

Montville Township Public Library
Board of Trustees Meeting
August 14, 2017
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

<i>MEMBERS PRESENT</i>
Mr. Robert Lefkowitz
Mr. Robert Donohue
Ms. Linda Peskin
Mrs. Jane Hines (20:16)
Mr. Charlie Grau
Mr. David Tubbs
Mr. Carmen Allora
Mayor Sandham
Mr. Tom Mazzaccaro

Allan M. Kleiman, Library Director – Present

Catherine LaBelle, Assistant Library Director - Present

Joseph Bell, Board Attorney – Absent, Brian Laskiewicz, Acting Board Attorney - Present

Liz Johansen, Board Recording Secretary – Present

I. Call to Order

The meeting was called to order by Mr. Mazzaccaro, at 7:35 p.m.

II. Open Public Meetings Act Statement

Mr. Mazzaccaro 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 at the Library’s Information Desk and on the Library’s website once they have been officially approved.

III. Adoption of Minutes

Mr. Tubbs made a motion to approve the amended July 10, 2017 Regular session minutes, seconded by Mr. Donohue

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Donohue yes, Mrs. Hines yes, Ms. Peskin yes:
Mr. Grau yes, Mr. Mazzaccaro abstained, Mayor Sandham abstained, Mr. Allora yes:
Motion Carried

IV. Public Comments –

Presentation of the Annual Audit by Bill Schroeder, Nisivoccia, LLP

The fund balance was up \$30,000 before the payment to the Township of \$90,000. Any budget over expenditures have to be raised outside the cap. The state receives a report on the adopted budget but he also stated that there is no penalty for municipalities. The line items do not need to be broken down to be too specific, they can be more generic.

Comments:

Page 17 - transfer of excess surplus – the state librarian will make the final determination

Page 19 – The reason for transfers is because the priorities change and budget is completed long before money is spent.

Page 20 – Change Frank Cooney to Rich Conklin and Dr. Casey Shorter to David Tubbs.
Add Cesar Correa's end date of 9/1/16

V. Reports of Officers –

Tom Mazzaccaro – President

Mr. Mazzaccaro has no report.

Robert Lefkowitz – Vice-President

Mr. Lefkowitz has no report.

Jane Hines – Secretary

Mrs. Hines has no report.

Carmen Allora – Treasurer

Carmen stated that normalized budget attainment is at 58.3%. Year to date revenue is on target at 58% of annual budget. Year to date operating expenditures, plus encumbrances are at 58% of annual budget. Included in expenditures is year to date salaries and temporary help which are at \$376,195.00 or 56.8% of the total annual budget. The year to date capital expenditures are 30% of annual budget. Total capital and operating expenditures, plus encumbrances have reduced the budget surplus revenue to \$76,568.00 YTD.

When we report by categories, programs are at 72% of annual budget. Professional Services category is at 112% of the annual budget due to the expenditures for MAIN assessment and the Strategic Plan Project.

Greg Della Pia, the accountant, has resolved the discrepancies in the accounts payable figures. Moreover, as of July reporting, we are on full accrual accounting showing encumbrances as a payable. At year end, we will record our accounts payable as normal. Prior to July, we used modified accrual accounting as do many libraries. However, a full accrual accounting system will give us a better picture of our cash commitments and cash flow.

There is a bill from Verizon for \$40 and an additional bill for \$700. Mayor Sandham suggested writing a letter to Verizon, with a copy to the Township Administrator, requesting information regarding the multiple bills.

The \$26,000 for the Strategic plan is from the contingency line item.

The Atlantic Stewardship CD was renewed and will come due again in January 2018. The two CD's will possibly be combined into one CD.

Robert Donohue – Assistant Treasurer

Mr. Donohue has no report

VI. Report of Board Attorney – Mr. Laskiewicz has no report.

VII. Report of Liaisons

Mayor – Mayor Sandham stated that Montville Day is scheduled for October 15th. He suggested that the Library set up a table at the event.

Superintendent of Schools – Mr. Tubbs stated that the referendum will be up for a vote on September 26th. The Board of Education will be doing a presentation at the Township Committee meeting.

******Jane Hines entered at 20:16**

VIII. Committee Reports

Finance: Mr. Allora stated that the committee met on August 9. The committee reviewed the audit report and balance sheet. The committee discussed a modified accrual system and the procedural basis for review of the bank and petty cash reconciliation. Mr. Donohue would like to assign a designee. The CD was renewed at Atlantic Stewardship. The committee also discussed having legal representation at each meeting. The cost is \$150 per hour.

Personnel: Mr. Lefkowitz stated that the committee met and discussed debt collection, the employee termination procedure and staff development plan. Annual reviews are being completed. The mid-year review of the Director was also completed.

Buildings & Grounds: Mrs. Hines stated that the committee met on July 25th. The budgeted amount for the curtains is \$12,000 but the cost will be much higher. Desks and chairs will be purchased. The boiler needs replacement and one or both chillers may need to be replaced. They discussed installing a coating on the windows but they do not think it will be dark enough. Allan will discuss this with the Township Engineer.

******Mayor Sandham left at 20:35**

Technology: Mr. Lefkowitz stated that the committee discussed the Windows 10 upgrade. The laptops in the classroom still need to be upgraded to Windows 10 as well as the three MAC computers.

