

Montville Township Public Library  
Board of Trustees Meeting  
December 12, 2016  
Montville Township Public Library  
90 Horseneck Road  
Montville, New Jersey 07045

---

**OPEN SESSION**

<b>MEMBERS PRESENT</b>
Mr. Robert Lefkowitz
Mrs. Jane Hines
Mr. Larry D'Oench
Mr. Carmen Allora
Mayor Sandham
Mr. Robert Donohue
Mr. David Tubbs
Mr. Tom Mazzaccaro

Allan M. Kleiman, Library Director – Present

Joseph Bell, Board Attorney – Absent, Valerie Fassalo, 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**

Mayor Sandham made a motion to approve the November 12, Regular session minutes, seconded by Larry D'Oench

Mr. Lefkowitz yes, Mr. Tubbs abstained, Mr. Donohue yes, Mr. D'Oench yes, Mr. Allora yes, Mrs. Hines yes, Tom Mazzaccaro abstained, Mayor Sandham yes: Motion Carried

Carmen Allora made a motion to approve the November 30, Special session minutes, seconded by Robert Lefkowitz

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Donohue yes, Mr. D'Oench yes, Mr. Allora yes, Mrs. Hines yes, Tom Mazzaccaro yes, Mayor Sandham yes: Motion Carried

**IV. Public Comments – None**

**V. Reports of Officers –**

Tom Mazzaccaro – President

Tom stated that the budget is ready and he commended everyone on their attendance at the budget meeting. Two board members terms are up at the end of December. Larry D'Oench will not be returning and he was thanked for his service.

Robert Lefkowitz – Vice-President

Robert has no report.

Larry D'Oench – Secretary

Larry has no report.

Carmen Allora – Treasurer

Carmen stated that normalized budget attainment is at 92%. Year to date revenue is on target 92% of annual budget. Year to date operating expenditures are \$1,329,804.00 or 81% of annual budget. Included in expenditures is year to date salaries and temporary help which are at \$560,525.00 or 90% of their combined budget. The year to date operating budget surplus is \$182,300.00 and year to date capital expenditures are \$84,521.00 or 32% of annual budget. Total capital and operating expenditures have reduced the budget surplus revenue by \$207,565.00 YTD.

Jim asked why there was \$147,000 budgeted for Revenue over Expenses. Tom stated the money can't be encumbered until after budget is approved by the State Library. Jim stated it should be run on the balance sheet and not through the income statement.

Robert Donohue – Assistant Treasurer

Robert has no report.

Report of Board Attorney – Valerie has no report.

## **VII. Committee Reports**

Finance: Carmen stated the budget is done and changes and adjustments have been made.

Personnel: Robert L stated the committee did not meet this month. They are attempting to have an ADHOC meeting regarding the new assistant director.

Buildings & Grounds: Larry stated the committee met on November 22. The carpet install bid opening is on December 9<sup>th</sup>. Allan stated he spoke to Victor Canning and the Engineer regarding the rain water accumulation by the entrance of the Library. The drains are located in the correct locations in the parking lot to remove the rain water. Boiler replacement does not need to be done next year but should be discussed by the Buildings and Grounds Committee. Upgrade in lighting should also be looked at in the future for energy cost savings.

Technology: Robert Lefkowitz stated the committee met on November 21st. They purchased smart tv's and laptops for the new classroom. The staff will be trained in Office 2016.

Patron Services: Robert D has no report.

Business Continuity: Robert L stated that they received the final draft of the Business Continuity document. Valerie stated that this document will be similar to the employee handbook and be used for internal use only.

Library Director – Allan Kleiman

Allan stated that all the mechanical and control issues with the HVAC system have been fixed. One application for the Assistant Library Director has been received and the Personnel Committee will discuss. The Library circulated 15,339 items for the month of November 2016.

## **VIII Resolutions/Motions**

A. Resolution to approve the check register dated November 1-30, 2016 in the amount of \$189,933.15

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Donohue yes, Mr. D'Oench yes, Mr. Allora yes, Mrs. Hines yes, Tom Mazzaccaro yes, Mayor Sandham yes: Motion Carried

- B. Resolution to accept the salaries for month of November 2016 in the amount of \$65,535.54 for regular staff earnings.

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Donohue yes, Mr. D'Oench yes, Mr. Allora yes, Mrs. Hines yes, Tom Mazzaccaro yes, Mayor Sandham yes: Motion Carried

- C. Resolution to approve the 2017 Budget, in the amount of \$1,720,120 for Operating Expenses and \$147,440.00 for Capital Expenses.

Carmen stated that corrections were made to line items and discussed at the budget meeting.

