorney –Valerie reported that she believes that video surveillance would have to be released if an OPRA request was made.

### **V. Committee Reports**

Finance: Carmen stated that the committee did not meet this month. The amended Cash Management Plan was distributed, 990 is due on August 15<sup>th</sup> but will be extended and the audit is due soon.

Personnel: Cesar stated the committee will be performing an evaluation on the Director after Allan completes a self-evaluation. The Benchmark Salary Review was distributed. This document will be used as a guide for salary ranges for future employees. The committee will discuss this at the next meeting and issue an RFP and get quotes for a consultant to perform a study. Robert Donohue suggested using the internet but Cesar

doesn't believe that the internet sites are specific enough. The study will also show if there are too many part time or full time employees. Cesar stated that the committee is waiting for a vendor quote regarding benefits for spouses and families.

Buildings & Grounds: Jane stated that she had a tour of the building and she will report back to the committee at the next meeting.

Technology: Robert Lefkowitz stated that the Windows 10 update is free until July 30<sup>th</sup>. The next committee meeting is Monday at 12:30.

Patron Services: Robert D has no report.

Business Continuity: Robert L stated that Larry and Rachel met to discuss the possible installation of a generator. Allan has started to call companies requesting quotes. Allan stated that sections 1 & 2 of the Business Continuity Document will be done for the next Business Continuity meeting.

Library Director – Allan Kleiman

Allan stated that the staff attended an annual training session. Century Group submitted a carpet quote for \$127,995.00. Allan requested an itemized quote. He is expecting to receive that draft audit in the next few days. Jim asked why the audit is being completed so late. Allan stated they did not start until June.

There is a Trustee training on September 10. Jane will let Allan know if she will be attending. Rob L asked if all the Trustees completed the seven hours of training. Allan stated that everyone is up to date with the number of hours needed for Trustee certification.

## **VI. Resolutions/Motions**

- A. Resolution to approve the check register dated June 1-30, 2016 in the amount of \$60,676.40

Mr. Lefkowitz yes, Mr. Allora yes, Mr. Correa yes, Mr. Donohue yes, Mrs. Hines yes, Mayor Sandham yes: Motion Carried

- B. Resolution to accept the salaries for month of June 2016 in the amount of \$60,805.20 for regular staff earnings.

Mr. Lefkowitz yes, Mr. Allora yes, Mr. Correa yes, Mr. Donohue yes, Mrs. Hines yes, Mayor Sandham yes: Motion Carried

## **VII. Old Business**

None

**VIII. New Business**

Resolution to purchase carpeting and laminate from the Century Group under state contract in the amount of \$127,995.00

Installation will be 6-7 weeks after the PO is issued. Installation will take 1-2 weeks. Allan stated that Valerie will write the contract which will include a completion date. The company will not move computers or employees personal items.

The original quote had tax included on it and did not include any extra carpet pieces for replacement. Allan stated that the QPA has reviewed the quote. Cesar suggested to have Sean Canning write a letter to approve the wording of the resolution and have the company submit a new proposal.

**IX. Executive Session Minutes**

None

**X. Adjournment**

Motion to adjourn was made by Carmen Allora, seconded by Cesar Correa; meeting was adjourned at 8:45pm.