Montville Township Public Library
Board of Trustees Meeting
April 13, 2015
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

MEMBERS PRESENT
Mr. Tom Mazzaccaro
Mr. David Tubbs
Mr. Larry D'Oench
Mr. Robert Donohue
Mr. Robert Lefkowitz (8:00pm)
Mayor Gallopo
Mr. Carmen Allora
Mr. Peter King
ABSENT
Mr. Cesar Correa

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 Tom Mazzaccaro, at 7:30 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 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 February 9 Regular Session minutes, seconded by Robert Donohue Motion carried. Ayes: Mr. Mazzacarro, Mr. D'Oench, Mr. Donohue, Mr. Allora, Mr. King, Mayor. Gallopo and Mr. Tubbs

Carmen Allora asked for a conclusion following a discussion, in future minutes.

Larry D'Oench made a motion to approve the March 9 Regular Session minutes, seconded by David Tubbs Motion carried. Ayes: Mr. Mazzacarro, Mr. D'Oench, Mr. Allora, Mr. King, Mayor. Gallopo and Mr. Tubbs: Abstention: Robert Donohue

V. Public Comments

None

VI. Reports of Officers –

Thomas Mazzaccaro – President

Tom stated that he received an email from the writer's group with concern as to how the Library is being run. A facebook page had been set up but the group was informed to remove the page and Allan stated that they did comply.

Robert Lefkowitz – Vice-President

Robert absent, no report.

Larry D'Oench – Secretary

Larry stated that the NJ Library Association Conference is next Monday, Tuesday and Wednesday. Members were asked to let Larry or Allan know if they are interested in attending.

Carmen Allora – Treasurer

Carmen stated that the Finance Committee met. They discussed reviewing the accounting system, three legged stool for accounting and the agenda of the audit. He would like an outside consultant to look at the current system and advise since he doesn't believe the Peachtree is meeting their needs.

He believes that the budget should be front loaded as the operating expenditures are $13000 over budget. Carmen thinks we are on target to meet quarterly expenditures. He would like petty cash to be handled by one person.

Robert Donohue – Assistant Treasurer

Robert has no report.

Report of Board Attorney – Valerie reviewed the Travel & Business Expense Reimbursement Policy. Larry questioned who would be approving the Director's travel expenses. The Board discussed that the Director will set aside an amount for conferences and will need to adhere to that amount. The Director will then submit an expense sheet for approval by the treasurer or assistant treasurer.

Robert Lefkowitz entered: 8:00pm

Travel and Business Expense Policy
Page 4 Communications
Carmen would like this category included in the $45 per diem.

Page 3 Personal Vehicles
Robert L would like to ensure that clarification is made that Library insurance will not cover the employees' personal vehicle.

Valerie sent a letter regarding solar panels. She hopes to hear back in the next couple of days.

VII. Committee Reports

Finance:
No Report

Personnel:
No Report

Buildings & Grounds: Larry stated that AED's will be purchased. Peter Greendyk has offered to give the training. The dumpster area has been cleaned up. Scott asked about the painting of the parking lot. He advised Allan to ask for a specific date that the painting will be completed by.

Technology: Robert Lefkowitz stated that they are concerned about the liability of the 3D printer and the ability to print weapons on it. Allan stated that the printer can be set up so that all printed items have to be approved by a library employee. Robert L also stated that they discussed installing charging stations.

Patron Services: Robert Donohue stated that they will have to set a policy for distributing museum passes and a new meeting room policy. Patron Services will be meeting with the Writer's Group on April 23rd at 7pm.

Library Director – Allan Kleiman

Allan stated its National Library Week. Library Worker's Day is tomorrow. There will be a luncheon on Wednesday and all Board members are invited.
Allan stated he is looking for approval of the Strategic Plan and Technology Plan so they can be sent to the State Librarian along with the other documents. Allan stated that they both expired the same year. He would like to stagger them the next time.

VIII Resolutions/Motions

A. Resolution to approve the check register dated March 1 to March 31, 2015 in the amount of $110,686.28 – motion carried following roll call vote: Ayes: Mr. Donohue, Mr. Allora, Mr. Tubbs, Mr. D'Oench, Mr. Lefkowitz, Mr. King, Mayor Gallapo and Mr. Mazzaccaro .

B. Resolution to accept salaries for month of March 2015 in the amount of $37,168.19 - motion carried following roll call vote: Ayes: Mr. Donohue, Mr. Allora, Mr. Tubbs, Mr. D'Oench, Mr. Lefkowitz, Mr. King, Mayor Gallapo and Mr. Mazzaccaro .

IX Old Business

A. Resolution to approve the Technology Plan for 2015-2017 – motion made by Robert Lefkowitz and seconded by Larry D'Oench - motion carried following roll call vote: Ayes: Mr. Donohue, Mr. Tubbs, Mr. D'Oench, Mr. Lefkowitz, Mr. King, Mayor Gallapo and Mr. Mazzaccaro
No: Mr. Allora

Discussion took place regarding a disaster recovery plan for the library. The back-up is located in the building. Robert L thinks a back-up plan and disaster recovery plan should be included in the document. Allan stated that the document can be approved and then edited and resubmitted.

B. Resolution to approve the Strategic Plan for 2015-2017 – motion made by Robert Lefkowtiz and seconded by Peter King to approve the plan with the following amendment. motion carried following roll call vote: Ayes: Mr. Donohue, Mr. Allora, Mr. Tubbs, Mr. D'Oench, Mr. Lefkowitz, Mr. King, Mayor Gallapo and Mr. Mazzaccaro

Discussion took place regarding adding the following: Begin the process of reviewing the accounting software for adequacy for future needs.

X New Business

A. Resolution to approve the Travel and Business Reimbursement Policy – Motion made by Robert Lefkowitz and seconded by Peter King

Discussion took place regarding adding the following: The approval for the Director's travel expense reimbursement should be approved by the Treasurer or Assistant Treasurer.
The Communication section is to be removed completely.
Larry recommended changing Page 2 3rd paragraph to state "employees should submit", in reference to written reports regarding the conferences.
Tom asked if the rental car paragraph on page 3 can be changed to include verbiage that states "after an airline flight".
Allan attends the same three conferences every year which he will advise the board of so that the dates can be recorded into the minutes. The Director will advise the board when he will not be in attendance at the Library.

Motion made to table until the next meeting made by Robert Lefkowitz and seconded by Scott Gallapo – all in favor

B. Delegation of Authority – Carmen stated that the delegation of authority should be in writing. This will be discussed in a future Personnel meeting.

C. Petty cash should be treated as an audit on a quarterly basis. This will be discussed in a future Finance Committee meeting. Carmen and Robert Lefkowitz suggested that someone should come in and train them in the Peachtree software. Tom stated that Quickbooks also has a governmental application.

Carmen Allora made a motion to spend up to $2000 for Allan to find a consultant on the current Peachtree System, seconded by David Tubbs - motion carried following roll call vote: Ayes: Mr. Donohue, Mr. Allora, Mr. Tubbs, Mr. D'Oench, Mr. Lefkowitz, Mr. King and Mayor Gallapo
Mr. Mazzaccaro abstained.

XI Executive Session

None

XII Executive Session Minutes

XIII Adjournment

Motion to adjourn was made by Peter King, seconded by Scott Gallapo; meeting was adjourned at 9:22pm.