

Montville Township Public Library
Board of Trustees Meeting
April 7, 2014
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

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

Allan M. Kleiman, Library Director – Present

Joseph Bell, 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

Carmen Allora requested the following change in the March 2014 minutes under D. Resolution to approve the 2014 Operating and Capital Budget: Don Kostka questioned the 65% difference in the operating expenses without salaries in the budget from 2013 to 2014.

David Tubbs made a motion to approve the amended March 10, 2014 Regular Session Minutes, and Carmen Allora seconded - motion carried: Ayes: Mr. Allora, Mr. Mazzaccaro and Mr. Tubbs Abstained: Mr. Gallopo and Mr. D'Oench

V. Public Comments

Tom opened this portion of the meeting to the public for comment. Having no one come forward, he closed this portion of the meeting.

VI. Reports of Officers –

Thomas Mazzaccaro – President

Tom stated he has met with Patron Services and the Technology Committees. Buildings & Grounds has not met yet. He suggests sending the criteria for Allan's evaluation that was requested from all of the committees, directly to Allan. Allan will then forward the information on to the Personnel Committee.

Robert Lefkowitz – Vice-President

Robert absent, no report.

Larry D'Oench – Secretary

Larry thanked Allan for supplying everyone with Robert's Rules of Order books. Scott Gallapo suggest getting an electronic version. Larry questioned the cost of the books. Allan states they were approximately \$200 but can be used from year to year.

Carmen Allora – Treasurer

Carmen has no report.

Robert Donahue – Assistant Treasurer

Robert absent, no report.

VII. Report of Board Attorney – Joseph Bell, Esq:

Joe has no report.

VIII. Committee Reports

Finance: Carmen Allora states the committee is meeting on April 23. They will be reviewing the RPP for Auditing Services and the Purchasing Manual.

Personnel: The committee will be meeting tomorrow.

Buildings & Grounds: Larry D'Oench states the committee met on March 25 and discussed the RFP for the interior painting and maintenance tracking for DPW services. Allan states they are looking for a company to do a commercial building inspection. He contacted the Township Administrator for suggestions.

Technology: Robert Lefkowitz absent. His emailed report states that the committee met on April 2. They discussed improved maintenance of the library website, improving the technology courses that are taught at the library, using the Pio Costa conference room as a training room and using social media, the library newsletter and the sign for additional communication. Allan states the increase in cost for broadband will be \$30 per month.

Patron Services: Robert Donahue absent. David Tubbs states they reviewed surveys that are used by other Libraries. There was discussion regarding possibly holding art exhibits to get more people to utilize the library. Maryann Witty would like the Library to take over the ESL program that is currently run by the Recreation Department.

IX. Library Director – Allan Kleiman

Allan states that about 65 people came out for the Blues program that was held yesterday. Over 70 people attended the Movie Monday. The self-checkout kiosks were set up. They will be installed and running in the next couple of weeks. Carmen Allora questioned what Fran Vanderhoof is working on. Allan states that she is working on the Purchasing Manual. Carmen Allora would like to see lower thresholds used. Allan states that we have had only one bid over \$25,000 since he has been Library Director. Scott Gallopo states that chances are good that no projects will have to go to bid.

X. Resolutions/Motions

A. Resolution to accept the check register dated March 1 to March 31, 2014 in the amount of \$89,051.19 – motion carried following roll call vote: Ayes: Mr. Allora, Mr. Mazzaccaro, Mr. D’Oench, Mr. Tubbs, Mr. Gallopo

B. Resolution to approve salaries for month of March 2014 in the amount of \$39,343.06 - motion carried following roll call vote: Ayes: Mr. Allora, Mr. Mazzaccaro, Mr. D’Oench, Mr. Tubbs, Mr. Gallopo

XI. Old Business

None

XII. New Business

Carmen Allora would like to see what type of insurance coverage the Board of Trustee members have. Allan contacted the Township and is waiting for a response.

Larry states there are two checks from 2009 and 2010 that he suggests be removed from the check register. Joseph Bell will check what state standards are for the amount of time to carry a check on a register, whether it is 90 or 180 days. He will advise at the next meeting.

Carmen Allora made a motion to cancel any outstanding checks prior to 2010, from the check register, specifically check number 6906 for \$104.69 and check number 7454 for \$1780.00. Seconded by Larry D’Oench - motion carried following roll call vote: Ayes: Mr. Allora, Mr. Mazzaccaro, Mr. D’Oench, Mr. Tubbs, Mr. Gallopo

Carmen Allora questioned why some line items such as Temporary Staff and PERS proposed amounts are much lower than the actual amount. Allan states that a permanent employee has not been hired yet. The Library’s amount for PERS gets paid to the Township who pays the entire bill.

XIII. 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 service agreements and

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.

Having nothing to discuss, the Board of Trustees did not enter Executive Session.

XIV. Adoption of Executive Session Minutes

Carmen Allora made a motion to approve the March 10, 2014 Executive Session Minutes, and David Tubbs seconded – motion carried: Ayes: Mr. Allora, Mr. Mazzaccaro and Mr. Tubbs Abstained: Mr. Gallopo and Mr. D’Oench

XV. Adjournment

Motion to adjourn was made by Scott Gallopo, seconded by David Tubbs, meeting was adjourned at 8:37pm