

Montville Township Public Library  
Board of Trustees Meeting  
August 10, 2015  
Montville Township Public Library  
90 Horseneck Road  
Montville, New Jersey 07045

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**OPEN SESSION**

<b><i>MEMBERS PRESENT</i></b>
Mr. Tom Mazzaccaro
Mr. David Tubbs
Mr. Peter King
Mr. Carmen Allora
Mr. Robert Lefkowitz
Mr. Cesar Correa
Mr. Larry D'Oench
Mr. Robert Donohue
Mayor Gallopo

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 7:35 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 tape-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. Adoption of Minutes**

Robert Lefkowitz made a motion to approve the amended July 13, 2015, Regular Session minutes, seconded by Carmen Allora Motion carried. Ayes: Mr. Mazzaccaro, Mr. Tubbs, Mr. King, Mr. Allora, Mr. Lefkowitz, Mr. Correa, Mr. D'Oench, Mr. Donohue, Mayor Gallopo

**V. Public Comments**

None

**VI. Reports of Officers –**

Thomas Mazzaccaro – President

Tom stated he met with an audio engineer who fixed the feedback issue on the microphones. He recommended a speaker upgrade to improve the audio quality that will cost approximately \$1000.

Robert Lefkowitz – Vice-President

Robert has no report.

Larry D'Oench – Secretary

Larry has no report.

Carmen Allora – Treasurer

Carmen stated that the July year to date actual results to July year to date budget attainment is \$30,400 under budget. The net of the Operating expenses underage of \$46,800 and the Revenue underage of \$16,400.

Net operating expenses are under budget by \$46,800

Compensation being over by \$8,900 net in total due to various overages and underages by compensation line items: health and payroll taxes under budget \$12,000, temporary help over budget \$29,500, offset by normal salaries under budget by \$30,500, PERS overage of \$22,100.

Collection under budget by \$13,400, physical plant under budget by \$6,900, Professional services over budget by \$6,300 due to M.A.I.N. Assessment over by \$8,500, other expenses are under by \$51,200 due to Township In-kind expense and Township Insurance collectively over by \$22,200 and O/E contingencies under by \$73,300. O/E contingencies underage accounts for the majority of our Operating Expense underage.

Revenues are under budget by \$16,400. Contributions are under budget by \$4,500, ELL grant is under budget by \$4,300, fines revenue is under by \$2,100 and state aid is under

budget by \$5,500 which funds later in the year. Miscellaneous under and over budget line items net to \$0 balance.

Capital expenditures were \$9,000; budget attainment year to date was 6.4% of the annual budget of \$141,700.

On July 22<sup>nd</sup>, Carmen, Tom and Allan met with Ralph Fredericks regarding the additional billing. He did not have the requested information so they will meet with him again in the future. The committee will continue to research Edmunds and Peachtree and will make a decision.

Larry and Carmen met with Margaret and George Lam regarding a \$1000 donation that they would like to make to the ELL program.

Robert Donohue – Assistant Treasurer  
Robert has no report.

Report of Board Attorney – Valerie has no report.

## **VII. Committee Reports**

Finance:

The committee met on July 22 and discussed:

- Draft Audit

- Fundraising activities – possible donation link on the website.

- ELL Classes

- Peachtree Accounting System

- Petty Cash Policy and Procedures

- 2016 Budget – First draft to be completed in October and final draft in November

They discussed a fixed asset accounting system. All property above \$500 with at least one year of fixed asset life would be labeled and recorded by the Library staff.

Personnel: Cesar stated they are meeting this Wednesday.

Buildings & Grounds: Larry stated that the AED's have been mounted. The committee will be meeting later in the month.

Technology: Robert L. stated that the feedback on the microphones has been fixed. He questioned if the upgrade to the PA system should be capital expense or a maintenance expense. Carmen stated it should be a capital project.

Allan is working on the digital classroom and a disaster recovery plan. He will speak to MAIN and Polaris to see what plans they have in place.

