

Montville Township Public Library  
Board of Trustees Meeting  
August 11, 2014  
Montville Township Public Library  
90 Horseneck Road  
Montville, New Jersey 07045

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**OPEN SESSION**

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

Allan M. Kleiman, Library Director – Present

Joseph Bell, Board Attorney – Absent, Valerie Fasolo, Acting 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**

Larry D'Oench made a motion to approve the July 14, 2014 Regular Session minutes, seconded by Robert Lefkowitz. Motion carried. Ayes: Mr. Kostka, Mr. King, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro and Mr. Donahue Abstained: Mr. Tubbs and Cesar Correa

**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 attended all of committee meetings. He is very satisfied with their progress.

Robert Lefkowitz – Vice-President

Robert has no report.

Larry D'Oench – Secretary

Larry distributed an email from NJ State Library Institute and stated that seven hours of training are required.

Carmen Allora – Treasurer

Carmen stated the purchasing manual and RFP will be discussed this evening.

Robert Donohue – Assistant Treasurer

Robert has no report.

**VII. Report of Board Attorney – Valerie Fassolo, Esq:**

Valerie has no report.

**VIII. Committee Reports**

**Finance: Purchasing Manual**

Carmen states the changes were made to the purchasing manual and are ready for board approval. There was discussion on the process of opening and recording of bids. Retainers for bids was also discussed.

**RFP for Auditing Services**

Four firms responded. Nisovaccia was chosen for \$6000. They met all the requirements and have Library auditing experience.

**Personnel:** Cesar stated that discussion took place regarding the Personnel Manual, which is now drafted. It will specify any non-contractual issues. Reorganization of the staff is also being implemented.

**Buildings & Grounds:** Larry distributed two parking lot plans. Plan A would reverse the traffic pattern. Plan B leaves the traffic pattern as it currently exists. The Township Committee would have to approve of any changes. After some discussion it was decided by the Board that the traffic pattern would stay as existing.

**Technology:** Robert Lefkowitz stated that the committee is discussing what services should be offered to patrons. The committee will be meeting later this week.

**Patron Services:** Robert Donohue stated the survey was mailed out. Approximately 100 were returned. The committee had discussions on the ELL Grant.

**IX. Library Director – Allan Kleiman**

Allan stated the interior renovations are on-going. The survey results were very positive and are being reviewed by Patron Services. The summer reading program had over 600 attendees. The subject was science related and everyone was very satisfied. The chicks that were being raised were sent back to the farm.

The Library will be sponsoring the ELL program. A grant will be funding this program, covering all personnel costs and expenses. The classes will be given as a structured classroom program. Allan stated there are 10 people per class and approximately 52 people attended last year. It is the responsibility of the Library to provide the space, instructors and the curriculum. The program does not interfere with any other Library programs and the intent is to encourage people to use the Library. The program is being offered to anyone who lives, works, attends school or worships in the Township. Valerie Fasolo will investigate whether individuals need to be permanent residents of the country prior to enrollment in the classes.

**X. Resolutions/Motions**

- A. Resolution to accept the check register dated July 1 to July 31, 2014 in the amount of \$77,360.86** – motion carried following roll call vote: Ayes: Mr. Kostka, Mr. Correa, Mr. Donohue, Mr. King, Mr. D’Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro, Mr. Tubbs
- B. Resolution to approve salaries for month of July 2014 in the amount of \$56,337.54** - motion carried following roll call vote: Ayes: Mr. Kostka, Mr. Correa, Mr. Donohue, Mr. King, Mr. D’Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro, Mr. Tubbs
- C. Resolution to accept a grant of \$14,500 from the Montville Township Literacy Foundation to support the ELL (English Language Learning Classes), 2014-2015** - motion carried following roll call vote: Ayes: Mr. Kostka, Mr. Correa, Mr. Donohue, Mr. King, Mr. D’Oench, Mr. Lefkowitz, Mr. Mazzaccaro, Mr. Tubbs No: Mr. Allora

**XI. Old Business**

A. Purchasing Manual –

A motion was made by David Tubbs to accept the Purchasing Manual. Seconded by Don Kostka - - motion carried following roll call vote: Ayes: Mr. Kostka, Mr. Correa, Mr. Donohue, Mr. King, Mr. D’Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro, Mr. Tubbs

B. Parking Lot – Discussion took place regarding changing the traffic pattern to make the parking lot safer. Mark Mantyla and Rudy Appelman’s recommendation are to keep the same traffic flow.

