

Montville Township Public Library
Board of Trustees Special Meeting
November 26, 2019
Montville Township Municipal Building
195 Changebridge Road
Montville, New Jersey 07045

OPEN SESSION

<i>MEMBERS PRESENT</i>
Ms. Linda Peskin
Mr. Robert Donohue (7:10)
Ms. Dianna Paradise
Ms. Jane Hines
Mr. Charles Grau
Mr. Carmen Allora
Mr. Thomas Mazzaccaro
<i>MEMBERS ABSENT</i>
Mayor Conklin
Mr. David Tubbs

Allan M. Kleiman, Library Director – Present

Catherine LaBelle, Assistant Library Director - Present

Liz Johansen, Board Recording Secretary – Absent

Jeanne Ivy, Substitute Board Recording Secretary – Present

I. Call to Order

The meeting was called to order by Tom Mazzaccaro at 7:00 p.m.

II. Open Public Meetings Act Statement

Mr. Mazzaccaro 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 and at the Library’s Information Desk once they have been officially approved.

III. **Pledge of Allegiance and Moment of Silence**

IV. **Public Comments**

Teen Advisory Board (TAB) Officers:
Safi Patel and Joshua Philip, Presidents
Joshua Philip, Vice-President
Mrudul Nagapurkar, Treasurer

Four officers from the Teen Advisory Board presented an overview of TAB's highlights this year. There are now 80 active members who volunteered over 1,300 hours. They thanked the Board for their support and for the opportunity to serve in TAB. They worked with Jeff Cupo on many programs including Ramadan and Diwali celebrations, teen tech help and chess club to name a few. Mr. Mazzaccaro commended them for their efforts and success and asked if they felt that the Library was supporting the TAB. They replied that they were grateful for the support and hoped that the new budget would allow expanding programs.

V. **Report of Committee**

A. Finance – Carmen Allora

Mr. Allora stated that the Finance Committee met on November 19 and reviewed the proposed 2020 budget. At that meeting they reviewed each program total and made changes where necessary.

Mr. Kleiman stated that there would be more fundraising in 2020 and that residents would be encouraged to participate in special projects, such as the 25th anniversary and specialized book sales.

Mr. Grau asked about the status of the union negotiations. Mr. Kleiman stated that he expects the union to have a memorandum of understanding by the December board meeting.

Mr. Allora asked Mr. Kleiman to review the proposed budget by line item. Mr. Kleiman explained the changes that the Finance Committee made:

B-1 – Compensation – proposed increasing the program total to \$1,008,600 from \$973,100. This will cover the mandated New Jersey minimum wage increase and contractual union increases.

B-2 – Collection – proposed increasing the program total to \$130, 500 from \$128, 271.

B-3- Programs – proposed increasing the total to \$46,900 from \$44,000.

B-4 – Supplies – proposed increasing the program total to \$18,000 from \$17,000.

B-5 – Public Relations – proposed reducing the program total to \$4,000 from \$6,000. This is due to the fact that we are using more electronic resources and less physical mailings.

B-6 – Staff Development – proposed no changed in program total of \$14,000.

B-7 – Utilities – proposed reducing the program total to \$82,500 from \$94,500 due to the increased efficiency of the new boiler.

B-8- Physical Plant – proposed increasing the program total to \$121,000 from \$94,000 due to the addition of five new lines items: HVAC repairs, carpet cleaning, window cleaning, landscape maintenance and concrete repairs.

B-9 – Equipment Maintenance – proposed increasing the program total to \$24,600 from \$22,000 due to increased use of the copy machine and the addition of a new line item for EnvisionWare contract (public printing and scanning).

B-11 – Professional Services – proposed decreasing the program total to \$97,500 from \$100,000.

B-12 – Other Expenses – proposed increasing the program total to \$90,500 from \$86,895 due to a new line item for delivery services and an increase in Township In Kind Services and insurance.

Capital Budget – proposed decreasing the program total to \$55,800 from \$110,500. Balances from several line items will be transferred to the capital reserve account upon Board resolution at the December 2019 meeting

Mr, Mazzaccaro asked how the 2020 budget advances the Strategic Plan. Mr. Kleiman replied that the work is already well underway and will continue as we enter year two of the three-year plan.

Mr. Kleiman stated that he discussed transferring funds to the capital reserve account for future roof repairs/replacement, with the Township Administrator at a recent meeting. Mr. Grau agreed that is it a good idea.

VI. Resolution and Motions

Resolution to approve the 2020 Budget

Motion made by Mr. Allora and seconded by Mr. Donohue

Mr. Donohue, yes; Mr. Grau, yes; Ms. Hines, yes; Ms. Paradise, yes; Mr. Allora, yes; Ms. Peskin, yes; Mr. Mazzaccaro, yes; Motion carried

Mr. Grau stated that the Board was not approving the compensation portion of the budget tonight.

VII. Old Business

Ms. Hines asked about the timetable for the chiller project. Mr. Kleiman called the contractor and the attorney and is waiting for replies.

Mr. Grau asked about the progress of the union negotiations. He stated that it would be best to get it done by the December Board meeting to avoid payroll complications.

VIII. New Business

None

IX. Adjournment

Motion to adjourn was made by Mr. Grau and seconded by Ms. Hines. The meeting was adjourned at 8:00 pm