

Montville Township Public Library
Board of Trustees Meeting
June 9, 2014
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

MEMBERS PRESENT
Mr. Tom Mazzaccaro
Mr. Peter King
Mr. Larry D'Oench
Mr. Cesar Correa
Mr. Robert Lefkowitz
Mr. Robert Donahue
Mr. Carmen Allora
Mr. David Tubbs
MEMBERS ABSENT
Mr. Don Kostka

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 7:34 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 April 7, 2014 Regular Session minutes, seconded by Robert Lefkowitz. Motion carried. Ayes: Mr. King, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro and Mr. Tubbs Abstained: Mr. Correa and Mr. Donahue

Larry D'Oench made a motion to approve the April 7, 2014 Regular Session minutes, seconded by Cesar Correa. Motion carried. Ayes: Mr. King, Mr. D'Oench, Mr. Lefkowitz, Mr. Donahue, Mr. Mazzaccaro and Mr. Correa Abstained: Mr. Tubbs and Mr. Allora

V. Public Comments

Tom opened this portion of the meeting to the public for comment. Having no one come forward, he closed this portion of the meeting.

VI. Reports of Officers –

Thomas Mazzaccaro – President

Tom stated he has met with all of the committees this month and is very satisfied with their progress.

Robert Lefkowitz – Vice-President

Robert has no report.

Larry D'Oench – Secretary

Larry has no report.

Carmen Allora – Treasurer

Carmen has no report.

Robert Donahue – Assistant Treasurer

Robert has no report.

VII. Report of Board Attorney – Valerie Fassolo, Esq:

Valerie has no report.

VIII. Committee Reports

Finance: Carmen stated that him, Tom and Allan met with Ralph Fredericks on June 4th, to review the 9-90 return. Included is a retention policy, conflict of interest document and whistle blower statement. Ralph Fredericks was asked for his opinion for the RFP and they were given some suggestions. Everyone agreed that the audit was lacking in depth. Carmen will meet with Allen to try to get a draft purchasing manual completed. The Finance Committee will review it first. The outstanding check issue has been resolved. Two checks were voided and reissued. He questioned if checks under a certain denomination can be signed by facsimile signature. He also asked if the Assistant Treasurer can sign the checks, possibly once a month. Allan will look at the employee manual. He stated the whistle blower statement is posted for the employees.

Personnel: Cesar stated they discussed policies, mission statement and employee manual. Financial disclosure forms need to be completed by June 13.

Buildings & Grounds: Larry stated he has no report.

Technology: Robert Lefkowitz stated possibly having a credit card usb fundraiser. The Township Tech Committee did not have a meeting this month. Allan stated the internet speed has been upgraded.

*****Peter King entered 8:05pm

Patron Services: Robert Donahue stated the survey is going out to the printer. The mailing should be around June 15th. Allan is working on including diversity during story time. The summer reading is all set up. The feedback groups are June 11th at 1pm and June 12th at 7pm.

IX. Library Director – Allan Kleiman

Allan stated phase two and three of the renovations will be started by the end of the month. The children's room has new shelving. MAIN libraries met with several e-book vendors. The summer reading program kickoff is this Saturday and runs for eight weeks.

X. Resolutions/Motions

A. Resolution to transfer excess funds to the Township as approved by the NJ State Librarian in three payments (2 in June, 1 in September and 1 in December) for a

total \$346,877 - motion carried following roll call vote: Ayes: Mr. Mazzaccaro, Mr. Correa, Mr. Donahue, Mr. King, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Tubbs

B. Resolution to accept the check register dated May 1 to May 31, 2014 in the amount of \$244,404 – motion carried following roll call vote: Ayes: Mr. Mazzaccaro, Mr. Correa, Mr. Donahue, Mr. King, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Tubbs

C. Resolution to approve salaries for month of May 2014 in the amount of \$45,148.38 - motion carried following roll call vote: Ayes: Mr. Mazzaccaro, Mr. Correa, Mr. Donahue, Mr. King, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Tubbs

D. Resolution to close on Wednesday, June 18th at 5pm as a community service in conjunction with the Lazar Graduation - motion carried following roll call vote: Ayes: Mr. Mazzaccaro, Mr. Correa, Mr. King, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Tubbs. Ano: Mr. Donahue

E. Resolution to close on Wednesday, June 19th at 5pm as a community service in conjunction with the Montville High School Graduation - Ayes: Mr. Mazzaccaro, Mr. Correa, Mr. Donahue, Mr. King, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Tubbs

XI. Old Business

Temp Employees – Larry D'Oench if a permanent employee should be hired. Allan states they have been unable to find a part time librarian or part time assistant.

Utilities – Larry D'Oench questioned the spike in utility bills. Allan will check if it was an actual bill or estimated.

Solar – Allan states he will know more in August. The Township and the Library would have to mutually agree to pull out of the project.

Sick Hours – Sick time is accounted for in the event of a retirement. Larry D'Oench would like to see sick time paid at the rate the employee is paid at. Carmen Allora questioned when vacation time has to be used by. Allan states that two weeks can be carried over.

XII. New Business

None

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 service agreements 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.

Having nothing to discuss, the Board of Trustees did not enter Executive Session.

XIV. Adoption of Executive Session Minutes

Robert Lefkowitz made a motion to approve the April 7, 2014 Executive Session minutes, seconded by Larry D'Oench. Motion carried. Ayes: Mr. D'Oench, Mr. Allora, Mr. Mazzaccaro, Mr. Tubbs. Abstained: Mr. Correa, Mr. Donahue, Mr. King, Mr. Lefkowitz

Cesar Correa made a motion to approve the May 12, 2014 Executive Session minutes, seconded by Robert Lefkowitz. Motion carried. Ayes: Mr. Correa, Mr. Donahue, Mr. D Oench, Mr. Lefkowitz, Mr. Mazzaccaro, Abstained: Mr. King, Mr. Allora, Mr. Tubbs

XV. Adjournment

Motion to adjourn was made by Robert Lefkowitz, seconded by Cesar Correa, meeting was adjourned at 8:52pm.