

Montville Township Public Library
Board of Trustees Meeting
June 13, 2016
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

<i>MEMBERS PRESENT</i>
Mr. Tom Mazzaccaro
Mr. Robert Lefkowitz
Mr. Larry D'Oench
Mr. Carmen Allora
Mayor Sandham
Mr. Robert Donohue
Mr. Cesar Correa
Mrs. Jane Hines
<i>MEMBERS ABSENT</i>
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 7:35 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 digitally recorded. Minutes will be available to the public on the Library's website once they have been officially approved.

III. Adoption of Minutes

Robert Lefkowitz made a motion to approve the amended May 9, Regular session minutes, seconded by Carmen Allora

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mr. Allora yes, Mr. Correa yes, Mr. Donohue yes, Mr. D'Oench yes, Mrs. Hines yes, Mayor Sandham yes: Motion Carried

IV. Reports of Officers –

Tom Mazzaccaro – President

Tom introduced Walter Clark, Head of Circulation, to the Trustees.

Robert Lefkowitz – Vice-President

Robert has no report.

Larry D'Oench – Secretary

Larry has no report.

Carmen Allora – Treasurer

Carmen stated that normalized budget attainment is at 41.67%. Capital Expenditures came in at 34%. There is a budget surplus of \$122,417.80. Salary & Wages is at 33% of the budget year to date. Temp Staffing is at 240% of the budget year to date. The total for these two expenditures is \$237,195.00 compared to the annual budgeted amount of \$628,000 or an attainment of 37.8%. Capital budget remained the same at \$2,100.

Robert Donohue – Assistant Treasurer

Robert has no report.

Report of Board Attorney –Valerie has no report.

V. Committee Reports

Finance: Carmen has no report.

Personnel: Cesar distributed the document “Request for Quotes, Benchmark Salary Review.” This will cover salary ranges for the positions that the Library employs, this document will be discussed at the next Personnel meeting and report back to the Trustees.

Buildings & Grounds: Larry stated the committee met on May 24th. They discussed the heating system, the replacement of the boiler, an alarm system for the boiler system in case of flooding and generator installation. Allan will check with the alarm company regarding sensors for flooding. Allan will also check with Hughes to see how fast a new boiler can be acquired if needed.

Technology: Robert Lefkowitz stated the committee met on May 16th. Robert asked Valerie if video surveillance would be included under OPRA laws. Valerie will check and report back and Allan will check with the Township Administrator. The committee also discussed the email back up system, cloud storage, classes for the tech room to begin in July.

Patron Services: Robert D stated the committee met on May 25. Summer reading will begin soon. There are new puzzles in the children's area along with wire racks. Allan will reach out to all the schools to discuss future programs.

Business Continuity: Robert L stated the Committee met on June 6th. The committee discussed the installation of a generator. The approximate cost to other libraries is \$100,000. Rachel and Allan will look into this further.

Library Director – Allan Kleiman

Allan stated that Walter Clark started last week and Allan and Rachel will work with him on developing staff training manuals. Staff is gearing up for summer reading. Staff training on the HVAV controllers will take place in the next couple of weeks. One Montville will be meeting at the Library. The business office is gathering documents for the annual financial audit.

VI. Resolutions/Motions

- A. Resolution to approve the check register dated May 1-31, 2016 in the amount of \$63,870.11

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mr. Allora yes, Mr. Correa yes, Mr. Donohue yes, Mr. D'Oench yes, Mrs. Hines yes, Mayor Sandham yes: Motion Carried

- B. Resolution to accept the salaries for month of May 2016 in the amount of \$38,088.59 for staff earnings and ELL earnings of \$1161.79 for ELL earnings for a total of \$39,250.38.

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mr. Allora yes, Mr. Correa yes, Mr. Donohue yes, Mr. D'Oench yes, Mrs. Hines yes, Mayor Sandham yes: Motion Carried

VII. Old Business

Carmen would like to use email signatures and a second designee for Jeanne Ivy for transfer of funds. The cash management plan will be amended to include the designee's name.

Carmen made a motion to have Jeanne Ivy or her designee, Janine Bartman, be authorized to transfer funds from operating account to payroll account, seconded by Mayor Sandham.

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mr. Allora yes, Mr. Correa yes, Mr. Donohue yes, Mr. D'Oench yes, Mrs. Hines yes, Mayor Sandham yes: Motion Carried

VIII. New Business

Robert Donohue asked about the carpet quote. The carpet quote has been received and Allan will discuss it at the next meeting.

Motion made by Mayor Sandham and seconded by Robert Lefkowitz, to allow Montville UNICO to hold the San Genaro Festival from September 8-11 on the hill behind the Library and use the parking lot as an entrance and exit.

IX. Executive Session Minutes

Mayor Sandham made a motion to approve the amended May 9, Executive session minutes, seconded by Robert Lefkowitz

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mr. Allora yes, Mr. Correa yes, Mr. Donohue yes, Mr. D'Oench yes, Mrs. Hines yes, Mayor Sandham yes: Motion Carried

X. Adjournment

Motion to adjourn was made by Robert Lefkowitz, seconded by Mayor Sandham; meeting was adjourned at 8:45pm.