

Montville Township Public Library  
Board of Trustees Meeting  
January 8, 2018  
Montville Township Public Library  
90 Horseneck Road  
Montville, New Jersey 07045

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**OPEN SESSION**

<b>MEMBERS PRESENT</b>
Mr. Robert Lefkowitz
Ms. Linda Peskin
Mrs. Jane Hines
Mr. Charlie Grau
Mr. David Tubbs
Mr. Tom Mazzaccaro
Mr. Carmen Allora
Mr. Robert Donohue
Mayor Conklin

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 8:05 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 and at the Library’s Information Desk once they have been officially approved.

**III. Adoption of Minutes**

*Mr. Grau made a motion to approve the December 11, 2018 Regular session minutes, seconded by Mr. Lefkowitz*

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 Conklin abstained: Motion Carried

**IV. Public Comments –**

None.

**V. Reports of Officers –**

Tom Mazzaccaro – President

Mr. Mazzaccaro stated he will get back to everyone regarding committee appointments in February. He welcomed Mayor Conklin to the Board and stated there are new projects being planned for 2018.

Robert Lefkowitz – Vice-President

Mr. Lefkowitz stated the committees will remain the same for the month of January.

Jane Hines – Secretary

Mrs. Hines had no report.

Carmen Allora – Treasurer

Mr. Allora stated that normalized budget attainment is at 100%. Year to date revenue is on target at 100% of annual budget. Year to date operating expenditures, plus encumbrances are at 117% of annual budget. Included in expenditures is year to date salaries and temporary help which are at \$661,071 or 100% of the total annual budget. The year to date capital expenditures are 92% of annual budget. Total capital and operating expenditures, plus encumbrances have reduced the budget surplus revenue to negative \$168,077

YTD.

Robert Donohue – Assistant Treasurer

Mr. Donohue had no report.

**VI. Report of Liaisons**

Mayor – Mayor Conklin stated that the Capital Budget is being discussed. Matthew Kayne and June Witty are the new Committee Members.

Superintendent Liaison of Schools – Mr. Tubbs congratulated Mr. Grau on his election as President of the Board of Education.

## **VII. Committee Reports**

Finance: Mr. Donohue stated they went over the check register and Edmunds reports. Mr. Allora stated that the CD's can be liquidated and put into the operating account. Discussion took place regarding rates at other banks. CD rates will be looked into by Allan.

Personnel: Mr. Lefkowitz stated that Allan's performance evaluation is complete.

Buildings & Grounds: Mrs. Hines stated that the committee met on December 19th. The boiler leak has been repaired. The outdoor lighting that was incorrectly installed has been fixed. The committee discussed lawn service and snow removal. They have been unsuccessful in obtaining a quote for the drapes in the Pio Costa Auditorium. A suggestion was made to possibly tinting of the windows. Allan will prepare an RFP for the next meeting.

Technology: Mr. Lefkowitz stated that the committee discussed VoIP. RFQ was distributed to the Trustees. The committee also discussed microphones.

Patron Services: Mr. Donohue stated that the committee met on January 3rd. The new children's books were ordered. Books in foreign languages were ordered and received. Kanopy will be ordered, documentary streaming website. Cost per viewing is \$2.00. Walter will re-evaluate the fines and fees collection in March and report back. The second reminder letter should be sent within 30 days of the original letter.

## **VIII. Library Director – Allan Kleiman**

Allan stated that the library circulated 15,914 items in December. The passes to MOMA arrived and Catherine set them up in Tix Keeper. The passes to the Museum of Natural History will expire this month. The English Language Learner fall semester ended with a graduation. Attendance at the STEAM programs and Wii tournament is up. The K-Pop Dance Lesson, was a popular addition to our events for teens.

An advertisement for our Digital Services Librarian, a part time librarian and part time library assistant was posted. On December 6<sup>th</sup> the library hosted an all day MAIN program on Sustainable Libraries.

The 1099 for 2017 arrived. Employee health contributions have been calculated as per Chapter 78 Health and pension reforms.

Catherine attended the MAIN Technology Committee meetings at Bernards Township Library.

A Vision and Mission statement need to be created. The Strategic and Technology Plans will be distributed shortly to the Board in a meeting with the consultants for final discussion.

**IX. Resolutions/Motions**

- A. Resolution to approve the checks numbered 12340 through 12384 dated December 1 to December 31, 2017 in the amount of \$49,723.63

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

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 Conklin yes: Motion Carried.

- B. Resolution to accept the salaries for month of December 2017 in the amount of \$48,775.60 and ELL teacher salaries in the amount of \$1,316.40 for a total of \$50,092.00

*Motion made by Mr. Allora and seconded by Mr. Donohue*

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 Conklin yes: Motion Carried.

**X. Old Business**

1. RFQ for VoIP – Mr. Grau has amendments. Mr. Lefkowitz will bring back at the February Trustee meeting.
2. *Mr. Lefkowitz made a motion to send out the second late notice to patrons for fines and fees within 30 days of the first notice and send to collections 30 days later. Seconded by Mayor Conklin*

Allan stated that they currently do not have a collection agency. Notices are sent out to patrons that owe more than \$50. The first two letters are automatically generated by the system. Allan would rather get the books back than get the fines. Catherine and Allan will work with Walter to get the additional letters out.

*Mr. Lefkowitz made a motion to postpone the previous motion to the next meeting. Seconded by Mr. Allora. All in favor by voice vote.*

**XI. New Business**

*Mr. Allora made a motion to place the funds from the two CD's, that are coming due in January, into the operating account until further research and quotes can be received for new rates. Seconded by Mr. Lefkowitz*

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 Conklin yes: Motion Carried.

Mr. Allora asked if Allan can get rates from the local banks.

**XII. Executive Session**

None

**XIII. Executive Session Minutes**

None

**XIV. Adjournment**

Motion to adjourn was made by Mr. Grau, seconded by Mr. Lefkowitz; meeting was adjourned at 9:17pm.