

Montville Township Public Library
Board of Trustees Meeting
November 9, 2020
Montville Township Public Library
Meeting held on GotoMeeting
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

<i>MEMBERS PRESENT</i>
Mr. Robert Donohue
Mr. Carmen Allora
Mr. Charlie Grau
Mrs. Jane Hines
Mr. David Tubbs
Mayor Cooney
Mrs. Dianna Paradise
Ms. Linda Peskin
Mr. Thomas Mazzaccaro

Allan M. Kleiman, Library Director – Present

Catherine LaBelle, Assistant Library Director - Present

Liz Johansen, Board Recording Secretary – Present

I. Call to Order

The meeting was called to order by Mr. Mazzaccaro, at 7:00p.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 on the Library’s website and at the Library’s Information Desk once they have been officially approved.

III. Adoption of Minutes

A. *Ms. Peskin made a motion to approve the October 19, 2020, Regular Session minutes, seconded by Mrs. Paradise*

Mr. Mazzaccaro abstained; Mrs. Paradise yes; Ms. Peskin yes; Mrs. Hines yes; Mr. Allora yes; Mr. Tubbs yes; Mayor Cooney yes; Mr. Donohue yes; Mr. Grau yes;
Motion Carried.

IV Public Comments –

None

V Reports of Officers –

Tom Mazzaccaro – President

Mr. Mazzaccaro will meet with the Bylaws Committee early next week. The nominating committee will be released in December.

Linda Peskin – Vice-President

Ms. Peskin had no report.

Dianna Paradise – Secretary

Mrs. Paradise had no report.

Carmen Allora – Treasurer

Mr. Allora stated that the normalized budget attainment is at 83%. Year to date revenue is on target at 82% of annual budget. Year to date operating expenditures, plus encumbrances are at 74% of annual budget. Included in expenditures is year to date salaries which is at \$575,522.00 of the total annual budget. The year to date capital expenditures are 90% of annual budget. Total capital and operating expenditures, plus encumbrances resulted in the budget surplus revenue being a positive \$123,499.00 YTD.

Robert Donohue – Assistant Treasurer

Mr. Donohue had no report.

VI Report of Liaisons

Mayor – Mayor Cooney stated that the Veteran’s Day celebration will be held via Zoom. The information can be found on the Township Website.

Superintendent Liaison of Schools – Mr. Tubbs stated that school is open and operating. The High School attends 2 days a week or fully virtual and the Elementary Schools attend 4 days a week or fully virtually.

VII. Committee Reports

Finance: Mr. Allora stated the committee met this evening. The 2019 Audit draft was discussed.

Personnel: Mr. Grau stated they will be discussing salary increases for the non-union personnel.

Buildings & Grounds: Mrs. Hines stated the steps should be fixed during the winter. Discussion took place that it is a hazard and should be repaired. The estimated cost will be \$18,000.00. Allan will touch base with the Engineer tomorrow. A new refrigerator was purchased for the staff. The front door replacement quote is being looked at. Duct cleaning proposals are included in the packets. Whitman will be arriving tomorrow at 9am.

Patron Services/Technology: Mr. Donohue stated that the committee is meeting next week.

VIII. Library Director – Allan Kleiman – see attached written report.

Allan stated the staff is getting good feedback from patrons. Craft bags have been a big hit during the pandemic.

IX. Resolutions/Motions

- A. Resolution to approve the checks numbered 14462 and 14512 dated October 1 to October 31, 2020 in the amount of \$63,346.74

Motion made by Mr. Allora and seconded by Ms. Peskin

Mr. Mazzaccaro yes; Mr. Grau yes; Mrs. Paradise yes; Ms. Peskin yes; Mrs. Hines yes; Mr. Allora yes; Mr. Tubbs yes; Mayor Cooney yes; Mr. Donohue yes; Motion Carried.

- B. Resolution to accept staff salaries for the month of October 2020 in the amount of \$52,918.37

Motion made by Mr. Allora and seconded by Ms. Peskin

Mr. Mazzaccaro yes; Mr. Grau yes; Mrs. Paradise yes; Ms. Peskin yes; Mrs. Hines yes; Mr. Allora yes; Mr. Tubbs yes; Mayor Cooney yes; Mr. Donohue yes; Motion Carried

X. Old Business

1. Resolution to accept the 2019 Audit completed by Samuel Klein for the year 2019.

Motion made by Mr. Allora and seconded by Mr. Donohue

Mr. Mazzaccaro yes; Mr. Grau yes; Mrs. Paradise yes; Ms. Peskin yes; Mrs. Hines yes; Mr. Allora yes; Mr. Tubbs yes; Mayor Cooney yes; Mr. Donohue yes; Motion Carried

2. Resolution to accept the proposal for Consolidated Environmental for \$11,470.00 for duct cleaning.

Motion made by Mrs. Hines and seconded by Mr. Grau

Mr. Mazzaccaro yes; Mr. Grau yes; Mrs. Paradise yes; Ms. Peskin yes; Mrs. Hines yes; Mr. Allora yes; Mr. Tubbs yes; Mayor Cooney yes; Mr. Donohue yes; Motion Carried

3. Resolution to approve the repair of the steps on the High School side of the Library for a repair cost of \$18,400.00.

Motion made by Mrs. Hines and seconded by Mr. Grau

Mr. Mazzaccaro yes; Mr. Grau yes; Mrs. Paradise yes; Ms. Peskin yes; Mrs. Hines yes; Mr. Allora yes; Mr. Tubbs yes; Mayor Cooney yes; Mr. Donohue yes; Motion Carried

XI. New Business

1. Salary increase for Library Director will be discussed at the next Personnel meeting. The raise will be retroactive to January 1, 2020.
2. The Naples, Florida Library complimented the Montville Township Public Library as one of the best on the East Coast.

XII. Executive Session

None

XIII. Open Session

None

XIV. Adjournment

Motion to adjourn was made by Mr. Grau seconded by Mrs. Hines; meeting was adjourned at 7:49pm.