

Montville Township Public Library  
Board of Trustees Special Meeting  
November 30, 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. David Tubbs (8:04)
Mr. Robert Donohue
Mr. Carmen Allora
Mr. Robert Lefkowitz
Mayor Sandham
Mr. Larry D'Oench
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 7:37 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. Pledge of Allegiance and Moment of Silence**

**IV. Public Comments**

Alexander Dimoski spoke regarding his enjoyment with the Teen Advisory Board at the Library. He would like to have more video game competitions in the future.

**V. Executive Session**

WHEREAS, the Open Public Meeting Act 1975, Chapter 231 permits the exclusion of the public for a meeting in certain circumstances; and

WHEREAS, the Board of Trustees is of the opinion that such circumstances presently exist; and

WHEREAS, the Board of Trustees wishes to discuss issues dealing with Personnel and Salaries

WHEREAS, once the matter involving confidentiality of the above no longer require confidentiality, the minutes shall be made public.

NOW THEREFORE, be it resolved by the Board of Trustees of the Montville Township Public Library that the public be excluded from this meeting.

At 7:52 p.m. Carmen Allora made a motion, seconded by Mayor Sandham that the Library Board adjourn to executive Session. Vote: All in favor

Open Session reconvened at 7:52 p.m.

**V. Committee Reports**

Finance: 2017 Budget –Operating Expenses

Total compensation: increased from \$865,200 in 2016 to \$878,700.00 in 2017. Line item 6-01-601-110 and 6-01-601-120 were adjusted. Health benefits decreased from \$99,000 in 2016 to \$92,000 in 2017. Employees are entitled to health benefits after being employed for 90 days.

Collection: decreased from \$130,000 in 2016 to \$120,000 in 2017. \$10,000 was redirected to health benefits for new full time staff.

Programs: \$36,300.00 No increase from 2016 to 2017. 6-01-603-new account was added for technology programming for \$2,980.00. Child programs, summer reading and adult programs still have encumbered funds for 2016.

Supplies: decreased from \$20,800.00 in 2016 to \$18,800.00 in 2017.

Public Relations: \$6,000.00 No increase from 2016 to 2017.

Staff Development: \$14,500.00 No increase from 2016 to 2017. Allan stated that they attend training as the classes are announced.

Utilities: decreased from \$124,500.00 in 2016 to \$109,500.00 in 2017.

Physical Plant: increased from \$85,000.00 to \$93,000.00.

Adding a line item for records retention and destruction in the amount \$3,000 was discussed but contingency funds can be used for this amount. Allan will look into the cost of destruction.

Equipment/Maintenance: decreased from \$17,500.00 in 2016 to \$12,500.00 in 2017. There was an increase in line item 6-01-609-030 from \$6,000.00 to \$11,000.00. One copier will be replaced.

Expensed Equipment: decrease from \$6,000.00 in 2016 to \$5,000.00 in 2017.

Professional Services: increase from \$89,300.00 in 2016 to \$96,880.00 in 2017. The M.A.I.N. assessment increased from \$27,500.00 to \$41,080.00 which is based on 2% of the operational budget. The cost for website maintenance would be about \$1000.00. They will discuss hiring Rachel as a consultant.

Other Expenses: decrease from \$105,400.00 in 2016 to \$88,400.00 in 2017. The contingency line item was decreased in total for \$8000 which includes \$5000 for RFID equipment and \$3000 for records retention.

Grant Expenses: increase from \$7,200 in 2016 to \$7,500 in 2017.

Carmen requested the cash flow for the last 6-9 months for future meetings. He received a CD rate of 1% for 20 months.

**Revenue over Expenses:** \$228,040.00 – total capital budgeted amount \$192,440.00 leaving a cash surplus of \$35,600.00.

Capital Budget:

Pio Costa Curtains: \$12,000.00 will be moved to the Capital Reserve Fund.

Soft Seating: include \$5,000.00 for both 2018 and 2019.

Tables, desks and computer chairs will be replaced. The furniture in children's room will also be replaced.

Landscaping will be completed.

Jim Sandham left 9:02pm

Generator: decrease to \$5,000.00 for a study to be completed. Allan will check with other libraries to inquire if anyone has lost their collection due to storm or flood damage.

Ebook Workstation: Temporary shelving to be installed in Pio Costa Auditorium. There are currently two self-checkout machines and one check in machine in the Library.

\*\*Carmen Allora made a resolution to accept the 2017 Budget. Seconded by Robert Donohue

After some discussion Carmen withdrew the motion and requested the cash flow analysis and summary spreadsheet for the meeting in January.

**VI Old Business**

None

**VIII New Business**

Tom stated that two board members need to be replaced. If anyone knows anyone that is interested they should be directed to Town Hall to apply.

**IX Adjournment**

Motion to adjourn was made by Robert Lefkowitz, seconded by Carmen Allora; meeting was adjourned at 9:45pm.