

Montville Township Public Library
Board of Trustees Special Meeting
December 2, 2020
Montville Township Municipal Building
Meeting held on GotoMeeting
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

<i>MEMBERS PRESENT</i>
Ms. Linda Peskin
Mr. David Tubbs
Mr. Robert Donahue
Mrs. Dianna Paradise
Mrs. Jane Hines
Mayor Cooney
Mr. Charles Grau
Mr. Tom Mazzaccaro
Mr. Carmen Allora

Allan M. Kleiman, Library Director – Present

Catherine LaBelle, Assistant Library Director - Present

Liz Johansen, Board Recording Secretary – Present

I. Call to Order

The meeting was called to order by Mr. 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 once they have been officially approved.

III. Pledge of Allegiance and Moment of Silence

IV. Public Comments

TAB Co-Presidents

Joshua Phillip – There are currently 26 active members that have logged over 120 hours of events. The virtual events have as many as 100 attendees. They distributed craft projects to be completed at home and held contests with prizes.

Sufi Patel – The committees have been meeting monthly to discuss new ideas for contests and craft projects. He thanked the board for their support. Mr. Mazzaccaro thanked them both for all of their hard work.

V. Committee Reports

Finance: 2021 Budget –Operating Budget

Mr. Allora stated for the next budget preparation that he would suggest closing the books earlier in order to include the November staff salaries.

The total proposed revenue for 2021 is \$1,712,500.

B-1 - COMPENSATION: increased from \$1,016,100 in 2020 to \$1,066,301 in 2021. Salaries have been increased by 2.5% for 2021.

B-2 - COLLECTION: Decreased from \$130,500 in 2020 to \$126,500 in 2021.

B-3 – PROGRAMS: Decreased from \$46,900 in 2020 to \$40,000 in 2021. Costs went down because some programs are being run by staff members.

B-4 - SUPPLIES: Decreased from \$18,000 in 2020 to \$14,000 in 2021.

B-5 – PUBLIC RELATIONS: Decreased from \$4,000 in 2020 to \$ \$3,000 in 2021.

B-6 – STAFF DEVELOPMENT: Decreased from \$14,000 in 2020 to \$8,000 in 2021.

ALA Conference will be in-person. All other Conferences are being held virtually.

B-7 – UTILITIES: Decreased for \$82,500 in 2020 to \$81,000 in 2021.

B-8 – PHYSICAL PLANT: Decreased from \$121,000 in 2020 to \$111,000 in 2021.

Funds need to be set aside for roof repair, furniture and concrete repair. Allan would like these funds set aside in Capital Reserves for 2021. \$15,000 has been set aside for front

door replacement. Allan will follow up with the Engineer and copy Mayor Cooney to get this completed.

B-9 – EQUIPMENT/MAINTENANCE: Decreased from \$24,600 in 2020 to \$23,100 in 2021.

B-10 – EXPENSED EQUIPMENT: Decreased from \$7,000 in 2020 to \$5,500 in 2021.

B-11 – PROFESSIONAL SERVICES: Decreased from \$97,500 in 2020 to \$90,300 in 2021. QPA has been removed from the budget for 2021.

B-12 – OTHER EXPENSES: Increased from \$90,500 in 2020 to \$92,200 in 2021.

TOTAL EXPENSES INCREASED FROM 1,655,600 IN 2020 TO \$1,662,800 FOR 2021

Capital Budget

Security Cameras will be added for the interior of the building. New shrubbery to be installed outside. The chiller will be paid for and off the 2021 budget. New tables will be added in the Pio Costa Auditorium. New soft seating in the children's area. New mobile app will be looked at. A new timer for the parking lot lights is needed.

TOTAL CAPITAL EXPENSES DECREASED FROM \$55,800 IN 2020 TO \$49,700 IN 2021.

TOTAL OPERATING AND CAPITAL EXPENSES \$1,712,500 FOR 2021.

VI Old Business

None

VIII New Business

None

IX Adjournment

Motion to adjourn was made by Ms. Peskin, seconded by Mr. Tubbs; meeting was adjourned at 7:52pm.