A motion was made by Don Kostka to keep the traffic pattern in the parking lot as it currently exists. Seconded by Cesar Correa - motion carried following roll call vote: Ayes: Mr. Kostka, Mr. Correa, Mr. Donohue, Mr. D’Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro, Mr. Tubbs: No: Mr. King

C. Personnel Manual – The committee is recommending this manual for approval. They have added a tardiness policy and expanded on the Township’s current policy. Larry D’Oench asked for clarification on the following:  
Page 12- Progressive discipline – attorney to check  
Page 17- Medical attention - wording to include emergency room the employee requests.

Page 25 - Military Leave – If an employee has to respond to a two week leave, will the employee get full pay – attorney will check

Page 28 – Tardiness – Allan states the evaluation will track tardiness also.

Page 33 – Remove “at least”

Page 35 – Remove “at least”

Page 46 – Change “2 copies need to be supplied” to “This copy remains in the Personnel File”.

Page 50 and 51 – Shrink to one page so signature line is on the same page.

The attorney will review the Personnel Manual and Union contract and send a report to Allan and the Board.

**XII. New Business**

Auditing Bid – Carmen Allora made a motion to accept Nisovaccia as the auditor.

Seconded by Don Koska - motion carried following roll call vote: Ayes: Mr. Kostka, Mr. Correa, Mr. Donohue, Mr. King, Mr. D’Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro, Mr. Tubbs

**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 Personnel

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 10:05 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 10:38 p.m.

**XIV. Adoption of Executive Session Minutes**

Robert Lefkowitz made a motion to approve the July 14, 2014 Executive Session minutes, seconded by Don Kostka - Motion carried. Ayes: Mr. Kostka, Mr. King, Mr. D’Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro and Mr. Donohue Abstained: Mr. Tubbs and Cesar Correa

**XV. Adoption of the Proposed Organizational Chart**

Cesar Correa made a motion to approve the proposed organization chart, seconded by Robert Lefkowitz - Motion carried. Ayes: Mr. Kostka, Mr. King, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro, Mr. Donohue, Mr. Tubbs and Cesar Correa

**XVI. Approve Promotion of Joe Gasparro to Assistant Director (Salary increase to \$23.14 per hour and hours of work from 37.5 to 40 hours per week)**

Cesar Correa made motion to approve the promotion of Joe Gasparro to Assistant Director, seconded by Robert Lefkowitz - Motion carried. Ayes: Mr. Kostka, Mr. King, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro, Mr. Donohue, Mr. Tubbs and Cesar Correa

**XVII. Approve Promotion of Pam O'Gorman to Library Associate (Salary increase to \$15.00 per hour)**

Cesar Correa made motion to approve the promotion of Pam O'Gorman to Library Associate, seconded by Robert Lefkowitz - Motion carried. Ayes: Mr. Kostka, Mr. King, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro, Mr. Donohue, Mr. Tubbs and Cesar Correa

**XVIII. Approve Promotion of Amy Resnikoff to Library Associate (Salary increase to \$16.00 per hour)**

Cesar Correa made motion to approve the promotion of Amy Resnikoff to Library Associate, seconded by Robert Lefkowitz - Motion carried. Ayes: Mr. Kostka, Mr. King, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro, Mr. Donohue, Mr. Tubbs and Cesar Correa

**XIX. Adjournment**

Motion to adjourn was made by Don Kostka, seconded by Cesar Correa, meeting was adjourned at 10:45pm.