

Montville Township Public Library
Board of Trustees Meeting
January 13, 2014
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

MEMBERS PRESENT
Mr. Thomas Mazzaccaro
Mr. Cesar Correa
Mr. Robert Donahue
Mr. Peter King
Mayor Kostka
Dr. Casey Shorter
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 Peter King, at 7:30 p.m.

II. Open Public Meetings Act Statement

Peter 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. Reorganization

Peter King nominated Mayor Kostka as Temporary Chairman. Seconded by Robert Lefkowitz. All in favor by voice vote.

Motion made by Cesar Correa to nominate Tom Mazzaccaro as President, Robert Lefkowitz as Vice-President, Larry D'Oench as Secretary, Carmen Allora as Treasurer and Robert Donahue as Assistant Treasurer. Seconded by Robert Lefkowitz. All in favor by voice vote.

Peter King designated the Daily Record as official newspaper of record and notice. Secondary notification will be The Citizen. Seconded by Larry D'Oench. All in favor by voice vote.

Peter King presented resolution to retain the services of Joseph J. Bell, and the law firm of Bell, Shivas & Fasola, P.C. as legal counsel for the year 2014. Motion made by Cesar Correa, Seconded by Don Kostka. All in favor by voice vote.

Peter King presented resolution to retain the accounting services of R.A. Fredericks & Company, LLP for the year 2014. Motion made by Don Kostka, Seconded by Cesar Correa. All in favor by voice vote.

Peter King presented resolution to retain the QPA services of Fran Vanderhoof for the year 2014. Motion made by Cesar Correa, Seconded by Casey Shorter. All in favor by voice vote.

Peter King presented resolution to approve the following regular and alternate dates for the Board Meetings for 2014: Regular: February 10, March 10, April 7, May 12, June 9, July 14, August 11, September 8, October 20, November 10, December 8 and January 12, 2015. Alternate: February 24, March 17, April 28, May 19, June 16, July 21, August 18, September 15, October 27, November 17, December 15 and January 26, 2015. Motion made by Robert Lefkowitz, Seconded by Don Kostka. All in favor by voice vote.

Motion by Cesar Correa to adjourn this portion of the meeting. Seconded by Don Kostka. All in favor by voice vote.

V. Adoption of Minutes

Larry D'Oench made a motion to approve the December 9, 2013 Regular Session Minutes, and Robert Donahue seconded motion carried: Ayes: Mr. Lefkowitz, Mr. Donohue, Mr. King, Mr. Mazzaccaro, Mr. D'Oench, Mr. Allora, Dr. Shorter abstain: Mr. Kostka, Mr. Correa, Mr. Allora

Note: Mr. D'oench was present at the meeting as a guest.

VI. 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.

VII. Reports of Officers –

Thomas Mazzaccaro – President

Tom thanked all the outgoing trustees.

Robert Lefkowitz – Vice-President

Robert welcomed the incoming trustees.

Larry D'Oench – Secretary

Larry has no report

Carmen Allora – Treasurer

Carmen has no report

Robert Donahue – Assistant Treasurer

Robert welcomed the incoming trustees.

VIII. Report of Board Attorney – Joseph Bell, Esq:

Joseph Bell has no official report.

IX. Committee Reports

Finance: Tom Mazzaccaro states the purchasing manual and budget are being worked on.

Buildings & Grounds: There is no report.

Personnel: There is no report.

Patron Services: Robert Donahue has no report.

Technology: Robert Lefkowitz states there are funds available to website technology. He would also suggest electronic delivery of the meeting packets. Allan Kleiman states that the new members have been given email addresses.

Comment [ej1]: An

X. Library Director – Allan Kleiman

Allan states there was a gas leak and the building had to be evacuated. Boiler 3 will need to be replaced. The 2014 budget is almost completed and will be forwarded to the finance committee. Carmen Allora questioned when the budget process begins. Allan states it starts in November for the following year. Robert Lefkowitz suggests looking into a recording system. Larry questioned if the budget can be changed once it has been approved. Allan states that changes can be made by resolution. Allan states the tech audit was done. He asked if the Technology Committee will review or if the entire board would lie to review. Tom states they should review and report back to entire board. The total cost was \$400. All board members will be provided with a copy of Roberts Rules of Order. Allan will meet with the Patron Services Committee regarding the meeting room policy. The Technology Plan and Strategic Plan expires in 2014. Allan would like to close the weekend of the 4th of July celebration in order to rearrange the library. The employees would be on site to relocate the books.

