

Montville Township Public Library
Board of Trustees Meeting
June 8, 2015
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

MEMBERS PRESENT
Mr. Tom Mazzaccaro
Mr. David Tubbs
Mr. Peter King
Mr. Carmen Allora
Mr. Robert Lefkowitz
Mayor Gallopo
MEMBERS ABSENT
Mr. Robert Donohue
Mr. Cesar Correa
Mr. Larry D'Oench

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 7:34 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

Peter King made a motion to approve the May 11, 2015, Regular Session minutes, seconded by Robert Lefkowitz Motion carried. Ayes: Mr. Mazzacarro, Mr. Tubbs, Mr. Lefkowitz, Mayor Gallopo, Mr. Allora and Mr. King

V. Public Comments

None

VI. Reports of Officers –

Thomas Mazzacarro – President

Tom stated that he met with RSC and a report is expected shortly.

Robert Lefkowitz – Vice-President

Robert has no report.

Larry D'Oench – Secretary

Larry absent, no report.

Carmen Allora – Treasurer

Carmen stated that the year to date actual was \$6000 under budget.

Compensation being over by \$7,000 net in total due to various overages and underages by compensation line items: health and payroll taxes under budget \$11,000, temporary help over budget \$23,000, offset by normal salaries under budget by \$38,000, PERS overage of \$32,000.

Collection under budget by \$8,700, physical plant under budget by \$11,200, Professional services over budget by \$7,500 due to M.A.I.N. Assessment over by \$12,000, other expenses are under by \$18,000 due to Township In-kind expense over by \$23,800 and contingencies under by \$52,400.

Revenues are under budget by \$11,700. Contributions are under budget by \$2,800, ELL grant is under budget by \$3,000 and state aid is under budget by \$3,900 which funds later in the year.

Capital Budget Attainment is 25%. Year to date spending is \$35,425 vs budget of \$141,700.

Robert Donohue – Assistant Treasurer

Robert absent, no report.

Report of Board Attorney – Valerie has no report.

VII. Committee Reports

Finance:

Peachtree Consultant – Carmen stated that Allan has not secured a consultant as of yet to review the Peachtree Software. He has not been able to find someone that will train the employees on the software, they will only run the reports. Robert Lefkowitz stated that the Township is researching new IT services and some of the applicants may be familiar with Peachtree. Allan will send an email to Nicovaccia regarding the audit and ideas.

Petty Cash Policy – Carmen stated that he drafted the new policy and it will be discussed at the Finance Committee meeting on Wednesday.

Transfer of Funds – Allan states it was approved and a letter was received from the State Meeting will be rescheduled for the following Wednesday, June 17.

Personnel: Tom stated that they did not meet.

Buildings & Grounds: Peter stated that they discussed issues at the amphitheater. The railings are loose and need to be stripped of paint and there is a mosquito problem.

The building assessment was done and no major issues were found. A comprehensive report will be received by the end of June.

Energy audit – extension was granted but no date was given.

Parking lot- Painting is completed and signage is almost completed. New signs were placed on book drop boxes.

AED – Training will take place on June 25.

Part Time Custodian – They are looking at the possibility of hiring part time custodian.

Painting – Project will go out to bid as the bids were over the thresholds.

Valerie will check if the painting can begin on the interior since it's under the threshold at \$16,500. The project was set up in three phases. There were two bids received so the project will have to go out to bid again.

Carmen would like to reserve the capital contingency line item of \$16,500 to the painting project.

Technology: Robert stated they discussed the Digital Classroom. The room will be cleaned out by the end of June. They are soliciting class ideas from patrons and employees. The budget set is \$15,000 which will include funds from fundraising.

Patron Services: Robert absent, Allan stated they discussed the Museum Pass Policy. The passes are ready to be distributed and the policy will need to be adjusted as needed. They also discussed the Study Room Policy and how the room will be administered, ie. First come first served and bringing furniture in and out of the room.

