

Montville Township Public Library  
Board of Trustees Meeting  
July 13, 2015  
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
Dr. Rene Rovtar
Mr. Peter King
Mr. Carmen Allora
Mr. Robert Lefkowitz
Mr. Cesar Correa
Mr. Larry D'Oench
Mr. Robert Donohue
<b><i>MEMBERS ABSENT</i></b>
Mayor Gallopo

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 7:30 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**

Robert Lefkowitz made a motion to approve the amended June 8, 2015, Regular Session minutes, seconded by Peter King Motion carried. Ayes: Mr. Mazzacarro, Mr. King, Mr. Allora, Mr. Lefkowitz; Abstained – Mr. D’Oench, Mr. Correa and Mr. Donohue

**V. Public Comments**

None

**VI. Reports of Officers –**

Thomas Mazzacarro – President

Tom welcomed Dr, Rovtar to the Board of Trustees. He requested that David still comment on the committee reports. Fran Vanderhoof, QPA, resigned. He also stated that he met with all of the committees this month.

Robert Lefkowitz – Vice-President

Robert has no report.

Larry D’Oench – Secretary

Larry has no report.

Carmen Allora – Treasurer

Carmen stated that the year to date actual is \$4,500 under budget.

Net operating expenses are under budget by \$9,700.

Compensation being over by \$18,500 net in total due to various overages and underages by compensation line items: health and payroll taxes under budget \$10,400, temporary help over budget \$26,800, offset by normal salaries under budget by \$24,600, PERS overage of \$27,100.

Collection under budget by \$9,400, physical plant under budget by \$6,200, Professional services over budget by \$9,400 due to M.A.I.N. Assessment over by \$10,300, other expenses are under by \$34,500 due to Township In-kind expense over by \$20,200 and contingencies under by \$62,800.

Revenues are under budget by \$14,100. Contributions are under budget by \$3,700, ELL grant is under budget by \$3,600 and state aid is under budget by \$4,700 which funds later in the year.

Capital Budget Attainment is 4.26%. Year to date spending is \$6,500 vs budget of \$141,700. The May year to date spending was \$1,243 which was .9% of \$141,700 annual budget.

The Finance Committee will be meeting with Ralph Fredericks. Petty Cash policy and procedures was written. Museum checks were signed as per Board approval.

Robert Donohue – Assistant Treasurer

Robert has no report.

Report of Board Attorney – Valerie has no report.

## **VII. Committee Reports**

Finance:

The committee will be meeting on July 22 and will discuss:

- Fundraising activities
- ELL Classes
- Peachtree Accounting System
- Petty Cash Policy and Procedures
- 2016 Budget
- Capital Accounting procedure

Personnel: Cesar stated that they met. Fran Vanderhoof resigned as QPA. The committee discussed using shared services but opted to go out to a third party. The committee reviewed a quote from the Canning Group. Their cost would be \$1500 effective July 1. Having a QPA raises the bid thresholds for projects. The QPA also reviews any bids that are received. As of July 1, the thresholds increased from \$36,000 for bids and \$5400 for quotes to \$40,000 for bids and \$6000 for quotes.

Performance evaluations are being completed. The carpeting project will be done through the State contract and does not have to go out to bid. The cleaning contract will have to go out to bid. Robert L asked if they should look into shared services.

Buildings & Grounds: Larry stated they met last week. They would like to see the painting project get completed by the year end. There is \$60,000 budgeted for painting. The AED's were purchased but have not arrived yet and training was completed for 13 people. Three Carpeting quotes were received: \$120,000, \$123,000 and \$134,000. Some included moving furniture. Allan stated the labor cost will vary. Cesar states the cost difference will also be for the quality of the carpet. Allan will have solid price quotes for the October meeting.

Technology: Robert L. stated they discussed the Digital Classroom. They purchased a 60' TV monitor instead of a smart board. They still need to follow up on a disaster recovery plan.

Patron Services: Robert D. stated that they met last week. The Writers Group had sent a letter and Patron services responded stating they need to adhere to the Library Terms and

Conditions. Allan stated two sets of Museum passes have arrived. They are waiting for 3M on some self-checkout issues. Polaris needs to set up the perimeters. They should be up and running by next week.

Library Director – Allan Kleiman

Summer reading has 436 kids, 98 adults and 31 young adults. Carmen stated that he is very impressed with the summer reading program. Allan attended the annual conference of the American Library Association. The Morris County Approval Authority will be coming out to look at the sites for the Solar Project. He stated that the Energy Audit was rejected. The ELL Grant for 2015-2016 has been reduced to \$7,250 and he doesn't think there is money in the budget to cover the difference. Tom asked what the safety checklist entailed. Allan stated the main items are loose wires and safety hazards such as cords running along the floor. Tom would like this to be discussed at the Buildings & Grounds meeting.

## **VIII Resolutions/Motions**

- A. Resolution to approve the check register dated June 1-30, 2015 in the amount of \$79,047.32 – motion carried following roll call vote: Ayes: Mr. Mazzacarro, Mr. King, Mr. Allora, Mr. Lefkowitz, Mr. D'Oench, Mr. Correa Dr. Rovtar and Mr. Donohue
- B. Resolution to accept salaries for month of June 2015 in the amount of \$38,771.02 - motion carried following roll call vote: Ayes: Mr. Mazzacarro, Mr. King, Mr. Allora, Mr. Lefkowitz, Mr. D'Oench, Mr. Correa Dr. Rovtar and Mr. Donohue
- C. Resolution to approve Public Bidding Thresholds under the Local Public Contracts Law effective July, 1, 2015 - motion carried following roll call vote: Ayes: Mr. Mazzacarro, Mr. King, Mr. Allora, Mr. Lefkowitz, Mr. D'Oench, Mr. Correa Dr. Rovtar and Mr. Donohue

Larry asked about the prevailing wage. \$15,444 threshold for prevailing wage for a construction contract.

## **IX Old Business**

- A. Digital Classroom – Allan would like this tabled to August meeting.
- B. Audio recordings on Website –Robert L would like the audio recordings uploaded to the website. This will be tabled to the August meeting.

**X New Business**

- A. Cesar Correa made a motion to accept the Canning Group as the QPA for the remainder of 2015 - motion carried following roll call vote: Ayes: Mr. Mazzacarro, Mr. King, Mr. Allora, Mr. Lefkowitz, Mr. D'Oench, Mr. Correa Dr. Rovtar and Mr. Donohue
- B. Cesar Correa made a motion to accept the resignation of Fran Vanderhoof as QPA- motion carried following roll call vote: Ayes: Mr. Mazzacarro, Mr. King, Mr. Allora, Mr. Lefkowitz, Mr. D'Oench, Mr. Correa Dr. Rovtar and Mr. Donohue

**XI Executive Session**

None

**XII Executive Session Minutes**

**XIII Adjournment**

Motion to adjourn was made by Robert Lefkowitz, seconded by Cesar Correa; meeting was adjourned at 9:00pm.