

Montville Township Public Library
Board of Trustees Special Meeting
November 29, 2017
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 Donahue
Mr. Carmen Allora
Mr. Robert Lefkowitz (8.05)
Mayor Sandham
Ms. Linda Peskin
Mrs. Jane Hines
Mr. Charles Grau (7:10pm)

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 Tom Mazzaccaro, at 7:02 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

Melissa Benno, 4 Hillcrest Road, Towaco, stated that there are no meeting times listed on the Library website for the monthly Trustee meeting.

Aleksander Dimoski, Enoch Jo and Akif Patel spoke regarding their future activities with the Teen Advisory Board at the Library. They held a lock in and had 25 attendees. They will be starting a dance class featuring Korean Pop Dance. Projects for next year include Multi-day STEAM projects.

****Mr. Grau entered (7:10pm)

Focus for next year will be more ambitious: teen coding class, energy based projects, hand held cotton candy maker project, Broadway lesson workshop.

Julie Urnstrom – ELL teacher. She thanked the Library Staff and Trustees for their on going support. There are currently 2 classes filled to capacity.

V. Committee Reports

Finance: 2017 Budget –Operating Expenses

Mr. Allora stated that \$263,000 is being paid to the Township in December and that \$254,000 is being held in a CD.

Allan is expecting donation income to be a little higher due to different efforts that they will try for 2018.

Total compensation: increased from \$878,700.00 in 2017 to \$955,270 in 2018. Line item 7-01-601-010, Salaries & Wages, was increased by \$5000 for 2018. Line item 7-01-601-150 was decreased by \$5000 for 2018. Allan would like to hire additional employees in order to avoid using temporary staff that are not familiar with the library. He would like to hire someone to maintain the website so no outside website or IT support will be needed. Also he would like to look at custodial services.

Collection: Increased from \$120,000 in 2017 to \$130,000 in 2018.

Programs: Increased from \$36,300 in 2017 to \$41,000 in 2018. There will be an increase in classes offered in the Technology room. They will look into programs on weekends and evenings and special needs programs.

Supplies: decreased from \$18,800 in 2017 to \$16,800.00 in 2018.

Public Relations: \$6,000.00 No increase from 2017 to 2018.

Staff Development: \$14,500.00 No increase from 2017 to 2018. Allan would like additional staff training.

Utilities: decreased from \$109,500 in 2017 to \$101,500 in 2018. 25% of lighting has been replaced with LED lighting. New boiler being installed and estimated savings will be \$8,000. Telephone expenses cut by 1/3 to be an estimated cost for 2018 of \$6000.

Physical Plant: decreased from \$93,000 in 2017 to \$65,250 in 2018.
\$20,000 decrease from cleaning/maintenance

Equipment/Maintenance: increased from \$17,500.00 in 2017 to \$19,000 in 2018. There was an increase in line item 7-01-609-030 from \$11,000 to \$13,000.

Expensed Equipment: \$5,000.00 no increase from 2017 to 2018.

Professional Services: decrease from \$96,880 in 2017 to \$95,800 in 2018. Legal fees decreased by 50% and the strategic plan project is completed. There was also an increase in the MAIN Assessment.

Other Expenses: increase from \$88,400 in 2017 to \$98,100 in 2018. Township In kind services increased by \$900. Contingency line item increased by \$7,000.

Grant Expenses: decrease from \$7,500 in 2017 to \$0 in 2018.

Capital Budget: decrease from \$40,500 in 2017 to \$17,500 in 2018. Circulation Office shelving decreased from \$1,500 in 2017 to \$0 in 2018. Increase in security camers from \$3,500 in 2017 to \$5,000 in 2018. Decrease in furniture. All furniture replacement will be completed.

Property & Plant Improvement - increase to \$36,940 in 2017 to \$135,000 in 2018. Chillers, curtains and lighting will be replaced in 2018.

**** Robert Lefkowitz entered 8:05pm

Computer & Related Equipment: decrease from \$45,000 in 2017 to \$12,500 in 2018. New copier will be purchased for public use.

Capital Contingency: \$25,000 no change from 2017.

Total Operating Budget is \$1,548,220.00

Total Capital Budget: increase from \$147,440 in 2017 to \$190,000 in 2018 which is an increase of 2.5%.

There is concern that the roof will need replacing in the near future with a cost of approximately \$200,000.

Mayor Sandham made a motion to accept the budget with an amendment to reduce the operating contingency from \$25,000 to \$10,000. Seconded by Mr. Allora

Mayor Sandham stated that the capital reserve line item needs to specify the projects that the funds are earmarked for. Allan stated there is currently a capital reserve line item for curtains that has \$12,500.

Mr. Tubbs yes, Mrs. Hines yes, Mr. Grau yes, Mr. Mazzaccaro yes, Mr. Donohue yes, Mr. Lefkowitz yes; Ms. Peskin yes; Mr. Allora yes; Mayor Sandham: yes Motion Carried

VI Old Business

None

VIII New Business

None

IX Adjournment

Motion to adjourn was made by Mr. Grau, seconded by Mr. Lefkowitz; meeting was adjourned at 8:35pm.