

Montville Township Public Library  
Board of Trustees Meeting  
February 10, 2014  
Montville Township Public Library  
90 Horseneck Road  
Montville, New Jersey 07045

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**OPEN SESSION**

<b>MEMBERS PRESENT</b>
Mr. Thomas Mazzaccaro
Mr. Cesar Correa
Mr. Robert Donahue
Mr. Peter King
Mayor Kostka
Mr. David Tubbs
Mr. Carmen Allora
Mr. Robert Lefkowitz
Mr. Larry D'Oench

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 7:34 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**

Cesar Correa made a motion to approve the January 13, 2013 Regular Session Minutes, and Larry D'Oench seconded motion carried: All in favor by voice vote.

Cesar Correa made a motion to approve the January 13, 2013 Reorganization Minutes, and Larry D'Oench seconded motion carried: All in favor by voice vote.

**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 introduced David Tubbs. He stated that the duty of the trustees is to spend the tax payer funds by maintaining the library and its property. The committees are as follows: Buildings and Grounds: Mr. Correa, Mr. King and Mr. D'Oench, Finance: Mr. Allora, Mr. Donohue and Mr. Kostka, Patron Services: Mr. Donahue, Mr. Tubbs and Mr. King, Technology: Mr. Lefkowitz, Mr. Tubbs and Mr. D'Oench, Personnel: Mr. Correa, Mr. Lefkowitz and Mr. Allora.

Robert Lefkowitz – Vice-President

Robert has no report.

Larry D'Oench – Secretary

Larry states that he spoke with Robert Lefkowitz regarding a recording system.

Carmen Allora – Treasurer

Carmen states the Finance Committee has not yet set a date for their meeting.

Robert Donahue – Assistant Treasurer

Robert has no report.

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

Joseph Bell states that he reviewed the policy regarding pornography. He does not think that the policy should be changed. He stated that the OPMA may have been violated in prior years.

## **VIII. Committee Reports**

**Finance:** Carmen Allora states he has no activity report. Peter King questioned who signed the checks last month. Tom Mazzaccaro was still authorized to sign the checks. Carmen will be getting the authorized through the bank.

**Buildings & Grounds:** Larry D'Oench states that paving of the parking lot was discussed. He proposes having the Township Engineer look at the parking lot for suggestions of how to prevent water infiltration. Allan will contact Victor Canning, Township Administrator. Larry questioned where the HVAC and Control panel project stands. Allan states it will be on the proposal for capital projects for 2014. At this time, the Township provides interior and exterior maintenance. Further discussion will take place in executive session. Larry states he viewed the parking lot between 2:08-2:20 when the most cars were in the parking lot picking up high school kids. He states there was still ample parking for patrons.

**Personnel:** Cesar Correa spoke with Allan regarding an employee handbook. A committee meeting will be scheduled next week.

**Patron Services:** Robert Donahue reports the committee will be surveys and community focus groups.

**Technology:** Robert Lefkowitz states the audit was not great. Allan will contact them and advise them to respond within two weeks. The website needs to be upgraded and updated. He would like Allan to have all outdated material removed by March 1. A new recording system will be purchased in the next couple of weeks. As of March 1, only library email will be used.

## **IX. Library Director – Allan Kleiman**

Allan states the 2014 Budget and Capital Projects list needs to be forwarded to the New Jersey State Library .

Roberts Rules of Order was distributed to all trustees.

Email addresses will be assigned to all new members.

Technology Plan and Strategic plan was distributed to all trustees. New plans need to be worked on for 2015. He would like them completed by September.

The contract will be voted on by the employees.

Change of order for executive session/open session – a request was received to have the Executive session in the beginning of meeting. Discussion to follow in New Business.

**X. Resolutions/Motions**

**Resolution to accept the check register dated January 1-31, 2014 in the amount of \$67,560.63** – motion carried pending the review of the check register and supporting documentation upon the following roll call vote: Ayes: Mr. D’Oench, Mr. Donohue, Mr. King, Mr. Allora, Mr. Mazzaccaro, Mr. Correa, Mr. Tubbs, Mr. Lefkowitz, Mr. Kostka

**Resolution to approve the Cash Management Plan for 2014**

Carmen would like wording changed in paragraph one from “no risk” to “minimal risk”. Page 4, part C, change wording “not more than 30 days”. Joseph Bell states the working is from the State statute. He will check if other wording can be used. Don questioned page 2 “designation of depositories”. He suggests having other banks listed. Additional banks can be added by resolution. Carmen questioned why the president can not sign checks and why the treasurer can not communicate with the bank. These items will be discussed at the Finance Committee meeting.

\*\*Resolution made by Don Kostka, to have an emergency resolution to have Carmen Allora, current Treasurer, sign the checks for January 1 to January 31, pending his review of the supporting documentation. Seconded by Robert Lefkowitz. All in favor by voice vote.

**Resolution for Bank signatures and authorized contacts**

Table until the Finance Committee meets.

**XI. Old Business**

None

**XII. New Business**

Carmen questioned if Finance Committee can meet on Sunday at 4pm.

Change of Order for Executive Session: Robert Lefkowitz states he would rather have it at the end, instead of the possibility of having to enter executive session multiple times.

**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.

At 9:17 p.m. Tom made a motion, seconded by Cesar Correa that the Library Board adjourn to executive Session. Vote: All in favor

Open Session reconvened at 9:37 p.m.

**XIV. Adoption of Executive Session Minutes**

Robert Lefkowitz made a motion to approve the January 13, 2013 Executive Session Minutes, and Cesar Correa seconded – motion carried: Ayes: Mr. King, Mr. Kostka, Mr. Correa, Mr. Allora, Mr. D’Oench, Mr. Donahue, Mr. Lefkowitz, Mr. Mazzaccaro, Abstained: Mr. Tubbs

**XV. Adjournment**

The meeting was adjourned at 9:40pm