

Montville Township Public Library
Board of Trustees Special Meeting
November 7, 2019
195 Changebridge Road
Montville, New Jersey 07045

OPEN SESSION

<i>MEMBERS PRESENT</i>
Ms. Linda Peskin
Mr. David Tubbs
Mr. Robert Donohue
Mr. Robert Lefkowitz
Mrs. Jane Hines
Mrs. Dianna Paradise
Mr. Carmen Allora
<i>MEMBERS ABSENT</i>
Mr. Charles Grau
Mayor Conklin

Allan M. Kleiman, Library Director – Present

Catherine LaBelle, Assistant Library Director - Present

Liz Johansen, Board Recording Secretary – Absent

Jeanne Ivy, Substitute Board Recording Secretary – Present

I. Call to Order

The meeting was called to order by Tom Mazzaccaro at 7:00 p.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. 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

None

V. Report of Committee

A. Finance – Carmen Allora

Carmen stated that the Finance Committee discussed preparing an RFP for Auditing Services for 2020. Allan distributed the RFP for auditing services that we used in 2014. A few updates were made and it was agreed that we would send this out next week and with a response due date of December 2, 2019. Allan explained that this is a professional services contract that is not required to be awarded to the lowest bidder but to the individual or company that the board feels is most qualified to offer the best service and value.

Carmen would like to discuss rounding the amount of the CD when it is time to renew.

It was suggested that we put \$10,000 into capital reserve each year to build up a reserve for future roof replacement.

Carmen said he carefully reviewed IRS Form 990 and a compared it with the 2018 audit and all entries agree. Carmen said upon board approval he would sign the authorization and if any changes are needed, the accountant will file an amendment.

VI. Resolutions/Motions

A. Resolution to approve IRS Form 900 for 2018

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

Mr. Tubbs, yes; Mr. Donohue, yes; Ms. Hines, yes, Ms. Paradise, yes; Mr. Allora, yes; Ms. Peskin, yes; Mr. Mazzaccaro, yes Motion Carries

B. Resolution to solicit Requests for Proposals for auditing services for 2020.

Resolution made by Mr. Allora and seconded by Mr. Tubbs

Mr. Tubbs, yes; Mr. Donohue, yes; Ms. Hines, yes, Ms. Paradise, yes; Mr. Allora, yes; Ms. Peskin, yes; Mr. Mazzaccaro, yes Motion Carries

VII. Old Business

None

VIII. New Business

None

IX. Adjournment

Motion to adjourn was made by Mr. Tubbs, seconded by Ms. Hines; meeting was adjourned at 7:20 p.m.