Patron Services: Robert D. stated that the ELL grant has been reduced by half. To begin, classes will be reduced from 3 classes to 2 classes in September. There is currently a short fall of \$1,500. Larry suggested approaching the different clubs in town such as the Korean, Chinese and Indian Club and ask for funding. The restricted funds line item only has \$480 left from the 2014-2015 grant. Carmen asked if the Board of Education has ever considered running adult classes. As far as Dave knows there is no interest. Scott asked if the grant funds the entire program. Allan stated that the grant has been covering 3 classes in the fall and 3 classes in the spring and the instructor fees. Tom stated they can approach the Literacy Foundation and ask about funding for the following year so that funds can be set aside.

Library Director – Allan Kleiman

The self-check out machines are up and running and being utilized by the patrons. The museum pass program launched on August 5<sup>th</sup>. They will promote this program using social media. Summer reading was popular all summer. Allan attended two training sessions, one was the management and set-up of the self-check machines and the second was with the staff of Collection HQ. Allan and Jeanne met with Sean Canning to discuss upcoming projects. Matrix World made a visit regarding the solar panel project. And four panic alarms were installed in the Library.

Patrons would like to make donations to the library in Joe's name and Allan would like to name the digital classroom after Joe for all his dedication to this project.

## **VIII Resolutions/Motions**

- A. Resolution to approve the check register dated July 1-31, 2015 in the amount of \$70,383.01 – motion carried following roll call vote: Ayes: Mr. Mazzaccaro, Mr. Tubbs, Mr. King, Mr. Allora, Mr. Lefkowitz, Mr. Correa, Mr. D'Oench, Mr. Donohue, Mayor Gallopo
- B. Resolution to accept salaries for month of July 2015 in the amount of \$59,278.79 - motion carried following roll call vote: Ayes: Mr. Mazzaccaro, Mr. Tubbs, Mr. King, Mr. Allora, Mr. Lefkowitz, Mr. Correa, Mr. D'Oench, Mr. Donohue, Mayor Gallopo
- C. Resolution to approve the Petty Cash Policy - motion carried following roll call vote: Ayes: Mr. Mazzaccaro, Mr. Tubbs, Mr. King, Mr. Allora, Mr. Lefkowitz, Mr. Correa, Mr. D'Oench, Mr. Donohue, Mayor Gallopo

Peter asked who signs in case the manager is not available. A paragraph will be added to state that it would be whomever written delegation is awarded to in the absence of the manager. All in favor following roll call vote: Ayes: Mr. Mazzaccaro, Mr. Tubbs, Mr. King, Mr. Allora, Mr. Lefkowitz, Mr. Correa, Mr. D'Oench, Mr. Donohue, Mayor Gallopo

## **IX Old Business**

- A. Audio recordings on Website –Robert L would like the audio recordings uploaded to the website. This will be tabled to the September meeting. Seconded by Cesar

## **X New Business**

- A. Carmen Allora made a motion to accept the Library's annual audit dated December 31, 2014 - motion carried following roll call vote: Ayes: Mr. Mazzaccaro, Mr. Tubbs, Mr. King, Mr. Allora, Mr. Lefkowitz, Mr. Correa, Mr. D'Oench, Mr. Donohue, Mayor Gallopo
- B. Robert Lefkowitz made a motion to spend up to \$1000 to upgrade the audio system for the auditorium and for the funds to be taken from the Capital contingency line item. The project will consist of wall mounted speakers and a Yamaha PA head. The old equipment can be used in the digital classroom. The town electrician can do the installation. motion carried following roll call vote: Ayes: Mr. Mazzaccaro, Mr. Tubbs, Mr. King, Mr. Allora, Mr. Lefkowitz, Mr. Correa, Mr. D'Oench, Mr. Donohue, Mayor Gallopo
- C. Carmen Allora made a motion to begin accepting donations from the patrons in Joe Gasparro's name and to name the new Technology room in his name.

Robert Lefkowitz was concerned that naming a room after an employee would set a precedent. Tom stated that this would be appropriate because the patrons are looking to make donations to a fund to assist with costs of setting up the room that Joe was very instrumental in completing. motion carried following roll call vote: Ayes: Mr. Tubbs, Mr. King, Mr. Correa, Mr. D'Oench, Mr. Donohue, Mayor Gallopo; Abstentions: Mr. Lefkowitz, Mr. Mazzaccaro, Mr. Allora,

## **XI Executive Session**

None

## **XII Executive Session Minutes**

## **XIII Adjournment**

Motion to adjourn was made by Cesar Correa, seconded by Scott Gallopo; meeting was adjourned at 9:00pm.