

Montville Township Public Library
Board of Trustees Meeting
February 8, 2021
Montville Township Public Library
Meeting held on Zoom
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

<i>MEMBERS PRESENT</i>
Mr. Robert Donohue
Mr. Carmen Allora
Mr. Charlie Grau
Mrs. Jane Hines
Mr. David Tubbs
Mr. Thomas Mazzaccaro
Mrs. Dianna Paradise
Ms. Linda Peskin
Mayor Cooney (7:05pm)

Catherine LaBelle, Library Director - Present

Liz Johansen, Board Recording Secretary – Present

I. Call to Order

The meeting was called to order by Mr. Mazzaccaro, at 7:00p.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. Adoption of Minutes

A. *Ms. Peskin made a motion to approve the January 11, 2021, Reorganization minutes, seconded by Mr. Tubbs*

Mr. Mazzaccaro yes; Mrs. Paradise yes; Ms. Peskin yes; Mrs. Hines yes; Mr. Allora yes; Mr. Tubbs yes; Mr. Donohue yes; Mayor Cooney absent; Mr. Grau yes; Motion Carried.

B. *Mr. Grau made a motion to approve the January 11, 2021, Regular Session minutes, seconded by Mr. Tubbs*

Mr. Mazzaccaro yes; Mrs. Paradise yes; Ms. Peskin yes; Mrs. Hines yes; Mr. Allora yes; Mr. Tubbs yes; Mr. Donohue yes; Mayor Cooney absent ; Mr. Grau yes; Motion Carried.

IV Public Comments –

None

V Reports of Officers –

Tom Mazzaccaro – President

Mr. Mazzaccaro stated Catherine had to close the Library for a couple of days due to snow.

Linda Peskin – Vice-President

Ms. Peskin had no report.

Dianna Paradise – Secretary

Mrs. Paradise had no report.

Carmen Allora – Treasurer

Mr. Allora stated that the normalized budget attainment is at 8%. Year to date revenue is on target at 8% of annual budget. Year to date operating expenditures, plus encumbrances are at 7% of annual budget. Included in expenditures is year to date salaries which is at \$59,580.00 or 7% of the total annual budget. The year to date capital expenditures are 0% of annual budget. Total capital and operating expenditures, plus encumbrances resulted in the budget surplus revenue being a positive \$19,859.00 YTD.

Robert Donohue – Assistant Treasurer

Mr. Donohue had no report.

VI Report of Liaisons

Mayor – Mayor Cooney had no report.

Superintendent Liaison of Schools – Mr. Tubbs stated that all the schools are operating on a hybrid schedule. High School classes are being scheduled for the 2021-2022 school year. Public Speaking will be a new class offered next year.

VII. Committee Reports

Finance: Mr. Allora stated he would like to get a procurement card for Library use so Catherine will not have to use her own credit card. There will be no changes to the Operating Account. Catherine will supply the Board with the Vacation and Sick time policy.

Personnel: Mr. Grau stated that Catherine was interviewed for the position of Library Director. She is in the process of drafting a job description for review of the Assistant Library Director position.

Buildings & Grounds: Mrs. Hines stated that the engineer is still waiting for some questions to be answered before he signs off on the chiller project. Duct cleaning will be next week, February 15, 16, and 17. Concrete demolition has been postponed until the spring. An architect is scheduled to do a walk-through assessment of the building.

Patron Services/Technology: Mr. Donohue stated that they will look into segmenting emails to align with patron interests. Catherine will look into getting some authors to do videos.

VIII. Library Director – Catherine LaBelle – see attached written report.

Catherine stated the Library had to close for two and a half days for snow. Lunar New Year is this week. 75 people are signed up for the virtual program. She has applied for additional grant money and will receive \$800. She will use the grant money for 2 series through the Gilder Lehrman Institute.

IX. Resolutions/Motions

- A. Resolution to approve the checks numbered 14621 and 14685 dated January 1 to January 31, 2021 in the amount of \$81,385.90

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

Mr. Mazzaccaro yes; Mr. Grau yes; Mrs. Paradise yes; Ms. Peskin yes; Mrs. Hines yes; Mr. Allora yes; Mr. Tubbs yes; Mayor Cooney yes; Mr. Donohue yes; Motion Carried.

- B. Resolution to accept staff salaries for the month of January 2021 in the amount of \$59,579.54

Motion made by Mr. Allora and seconded by Ms. Peskin

Mr. Mazzaccaro yes; Mr. Grau yes; Mrs. Paradise yes; Ms. Peskin yes; Mrs. Hines yes; Mr. Allora yes; Mr. Tubbs yes; Mayor Cooney yes; Mr. Donohue yes;
Motion Carried

- C. Resolution to appoint Catherine LaBelle to the position of Director of the Montville Township Public Library, effective January 16, 2021, at an annual salary of \$92,000, pro-rated from January 16, 2021 to December 31, 2021.

Motion made with congratulations by Mr. Grau and seconded by Mrs. Hines

Mr. Mazzaccaro yes; Mr. Grau yes; Mrs. Paradise yes; Ms. Peskin yes; Mrs. Hines yes; Mr. Allora yes; Mr. Tubbs yes; Mayor Cooney yes; Mr. Donohue yes;
Motion Carried

- D. Resolution to approve the Cash Management Plan for 2021.

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

Mr. Mazzaccaro yes; Mr. Grau yes; Mrs. Paradise yes; Ms. Peskin yes; Mrs. Hines yes; Mr. Allora yes; Mr. Tubbs yes; Mayor Cooney yes; Mr. Donohue yes;
Motion Carried

- E. Resolution to close the Library to the public on Tuesday, February 16 and Wednesday, February 17th for duct cleaning. Curbside pick will be available.

Motion made by Ms. Peskin and seconded by Mr. Grau

Mr. Mazzaccaro yes; Mr. Grau yes; Mrs. Paradise yes; Ms. Peskin yes; Mrs. Hines yes; Mr. Allora yes; Mr. Tubbs yes; Mayor Cooney yes; Mr. Donohue yes;
Motion Carried

X. Public Comments –
None

XI. Old Business
None

XI. New Business

1. *Mr. Allora made a motion to secure a procurement card for ordinary and minor expenses under the State of New Jersey Procurement Card Program. Seconded by Mr. Grau.*

Mr. Mazzaccaro yes; Mr. Grau yes; Mrs. Paradise yes; Ms. Peskin yes; Mrs. Hines yes;
Mr. Allora yes; Mr. Tubbs yes; Mayor Cooney yes; Mr. Donohue yes; Motion Carried

2. Strategic Plan Committee A new plan needs to be drafted for 2022 – 2025 which takes 3-6 months to complete. Catherine would like to start doing the interviews and focus groups soon and thinks the staff can do the work instead of it being contracted out.
3. Assistant Library Director Position – Catherine is drafting a job description for approval.
4. Bylaws Committee – Mr. Mazzaccaro will set up a meeting.

XII. Executive Session
None

XIV. Adjournment

Motion to adjourn was made by Mr. Grau seconded by Mr. Allora; meeting was adjourned at 7:51pm.