

Montville Township Public Library  
Board of Trustees Meeting  
May 12, 2014  
Montville Township Public Library  
90 Horseneck Road  
Montville, New Jersey 07045

---

**OPEN SESSION**

<b>MEMBERS PRESENT</b>
Mr. Tom Mazzaccaro
Mr. Don Kostka
Mr. Larry D'Oench
Mr. Cesar Correa
Mr. Robert Lefkowitz
Mr. Robert Donohue
<b>MEMBERS ABSENT</b>
Mr. Peter King
Mr. Carmen Allora
Mr. David Tubbs

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 7:38 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**

A motion was made to carry the minutes to the June meeting, due to lack of eligible voting Trustees present at the meeting.

**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 absent, no report.

Robert Donohue – Assistant Treasurer

Robert has no report.

**VII. Report of Board Attorney – Joseph Bell, Esq:**

Valerie has no report.

**VIII. Committee Reports**

**Finance:** Tom states they discussed the purchasing manual. The draft is currently being updated with changes.

\*\*\*\*\* Robert Lefkowitz arrived

**Personnel:** Cesar states they met on April 8<sup>th</sup> and they are discussing employee evaluations, employee handbook, attendance and lateness policy.

**Buildings & Grounds:** Larry states the outside entrance door has been fixed along with the handicapped button. Allan states the renovations will begin on the 15<sup>th</sup>. There is no update on the parking lot repair. Allan is waiting for an estimate for a building inspection and he has not heard back regarding the solar panels.

**Technology:** Robert Lefkowitz states the new recording system is working. The Committee is looking into potentially having more technology training classes in the future. He is working on a joint meeting with the Township Tech Committee and the Library Tech Committee. Allan states the bandwidth was increased. Library survey will go out as scheduled.

**Patron Services:** Robert Donohue states they are compiling the survey, which will be distributed by mail. Allan is waiting for a quote to submit it online. The results will be used to compile the Strategic Plan. Robert Lefkowitz suggests handing them out in the schools. Allan will speak with Dr. Fried. Tom is requesting that Patron services attend the Feedback Group on June 11<sup>th</sup> and June 12<sup>th</sup>.

**IX. Library Director – Allan Kleiman**

Allan states that the DPW will be painting the bathrooms. The Drug Awareness Council wants to cosponsor events with the Library. There will be two series of six classes each, beginning in the fall. Robert Lefkowitz suggests recording these classes and possibly putting them on the internet.

**X. Resolutions/Motions**

**A. Resolution to accept the check register dated April 1 to April 30, 2014 in the amount of \$66,812.47** – motion carried following roll call vote: Ayes: Mr. Mazzaccaro, Mr. D'Oench, Mr. Lefkowitz, Mr. Donahue, Mr. Correa, Mr. Kostka

**B. Resolution to approve salaries for month of April 2014 in the amount of \$39,143.32** - motion carried following roll call vote: Ayes: Mr. Mazzaccaro, Mr. D'Oench, Mr. Lefkowitz, Mr. Donahue, Mr. Correa, Mr. Kostka

**C. Resolution to approve the retirement of Karen Matta, Supervising Library Assistant effective April 30, 2014** - motion carried following roll call vote: Ayes: Mr. Mazzaccaro, Mr. D'Oench, Mr. Lefkowitz, Mr. Donahue, Mr. Correa, Mr. Kostka

**XI. Old Business**

None

**XII. New Business**

Tech Training – Robert Lefkowitz would like to increase tech training by an outside consultant. The conference room can be turned into a training room. Tom suggests the Tech Committee meet with Allan and set a plan. Allan states the library can possibly charge for cost recovery but it is still questionable by the NJ State Library. The survey does have a question regarding tech training.

**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**

A motion was made to carry the minutes to the June meeting, due to lack of eligible voting Trustees present at the meeting.

**XV. Adjournment**

Motion to adjourn was made by Don Kostka, seconded by Cesar Correa, meeting was adjourned at 8:35pm.