

Montville Township Public Library
Board of Trustees Meeting
April 13, 2020
Montville Township Public Library
Meeting held on GotoMeeting
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

<i>MEMBERS PRESENT</i>
Mr. Thomas Mazzaccaro
Mr. Carmen Allora
Mr. Charlie Grau
Mrs. Jane Hines
Mr. David Tubbs
Mayor Cooney
Mrs. Dianna Paradise
Ms. Linda Peskin
Mr. Robert Donohue

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 7:00p.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

A. *Ms. Peskin made a motion to approve the amended March 9, 2020, Regular Session minutes, seconded by Mrs. Hines*

Mrs. Paradise yes; Ms. Peskin yes; Mr. Grau yes; Mr. Mazzaccaro yes; Mrs. Hines yes; Mr. Allora yes; Mr. Tubbs yes; Mayor Cooney yes; Mr. Donohue yes; Motion Carried.

B. *Ms. Peskin made a motion to approve March 16, 2020, Special Session minutes, seconded by Mrs. Paradise*

Mrs. Paradise yes; Ms. Peskin yes; Mr. Grau yes; Mr. Mazzaccaro yes; Mrs. Hines yes; Mr. Allora yes; Mr. Tubbs yes; Mayor Cooney yes; Mr. Donohue yes; Motion Carried.

IV Public Comments –

Sarah Foye – She thanked the Trustees and staff for their hard work and all the great resources the Library carries on line.

Risa Skerker – She hoped everyone was healthy during these challenging times.

V Reports of Officers –

Tom Mazzaccaro – President

Mr. Mazzaccaro thanked Allan for his hard work during this difficult time. He wants to make sure that everyone has access to the resources that the Library offers.

Linda Peskin – Vice-President

Ms. Peskin had no report.

Dianna Paradise – Secretary

Mrs. Paradise had no report.

Carmen Allora – Treasurer

Mr. Allora stated that the normalized budget attainment is at 25%. Year to date revenue is on target at 24% of annual budget. Year to date operating expenditures, plus encumbrances are at 20% of annual budget. Included in expenditures is year to date salaries which is at \$165,836.00 of the total annual budget. The year to date capital expenditures are 7% of annual budget. Total capital and operating expenditures, plus encumbrances resulted in the budget surplus revenue being a positive \$91,689.00 YTD. \$81,548 came from the Reserve line item to pay for the chillers.

Robert Donohue – Assistant Treasurer

Mr. Donohue had no report.

VI Report of Liaisons

Mayor – Mayor Cooney reminded everyone to stay home. There was no rise in COVID-19 cases in town. He has been speaking with the governor and is hoping for opening on April 30 or May 15.

Superintendent Liaison of Schools – Mr. Tubbs stated that schools are operating well but virtually.

VII. Committee Reports

Finance: Mr. Allora had no report.

Personnel: Mr. Grau had no report.

Buildings & Grounds: Mrs. Hines stated the chillers have been delivered.

Patron Services/Technology: Mr. Donohue had no report.

VIII. Library Director – Allan Kleiman – see attached written report.

Allan stated the number of patrons using online services doubled the first half of the month. Catherine sends newsletters with information of available services. Adult discussion groups will be conducted on line along with the children’s group. Niche-Academy was purchased. The full time staff is working from home. Allan stated they have a pay-per-use service. Items are available immediately and there are no holds. Items and programs will be expanded.

He met with Doherty and Whitman to discuss issues that have not been resolved. The concrete pads will not be large enough. Also a trench will have to be dug and a metal cover will need to be installed. All the pipes are rusted. The old pipes can be attached to the new piping. He will go back to Hughes and get pricing for this project also.

IX. Resolutions/Motions

- A. Resolution to approve the checks numbered 14101 and 14145 dated March 1 to March 31, 2020 in the amount of \$111,668.87

Motion made by Mr. Allora and seconded by Ms. Peskin

Mrs. Paradise yes; Ms. Peskin yes; Mr. Grau yes; Mr. Mazzaccaro yes; Mrs. Hines yes; Mr. Allora yes; Mr. Tubbs yes; Mayor Cooney yes; Mr. Donohue yes; Motion Carried.

- B. Resolution to accept regular staff salaries for the month of March 2020 in the amount of \$57,799.78 and ELL teacher salaries in the amount of \$1300 for a total of \$59,099.78.

ELL is finished for the year.

Motion made by Mr. Allora and seconded by Mrs. Paradise

Mrs. Paradise yes; Ms. Peskin yes; Mr. Grau yes; Mr. Mazzaccaro yes; Mrs. Hines yes; Mr. Allora yes; Mr. Tubbs yes; Mayor Cooney yes; Mr. Donohue yes; Motion Carried

X. Old Business

A. Library Closing – Part time employees are using sick or vacation time. They are holding on line meetings and some are working from home. Full time employees are working alternating schedules. The union members are getting full pay. Allan has not received paperwork from anyone requesting unemployment.

Motion made by Mr. Grau that will ensure that none of the employees will be terminated and will not be penalized for applying for unemployment during the closing. Seconded by Mrs. Hines

Mrs. Paradise yes; Ms. Peskin yes; Mr. Grau yes; Mr. Mazzaccaro yes; Mrs. Hines yes; Mr. Allora yes; Mr. Tubbs yes; Mayor Cooney yes; Mr. Donohue yes; Motion Carried

C. Trench for new chillers

Motion made by Mrs. Hines to approve the expenditure of \$7050 for the trench work to continue with the chiller installation. Seconded by Mayor Cooney

Mrs. Paradise yes; Ms. Peskin yes; Mr. Grau yes; Mr. Mazzaccaro yes; Mrs. Hines yes; Mr. Allora yes; Mr. Tubbs yes; Mayor Cooney yes; Mr. Donohue yes; Motion Carried

XI. New Business

None

XII. Executive Session

None

XIII. Open Session

None

XIV. Adjournment

Motion to adjourn was made by Mr. Grau seconded by Ms. Peskin; meeting was adjourned at 7:54pm.