Library Director – Allan Kleiman

Allan and Joe attended the Active Shooter Training session on May 7. An Emergency Policy will be implemented and Tom would like Patron Services to review this Policy. Allan stated the Library currently has one panic button that alerts the police of a problem. Allan and Joe attended the Super Supervisor Training. The session was devoted to personnel issues, including FMLA, Civil Service and Sexual Harassment. The New Jersey State Librarian approved the Transfer of Funds. Allan and Carmen attended the meet and greet with the new Superintendent. The kick-off to Summer Reading is Saturday, June 13. Robert asked if it would be useful to keep track of attendance at classes and lectures. Allan stated the staff can populate a more detailed list. Allan stated that if attendance is low for a program, that program will not be booked again. Carmen asked what the remaining \$2800 in staff development will be used for. Allan stated webinars and seminars for the remainder of the year. Allan stated that ADP is now cloud based and he will advise Nisovaccia.

VIII Resolutions/Motions

- A. Resolution to approve the check register dated May 1 -31, 2015 in the amount of \$162,466.10 – motion carried following roll call vote: Ayes: Mr. Mazzacarro, Mr. Tubbs, Mr. Lefkowitz, Mayor Gallopo, Mr. Allora and Mr. King
- B. Resolution to accept salaries for month of May 2015 in the amount of \$38,388.62 - motion carried following roll call vote: Ayes: Mr. Mazzacarro, Mr. Tubbs, Mr. Lefkowitz, Mayor Gallopo, Mr. Allora and Mr. King

IX Old Business

- A. Resolution to approve the Museum Pass Policy – motion made by Robert Lefkowitz and seconded by David Tubbs - motion carried following roll call vote: Ayes: Mr. Mazzacarro, Mr. Tubbs, Mr. Lefkowitz, Mayor Gallopo, Mr. Allora and Mr. King

Robert suggested having a return policy that included a Holiday schedule. Allan stated that each pass will be for different exhibits in the various museums. Allan stated that brochures will be available for the patrons.

20:36 Peter King left

Allan stated that at least 25% of the libraries offer Museum Passes. Carmen asked if the program will be expanded. Allan would like to see how the program runs before expanding. Tom stated that not all museums offer this program. Dave stated that he

thinks that this program may bring an interest to residents who normally wouldn't go. - motion carried following roll call vote: Ayes: Mr. Mazzacarro, Mr. Tubbs, Mr. Lefkowitz, Mayor Gallopo and Mr. Allora

B. Resolution to allow the Treasurer to sign checks to purchase Museum passes prior to the next Board Meeting – motion made by Scott Gallopo and seconded by David Tubbs motion carried following roll call vote: Ayes: Mr. Mazzacarro, Mr. Tubbs, Mr. Lefkowitz, Mayor Gallopo and Mr. Allora

C. Resolution to approve the Study Room Policy – motion made by Robert Lefkowitz and seconded by Carmen Allora - motion carried following roll call vote: Ayes: Mr. Mazzacarro, Mr. Tubbs, Mr. Lefkowitz, Mayor Gallopo and Mr. Allora

Robert stated the room cannot be used for commercial use or for paid tutoring. The policy will have to be signed by all Patrons when using the facility. Carmen would like the term “group” to be clarified. Tom stated that formal groups are not allowed. Room will be available on first come first served basis. The policy will be modified as needed.

X New Business

A. Robert Lefkowitz made a motion to use \$15,000 from the restricted account on the Digital Classroom to purchase ten laptops, six fliptop tables, a projector, a whiteboard, a wireless printer and a 3D printer. Seconded by Scott Gallopo

The new equipment would allow the Library to hold additional classes. The Library will be able to hold classes in both the Pio Costa Auditorium and the classroom simultaneously. The majority of the equipment will be portable. Carmen would like to see a capital projects list.

Robert made a motion to table this discussion to next meeting. Seconded by Scott Gallopo - motion carried following roll call vote: Ayes: Mr. Mazzacarro, Mr. Tubbs, Mr. Lefkowitz, Mayor Gallopo and Mr. Allora

XI Executive Session

None

XII Executive Session Minutes

XIII Adjournment

Motion to adjourn was made by Robert Lefkowitz, seconded by Scott Gallopo; meeting was adjourned at 9:09pm.