

Montville Township Public Library  
Board of Trustees Meeting  
April 11, 2016  
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. Robert Lefkowitz
Mr. Larry D'Oench
Mr. Carmen Allora
Mr. David Tubbs
Mr. Robert Donohue
Mr. Cesar Correa
<b><i>MEMBERS ABSENT</i></b>
Mayor Sandham
Mrs. Jane Hines

Allan M. Kleiman, Library Director – Present

Joseph Bell, Board Attorney – Absent, Brian Laskiewicz, 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 digitally recorded. Minutes will be available to the public on the Library's website once they have been officially approved.

### **III. Adoption of Minutes**

Robert Lefkowitz made a motion to approve the amended March 14, Regular session minutes, seconded by Robert Donohue

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mr. Allora yes, Mr. Correa yes, Mr. Donohue yes, Mr. Tubbs yes, Mr. D'Oench abstained: Motion Carried

Carmen Allora made a motion to approve the March 17, Special session minutes, seconded by Robert Lefkowitz

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mr. Allora yes, Mr. Correa abstained, Mr. Donohue yes, Mr. Tubbs yes, Mr. D'Oench yes: Motion Carried

### **IV. Public Comments**

Kathleen Ingargiola, 8 Aynsley Court spoke to the Board regarding the children's section and the puzzles. There are many pieces missing. Mr. Mazzaccaro told her that Patron Services Committee will discuss this at their next meeting.

### **V. Reports of Officers –**

Tom Mazzaccaro – President

Tom stated that he met with Buildings & Grounds, Business Continuity, and the Technology Committee. He stated he believes the committee meetings are very important. The Board attorney distributed a letter regarding an email OPMA question and Brian stated that there was no violation but he reminded everyone to be cautious when sending and responding to email. It's best to hit "reply" rather than to send to "reply all."

Robert Lefkowitz – Vice-President

Robert has no report.

Larry D'Oench – Secretary

Larry has no report.

Carmen Allora – Treasurer

Carmen stated the committee will discuss the Transfer of Funds to the Township. March 31<sup>st</sup>, ideal attainment is 25%, Total revenue is at 25% with a revenue total of \$408,397.91, Salary & Wages is under by 25% at \$125,422.38 ytd, and Temporary Staff is at \$19,707.72 which is \$4,700 under budget. Current expenditures are at \$90,036.46, Capital expenditures are at \$300.38. Capital Budget is at \$260,199.62. Allan will be discussing with Edmunds to change the formatting of the report.

Robert Donohue – Assistant Treasurer

Robert has no report.

Report of Board Attorney – Brian discussed the letter regarding the OPMA. Tom questioned what constitutes “conducting business”. Brian stated an organized meeting will be a violation or a discussion regarding a subject that will be voted on at a later meeting. Committee meetings are not a violation since no action can be taken.

## **VI. Committee Reports**

Finance: Carmen stated they met on March 18 to discuss the Transfer of Funds to the Township. Robert Donohue will review the bank reconciliation and petty cash on a quarterly basis.

Personnel: Cesar stated that the committee will be conducting an interview for the Head of Circulation position. A recommendation will be given at the May meeting.

Buildings & Grounds: Larry stated that the lights have been fixed. Shelving is ordered. Once shelving is installed then carpeting will be replaced. Quiet room has new table and chairs coming. All strategic plan items have been completed. The items from the assessment report have almost all been completed also. Allan spoke to the electrician regarding LED retrofit bulbs which will last much longer. The two bathrooms hallways in the Pio Costa Auditorium already have these bulbs.

Technology: Robert Lefkowitz stated the committee discussed Google Docs, Google Calendar for all Committee & Board meetings, Audio in Pio Costa Auditorium , cloud storage, sharing of internet (Public Login and how to protect the Library), Tech policy, supplemental google docs training session and the idea of voice over IP. Robert has a webcast that he will forward to Allan.

Patron Services: Robert D stated the committee discussed the summer reading list for school, museum passes and potentially adding an orientation packet for new residents, and summer programming for high school students.

Business Continuity: Robert L stated the Committee discussed what needs to be done daily, weekly and on a long term basis in case of a disaster and time frames will be established. They will have some information on a power backup system in the next couple of months.

Library Director – Allan Kleiman

Allan stated that 92 adults attended the screening of the movie Brooklyn. The 3-part Montville U class on Syria reached 50 adults at each session. The video games have been reorganized and new titles section has been added. The rusty and leaky valves in the mechanical room were replaced. Allan attended a conference on April 8 at Brookdale Community College for Lifelong Learning relating to our ELL Class. Circulation for the month of March 2016 was 17,529 items compared to 19,828 for 2015. For National Library Week, the Library will provide lunch for the staff.

Rachel spoke and she would like to do a theme every day for staff during National Library Week. Mismatch Day, Character Day, Sports Team Day, Crazy Hat Day and Favorite Color. Robert Lefkowitz suggested involving the staff and patrons next year.

Robert Lefkowitz also asked about the membership to Ancestry.com. Allan stated that MAIN purchased a membership to MyHeritage which will begin in May.

## **VII. Resolutions/Motions**

- A. Resolution to approve the check register dated March 1-31, 2016 in the amount of \$45,916.51

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mr. Allora yes, Mr. Correa yes, Mr. Donohue yes, Mr. Tubbs yes, Mr. D'Oench yes: Motion Carried

- B. Resolution to accept the salaries for month of March 2016 in the amount of \$41,471.51 and ELL earnings of \$1,263.83

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mr. Allora yes, Mr. Correa yes, Mr. Donohue yes, Mr. Tubbs yes, Mr. D'Oench yes: Motion Carried

## **VIII. Old Business**

Resolution made by Carmen Allora establishing intent to transfer excess funds in the amount of \$90,583 to the municipality of the Township of Montville pending the approval of the State Librarian. Seconded by Robert Donohue

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mr. Allora yes, Mr. Correa no, Mr. Tubbs yes, Mr. D'Oench yes: Motion Carried

Cesar believes that the money should be used for spousal and family health benefits. Tom stated this amount has only eliminated or decreased contingency line items. Cesar would like to see costs of medical plans that are available and would like to discuss at the Personnel Committee meeting and get some proposals possibly for January 1 and be

budgeted for 2017. The ballpark figure that was received last year was about \$100,000. Larry suggested looking into a cafeteria plan for the employees. Allan stated that they are having trouble getting and keeping staff because of lack of benefits. Cesar stated they need to get a list of plans and costs and list all the employees and what the cost will be per employee.

**IX. New Business**

None

**X. Executive Session**

None

**XI. Open Session**

None

**XII. Adjournment**

Motion to adjourn was made by Robert Lefkowitz, seconded by David Tubbs; meeting was adjourned at 9:10pm.