Three vendors submitted proposals for voice over IP. Mr. Grau asked what the benefit to the library would be. Mr. Lefkowitz stated that there is an upfront cost of \$15,000 and then the monthly bills would be lower. Currently there are 20 phone lines that are not needed. The cost for the hardware and headsets will be minimal. The Board of Education uses voice over IP and Mr. Tubbs will check which provider they use. The committee will look into this further. The committee also discussed installing TV monitors around the library with upcoming events and programs. The cost would be about \$500 per monitor and computer to display message. Allan would like to look into a different system that would be more cost effective.

Patron Services: Mr. Donohue stated that the committee met on July 26th. The study room policy was updated. A library card is required in order to check out the room. High school students will have priority. Letters went out to patrons with overdue fines. They will keep track for about a month and reevaluate next month.

IX. Library Director – Allan Kleiman

Allan stated that it was a busy month. There were 150 new registrations and 199 library card renewals. The staff and management Focus Groups are scheduled for August 16. Summer reading is coming to an end. There are 387 children, 157 adults and 78 teens that participated. The staff will be working on self-evaluations and should be completed by the end of the month. The Eagle Scout project has been completed both in the back of the Pio Costa auditorium and around the electric sign. The testing of the fire sprinklers and the fire and burglar alarms is scheduled for this month. The new VLAN firewall was installed on August 14th. Catherine attended a sneak peak at Leap, the new ILS Polaris Platform. The staff will be attending training on August 15th. Mr. Allora asked Allan if

the program attendance report could include a comparison of the previous year's attendance for each category.

X. Resolutions/Motions

- A. Resolution to approve the check register dated July 1-31, 2017 in the amount of \$225,273.63

Mr. Lefkowitz no, Mr. Tubbs yes, Mr. Donohue yes, Mrs. Hines yes, Ms. Peskin yes: Mr. Grau yes, Mr. Mazzaccaro no, Mr. Allora yes: Motion Carried

**Mr. Lefkowitz and Mr. Mazzaccaro voted no to paying the Verizon bills.

- B. Resolution to accept the salaries for month of July 2017 in the amount of \$47,624.39.

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Donohue yes, Mrs. Hines yes, Ms. Peskin yes: Mr. Grau yes, Mr. Mazzaccaro yes, Mr. Allora yes: Motion Carried

- C. Resolution to accept the resignation of Kristina Chan, Library Page, effective August 11, 2017.

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Donohue yes, Mrs. Hines yes, Ms. Peskin yes: Mr. Grau yes, Mr. Mazzaccaro yes, Mr. Allora yes: Motion Carried

- D. Resolution to approve the 2016 Audit and subsequent tax return preparation.

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Donohue yes, Mrs. Hines yes, Ms. Peskin yes: Mr. Grau yes, Mr. Mazzaccaro yes, Mr. Allora yes: Motion Carried

- E. Resolution to approve the Study Room Policy

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Donohue yes, Mrs. Hines yes, Ms. Peskin yes: Mr. Grau yes, Mr. Mazzaccaro yes, Mr. Allora yes: Motion Carried

There will be no reservations allowed. From September to June, groups of teens are given priority and there will be a 2 hour limit.

Mr. Allora made a motion to amend policy to read "Library Administration has the right to change the policy at any time." Seconded by Mr. Grau

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Donohue yes, Mrs. Hines yes, Ms. Peskin yes: Mr. Grau yes, Mr. Mazzaccaro no, Mr. Allora yes: Motion Carried

XI. Old Business

Television monitors

Mr. Lefkowitz made a motion to have the Technology committee continue with their effort of looking into putting up TV monitors with approval from entire board.

Maintenance for the first year is included in the price. A small wireless computer would be installed behind the screens and would be programmed with information. Mr. Allora doesn't believe this will be a benefit to the Library and the cost will be substantial.

Mr. Lefkowitz yes, Mr. Tubbs no, Mr. Donohue no, Mrs. Hines abstained, Ms. Peskin yes: Mr. Grau yes, Mr. Mazzaccaro yes, Mr. Allora yes: Motion Carried

XII. New Business

1. Montville Day

Mr. Mazzaccaro made a motion to support Montville Day with the use of the facility and parking lot.

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Donohue yes, Mrs. Hines yes, Ms. Peskin yes: Mr. Grau yes, Mr. Mazzaccaro yes, Mr. Allora yes: Motion Carried

2. Attorney Present at Meetings

Mr. Grau made a motion to only have the attorney attend meetings that he is requested at, Seconded by Mr. Lefkowitz

Mr. Laskiewicz asked if his office would still be required to review the agenda. The agreement for Professional Services will have to be reviewed. The Library Trustees would be liable as a whole if certain subjects are discussed such as employment.

Mr. Lefkowitz no, Mr. Tubbs yes, Mr. Donohue yes, Mrs. Hines yes, Ms. Peskin yes: Mr. Grau yes, Mr. Mazzaccaro no, Mr. Allora yes: Motion Carried

3. *Mr. Allora made a resolution to change the procedure to include the right to have a designee to review the bank and petty cash reconciliation on a quarterly basis, seconded by Mr. Tubbs.*

Mr. Mazzaccaro would rather have Mr. Donohue step down as Assistant Treasurer.

Mr. Allora asked to postpone this motion to the next meeting.

XIII. Executive Session

None

XIV. Executive Session Minutes

None

XV. Adjournment

Motion to adjourn was made by Mr. Grau, seconded by Ms. Peskin; meeting was adjourned at 10:05pm.