

Montville Township Public Library
Board of Trustees Special Meeting
November 30, 2015
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

<i>MEMBERS PRESENT</i>
Mr. Tom Mazzaccaro
Mr. David Tubbs
Mr. Robert Donohue
Mr. Carmen Allora
Mr. Robert Lefkowitz
Mayor Gallopo
Mr. Larry D'Oench
<i>MEMBERS ABSENT</i>
Mr. Peter King
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 7:08 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 digitally 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. Public Comments

Julie Ernstrom spoke to the Board regarding the E.L.L. program and some of the students thanked the Board for their continued support. There are currently 28 registered students and approximately 10-15% of them are new students. Julie would like to add a third class. She has approached some local organizations for funding.

V. Committee Reports

Finance: 2016 Budget –Operating Expenses

Total compensation: increased from \$753,910 in 2015 to \$865,198 in 2016 which is a 14.8% increase. Health benefits increased by 10% from \$89,976 in 2015 to \$98,974 in 2016. Temporary Staff increased from \$5000 in 2015 to \$15,000 in 2016. The Salary increase is because of the lack of salary being paid for the Assistant Library Director position for a few months. All vacant positions will be filled in January. An employee from the circulation department will be retiring. If all employees use all of their allotted time off then they will be absent for 20% of the year. Allan stated that other libraries have much higher increases in their budget.

Collection: \$130,000 No increase from 2015. For the state aid report, categories were made broader to separate the adult categories from the children's categories.

Programs: increased from \$27,800 in 2015 to \$36,300 in 2016. Each category was increased slightly so new programs could be added. Allan is trying to add programs for young teens and to get all middle school and high school students a library card. The museums come and provide presentations and then the patrons can attend that museum utilizing the museum pass program.

Supplies: increased from \$19,600 in 2015 to \$20,800 in 2016

Public Relations: increased from \$3,100 in 2015 to \$6,100 in 2016 with a new line item being added, 60149 Direct Marketing.

Staff Development: increased from \$6,500 in 2015 to \$14,500 in 2016. This increase is due to more staff training being attended in 2016. Allan would like to close the library for two mornings a year for staff training. Rachel and the new Circulation Supervisor will also be trained on the Edmunds System.

Utilities: increase from \$115,000 in 2015 to \$122,000 in 2016. A meeting will be taking place regarding the HVAC system.

Physical Plant: \$85,000 No increase from 2015. Offsite storage consists of a storage room for all Library records that cannot be destroyed yet.

Equipment/Maintenance: \$12,500 No increase from 2015

Expensed Equipment: increase from \$6,300 in 2015 to \$8,500 in 2016

Professional Services: decrease from \$90,200 in 2015 to \$89,400 in 2016. 2% of the budget will be assessed by M.A.I.N. In the past, M.A.I.N. was run with County assistance and is now running more on its own, so the libraries are working more closely together. \$3,000 was added for QPA services.

Other Expenses: decrease from \$200,658 in 2015 to \$180,400 in 2016

Grant Expenses: decrease from \$7,250 in 2015 to \$7,200 in 2016. Only half of the grant money will be received.

Total Operating Expenses: increase from \$1,457,818 in 2015 to \$1,577,798 which is an increase of 8.2%

Revenue: decrease from \$1,676, 295 in 2015 to \$1,649,767 in 2016

Fines Income was decreased by \$5000 to \$15,000 for 2016

Photo copies was decreased by \$200 to \$1,400 for 2016

Township Income decreased by \$10,000 to \$1,610,253 for 2016

Donations Income was included in Restricted Contributions

ELL Program – the program runs September to June and the cost per person is approximately \$360.

Approximately \$72,000 plus the contingency fund balance would be returned to the Township for 2017.

Capital Purchases:

Computer Equipment: increase from \$7,500 in 2015 to \$9,000 in 2016

Shelving replacement cost of \$18,000 for children's room and reference & circulation

**** motion made by Carmen Allora to repair the shelving in the Children's Room, Reference and Circulation immediately in 2015, from the 2016 budget. Seconded by Mayor Gallopo

Mr. Mazzaccaro yes, Mr. Tubbs yes, , Mr. Allora yes, Mr. Lefkowitz yes, Mr. D'Oench yes, Mayor Gallopo yes: Motion Carried

Circulation Office Shelving replacement: move \$9,000 from 2017 to 2016

Soft Seating: no change from 2015 \$5000

Replace Curtains: increase from \$5,000 in 2015 to \$12,000 in 2016. One quote for \$12,000 has been received but Allan will contact some other companies.

Security Cameras: \$3,500 for 2016

HVAC study: no change from 2015 \$10,000

New boiler – replacement as per quote will be \$29,400. Buildings & Grounds will discuss if this can be extended into 2017 after they meet with the HVAC Company on Friday.

Mayor Gallopo stated that Reserve and Contingency should cover all capital projects and be added into a column next to the line item.

The adhoc Committee will be Robert Donohue, Robert Lefkowitz and Larry D'Oench and will meet and discuss the Business Disaster Recovery Plan.

Capital Contingency: increase to \$15,000 for 2016

VI Old Business

Training – Larry D'Oench distributed a list of courses available on line for trustees.

VII 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 Personnel 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.

At 9:40 p.m. Tom made a motion, seconded by Scott Gallopo that the Library Board adjourn to executive Session. Vote: All in favor

Open Session reconvened at 9:47 p.m.

VIII Open Session

None

IX Adjournment

Motion to adjourn was made by Robert Lefkowitz, seconded by Scott Gallopo; meeting was adjourned at 9:47pm.