

Montville Township Public Library
Board of Trustees Meeting
Minutes of November 13, 2023
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

<i>MEMBERS PRESENT</i>
Mr. Larry Hines
Mrs. Debbie Kozell
Mr. Robert Donohue
Ms. Linda Peskin
Mayor Matt Kayne
Ms. Deb Nielson
Mr. Charles Grau
Mrs. Dianna Paradise
<i>MEMBERS ABSENT</i>
Mr. David Tubbs

Catherine LaBelle, Library Director – Present

Mary Grace Zaccaria, Assistant Library Director - Present

Liz Johansen, Board Recording Secretary – Present

I. Call to Order

The meeting was called to order by Mr. Hines, at 7:00p.m.

II. Open Public Meetings Act Statement

Secretary Johansen 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. *Mr. Grau made a motion to approve the November 13, 2023, Regular Session minutes, seconded by Ms. Nielson*

Mr. Hines yes; Ms. Paradise abstained; Mayor Kayne yes; Ms. Peskin yes; Mr. Donohue abstained; Ms. Nielson yes; Mr. Grau yes; Ms. Kozell yes; Motion Carried

B. *Ms. Peskin made a motion to approve the November 30, 2023, Special Session minutes, seconded by Mr. Grau*

Mr. Hines yes; Ms. Paradise yes; Mayor Kayne yes; Ms. Peskin yes; Mr. Donohue abstained; Ms. Nielson yes; Mr. Grau yes; Ms. Kozell yes; Motion Carried

IV Public Comments –

None

V Reports of Officers –

Larry Hines – President

Mr. Hines reported that the Nominating Committee will be Mr. Donohue, Ms. Nielson and Ms. Paradise.

Charlie Grau – Vice-President

Mr. Grau had no report.

Dianna Paradise – Secretary

Mrs. Paradise had no report.

Linda Peskin – Treasurer

Ms. Peskin stated they met this evening. They reviewed all of the financial documents and all is in order. They are currently at 92% of the budget. The current CD is coming due and the funds will be split between a 9 month CD and a 13 month CD at 5.1%.

Robert Donohue – Assistant Treasurer

Mr. Donohue had no report.

VI Report of Liaisons

Mayor – Mayor Kayne stated the Township held the Christmas Tree lighting last week and tomorrow is the lighting of the Menorah at 5:30pm. He thanked all of the Trustees for their hard work this year.

Superintendent Liaison of Schools – Mr. Tubbs absent. Mr. Grau stated that the election for the referendum is tomorrow from 2pm – 8pm.

VII. Committee Reports

Finance: Ms. Peskin stated that one of the CD's is coming due tomorrow. The current interest rate is 5.1%. They would like to transfer \$150,000 from the Capital Reserve to a 13 month CD.

Personnel – Mr. Grau stated that the Union contract was approved until December 31, 2026.

Buildings & Grounds: Ms. Nielson asked Director LaBelle to send the letter to the Township for the Capital Improvements.

Patron Services/Technology: Mr. Donohue stated that the next meeting is on December 13th and they will be discussing Creative Library Concepts.

VIII. Library Director – Catherine LaBelle – see attached written report.

Director LaBelle stated that the Christmas party was held on Friday. She thanked everyone for their work.

IX. Resolutions/Motions

- A. Resolution to approve the checks numbered 16767 and 16814 dated November 1 to November 30, 2023 in the amount of \$36,528.57.

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

Mr. Hines yes; Ms. Paradise yes; Mayor Kayne yes; Ms. Peskin yes; Mr. Donohue abstained; Ms. Nielson yes; Mr. Grau yes; Ms. Kozell yes; Motion Carried.

- B. Resolution to accept staff salaries for the month of November 2023 in the amount of \$65,696.24

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

Mr. Hines yes; Ms. Paradise yes; Mayor Kayne yes; Ms. Peskin yes; Mr. Donohue abstained; Ms. Nielson yes; Mr. Grau yes; Ms. Kozell yes; Motion Carried.

- C. Resolution to Transfer Funds per local Budget Law as described in attached Transfer Resolution.

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

Mr. Hines yes; Ms. Paradise yes; Mayor Kayne yes; Ms. Peskin yes; Mr. Donohue abstained; Ms. Nielson yes; Mr. Grau yes; Ms. Kozell yes; Motion Carried

- D. Resolution to transfer \$75,000 from the operating checking account to the capital reserve checking account for roof replacement.

Motion made by Ms. Nielson and seconded by Ms. Paradise

Mr. Hines yes; Ms. Paradise yes; Mayor Kayne yes; Ms. Peskin yes; Mr. Donohue abstained; Ms. Nielson yes; Mr. Grau yes; Ms. Kozell yes; Motion Carried

- E. Resolution to transfer \$50,000 from the operating checking account to the capital reserve checking account for parking lot and concrete projects.

Motion made by Ms. Nielson and seconded by Ms. Paradise

Mr. Hines yes; Ms. Paradise yes; Mayor Kayne yes; Ms. Peskin yes; Mr. Donohue abstained; Ms. Nielson yes; Mr. Grau yes; Ms. Kozell yes; Motion Carried

- F. Resolution to transfer \$15,000 from the operating checking account to the capital reserve checking account for security upgrades.

Motion made by Ms. Nielson and seconded by Ms. Paradise

Mr. Hines yes; Ms. Paradise yes; Mayor Kayne yes; Ms. Peskin yes; Mr. Donohue abstained; Ms. Nielson yes; Mr. Grau yes; Ms. Kozell yes; Motion Carried

- G. Resolution to transfer \$10,000 from the operating checking account to the capital reserve checking account for Children's Department renovation/remodeling project.

Motion made by Mr. Hines and seconded by Mr. Grau

Mr. Hines yes; Ms. Paradise yes; Mayor Kayne yes; Ms. Peskin yes; Mr. Donohue abstained; Ms. Nielson yes; Mr. Grau yes; Ms. Kozell yes; Motion Carried

- H. Resolution to approve the Agreement between The Board of Trustees of the Free Public Library of the Township of Montville (Library) and IFPTE, AFL-CIO (Union) effective January 1, 2024 to December 31, 2026.

Motion made by Mr. Grau and seconded by Ms. Kozell

Mr. Hines yes; Ms. Paradise yes; Mayor Kayne yes; Ms. Peskin yes; Mr. Donohue abstained; Ms. Nielson yes; Mr. Grau yes; Ms. Kozell yes; Motion Carried

X. Public Comments

None

XI. Old Business

- A. Holiday Party – Mr. Grau thanked the staff for the Holiday Party.
- B. *Ms. Peskin made a motion to transfer \$150,000 from Capital Reserve Account to a 13 month CD at 5.1%. Seconded by Mr. Grau. All in favor*

XI. New Business

Ms. Peskin thanked Ms. Kozell for her service on the board.

XII. Executive Session

None

XIII. Open Session

None

XIV. Adjournment

Motion to adjourn was made by Mr. Grau seconded by Ms. Kozell; meeting was adjourned at 7:25pm.