Larry asked about the equipment that will be ordered the Pio Costa Auditorium. Allan stated that the manual checkout doesn't work because the equipment is needed to check the books out correctly.

Robert L asked what happens if there is a power failure. Allan stated they will have to close until power is restored. If the network goes down there is use of an off line client to check books out.

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Donohue yes, Mr. D'Oench yes, Mr. Allora yes, Mrs. Hines yes, Tom Mazzaccaro yes, Mayor Sandham yes: Motion Carried

- D. Resolution to establish a Capital Reserve account for specific future expenditures.

Jim wants to make sure that funds put in the Capital Reserve are to be used for specific projects. A resolution would have to be approved in order to use these funds for other projects.

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Donohue yes, Mr. D'Oench yes, Mr. Allora yes, Mrs. Hines yes, Tom Mazzaccaro yes, Mayor Sandham yes: Motion Carried

- E. Resolution to transfer \$12,000 from, the 2016 Capital Expenditures to the Capital Reserve Account for the purpose of replacing window treatments in the Pio Costa Auditorium.

Allan stated that he is having trouble finding a vendor to replace the curtains. Buildings and Grounds will look into this and report back at a later date.

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Donohue yes, Mr. D'Oench yes, Mr. Allora yes, Mrs. Hines yes, Tom Mazzaccaro yes, Mayor Sandham yes: Motion Carried

- F. Resolution to award the contract for carpeting and flooring for the Library and Pio Costa Auditorium to: Commercial Interiors Direct, Inc. Riverdale, NJ in the amount of \$123,181.64 subject to the following provisions: Requirement of a Performance Bond to the Montville Township Public Library, and State of New Jersey AA201 form. Upon completion of the job and prior to payment provision of a AA202 form and within 10 working days of their own payroll provide the Montville Township Public Library a certified payroll for our own records.

Jim asked if the entire amount is encumbered. Allan stated that it is and the price is the total price of the project.

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Donohue yes, Mr. D'Oench yes, Mr. Allora yes, Mrs. Hines yes, Tom Mazzaccaro yes, Mayor Sandham yes: Motion Carried

- G. Resolution to hire Tiffany Lee, part-time Library Monitor (page) effective January 1, 2017 at a rate of \$8.44 per hour.

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Donohue yes, Mr. D'Oench yes, Mr. Allora yes, Mrs. Hines yes, Tom Mazzaccaro yes, Mayor Sandham yes: Motion Carried

- H. Resolution to hire Angelina Cucci, part-time Library Monitor (page) effective January 1, 2017 at a rate of \$8.44 per hour.

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Donohue yes, Mr. D'Oench yes, Mr. Allora yes, Mrs. Hines yes, Tom Mazzaccaro yes, Mayor Sandham yes: Motion Carried

- I. Resolution to hire Kristina Chan, part-time Library Monitor (page) effective January 1, 2017 at a rate of \$8.44 per hour.

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Donohue yes, Mr. D'Oench yes, Mr. Allora yes, Mrs. Hines yes, Tom Mazzaccaro yes, Mayor Sandham yes: Motion Carried

- J. Resolution to change the status of Jeff Cupo, part-time Library Associate to full-time Librarian I effective January 1, 2017 at the rate of \$22.74 per hour

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Donohue yes, Mr. D'Oench yes, Mr. Allora yes, Mrs. Hines yes, Tom Mazzaccaro yes, Mayor Sandham yes: Motion Carried

- K. Resolution to accept the resignation of Rachel Pekar, Assistant Library Director/Head, Programs & Services effective January 1, 2017.

Tom thanked Rachel for her service to the Library.

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Donohue yes, Mr. D'Oench yes, Mr. Allora yes, Mrs. Hines yes, Tom Mazzaccaro yes, Mayor Sandham yes: Motion Carried

## **IX Old Business**

- A. Website Maintenance will be discussed at the Personnel Committee meeting.
- B. Cindy LaRue was employed by another Library and she will check with PERS to find out how many hours she will be allowed to work.

## **X New Business**

- A. Appoint Committee to nominate committee seats. Robert Donohue will be the Chairman along with Jane Hines and David Tubbs

## **XII Executive Session Minutes**

Mayor Sandham made a motion to approve the November 30, Executive session minutes, seconded by Carmen Allora

Mr. Lefkowitz yes, Mr. Tubbs abstained, Mr. Donohue yes, Mr. D'Oench yes, Mr. Allora yes, Mrs. Hines yes, Tom Mazzaccaro abstained, Mayor Sandham yes: Motion Carried

## **XIII Adjournment**

Motion to adjourn was made by Robert Lefkowitz, seconded by Jane Hines; meeting was adjourned at 9:02pm.