XI. Resolutions/Motions

Resolution to accept the check register dated December 1-31, 2013 in the amount of \$96,628.88 – motion carried upon the following roll call vote: Ayes: Mr. D’Oench, Mr. Donohue, Mr. King, Mr. Allora, Mr. Mazzaccaro, Mr. Correa, Dr. Shorter, Mr. Lefkowitz, Mr. Kostka

Resolution to accept the Holiday Schedule (as per the union contract) for 2014:

January 20	MLK Jr. Day
February 17	President’s Day
April 18	Good Friday
May 26	Memorial Day
July 4	Independence Day
September 1	Labor Day
October 13	Columbus Day
November 27	Thanksgiving Day

November 28	Thanksgiving Friday
December 24	Christmas Eve
December 25	Christmas Day
January 1, 2015	New Year's Day

Motion carried upon the following roll call vote: Ayes: Mr. D'Oench, Mr. Donohue, Mr. King, Mr. Allora, Mr. Mazzaccaro, Mr. Correa, Dr. Shorter, Mr. Lefkowitz, Mr. Kostka

Resolution to adopt the closing schedule for 2014

April 20	Easter Sunday
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Motion carried upon the following roll call vote: Ayes: Mr. D'Oench, Mr. Donohue, Mr. King, Mr. Allora, Mr. Mazzaccaro, Mr. Correa, Dr. Shorter, Mr. Lefkowitz, Mr. Kostka

Resolution to adopt the early closing (5pm) schedule for 2014

November 26	Thanksgiving Eve
December 31	New Year's Eve

Motion carried upon the following roll call vote: Ayes: Mr. D'Oench, Mr. Donohue, Mr. King, Mr. Allora, Mr. Mazzaccaro, Mr. Correa, Dr. Shorter, Mr. Lefkowitz, Mr. Kostka

Resolution of Temporary Budget Appropriations for Operating Purposes 2014

Don states they would present the prior year's, first quarter budget at 103%, to not exceed 90 days, Seconded by Robert Lefkowitz - Motion carried upon the following roll call vote: Ayes: Mr. D'Oench, Mr. Donohue, Mr. King, Mr. Allora, Mr. Mazzaccaro, Mr. Correa, Dr. Shorter, Mr. Lefkowitz, Mr. Kostka

Resolution to approve the Cash Management Plan for 2014

Don would like to discuss at the February meeting.

XII. Old Business

Robert Lefkowitz made a motion that minutes will be sent two weeks prior to the meeting or as reasonable. Seconded by Don Kosta. Motion carried upon the following roll call vote: Ayes: Mr. D'Oench, Mr. Donohue, Mr. King, Mr. Allora, Mr. Mazzaccaro, Mr. Correa, Dr. Shorter, Mr. Lefkowitz, Mr. Kostka

XIII. New Business

Larry states that the minutes on the website have not been updated for two years. Allan states they are available at the desk but will be uploaded in the next month. Privacy screens on the computers will be installed in the next 10 days.

Motion made to close the library on June 26, June 27 & June 28 in order to rearrange furniture. Motion carried upon the following roll call vote: Ayes: Mr. D'Oench, Mr. Donohue, Mr. King, Mr. Allora, Mr. Mazzaccaro, Mr. Correa, Dr. Shorter, Mr. Lefkowitz, Mr. Kostka

Robert Lefkowitz questioned if items that are not returned completely, should be accepted. Items will be accepted and a late fee will be assessed.

Motion made by Robert Lefkowitz to have an action item list for the next meeting. Seconded by Tom Mazzaccaro Motion not carried upon the following roll call vote: Ayes: Mr. Lefkowitz: Ano: Mr. D'Oench, Mr. Donohue, Mr. King, Mr. Allora, Mr. Mazzaccaro, Mr. Correa, Dr. Shorter, Mr. Kostka

XIV. 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 and Union Contracts; 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 9:12 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 9:31 p.m.

XV. Adoption of Executive Session Minutes

Robert Lefkowitz made a motion to approve the December 9, 2013 Executive Session Minutes, and Dr. Shorter seconded – motion carried: Ayes: Mr. King, Mr. Donahue, Mr. Lefkowitz, Mr. Mazzaccaro, Dr. Shorter

XVI. Adjournment

The meeting was adjourned at 9:31pm