

Montville Township Public Library  
Board of Trustees Meeting  
June 12, 2017  
Montville Township Public Library  
90 Horseneck Road  
Montville, New Jersey 07045

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**OPEN SESSION**

<b>MEMBERS PRESENT</b>
Mr. Robert Lefkowitz
Ms. Jane Hines
Ms. Linda Peskin
Mr. Tom Mazzaccaro
Mr. Charlie Grau
Mayor Sandham
Mr. Carmen Allora
Mr. David Tubbs
<b>MEMBERS ABSENT</b>
Mr. Donohue - excused

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 – Absent

Jeanne Ivy – Substitute 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 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 May 8, 2017 Regular session minutes, seconded by Charlie Grau

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

### **IV. Public Comments**

None

### **V. Reports of Officers**

Tom Mazzaccaro – President

Tom discussed the Strategic and Technology Plans. He stated that the original timeline did not involve the full Board of Trustees until Phase 3. He assigned the Strategic and Technology Plans to the entire Board, as a “committee of the whole” so they will have input throughout the process.

Robert Lefkowitz – Vice-President

Robert had no report.

Jane Hines – Secretary

Jane had no report

Carmen Allora – Treasurer

Carmen stated that normalized budget attainment is at 41.7%. Year to date revenue is on target at 41% of annual budget. Year to date operating expenditures are below attainment at 38% of annual budget. Included in expenditures is year to date salaries and temporary help, which are at \$254,087 or 38.4% of the total annual budget. The year to date capital expenditures are 23% of annual budget. Total capital and operating expenditures have reduced the budget surplus revenue to \$105,215 YTD.

Carmen stated that the accountant would analyze and correct the balance sheet when the audit is completed. Professional services and programs are at 80% and 48% of budget respectively, because of large one time annual billings.

Robert Donohue – Assistant Treasurer

Absent

- VI. Report of Board Attorney** – Brian stated that his firm has a new name, Bell & Shivas, P.C. Robert Lefkowitz asked if there was an official transition since Joseph Bell initially attended the meetings, then Valerie Fasolo and then Brian Laskiewicz. Brian answered that there was not a formal transition and that entire firm is deeply committed and involved in representing the library. However, Valerie Fasolo will no longer be involved with the library since she has assumed other responsibilities. Brian will add a new cover page to the combined union agreement since it has the name of the attorney, Mark Tabakin, who originally worked on the contract.

**VII. Report of Liaisons**

Mayor – Mayor Sandham stated that there was a drug prevention program on intervention, presented by Dr. Frank Mattiace. The Montville Messenger Summer Edition has been published and sent out. Montville's Independence Day Celebrations are June 22 through June 24 and there will be a parade this year.

Superintendent of Schools – David Tubbs stated that graduation ceremonies will be held on June 19<sup>th</sup> for Lazar and June 20<sup>th</sup> for the High School. Elementary schools had their 5<sup>th</sup> grade ceremonies and promotion is June 20.

**VIII. Committee Reports**

Finance: Carmen stated the cash flow worksheet is coming along. Some work needs to be done on the balance sheet. The accountant will work on this after the auditors are done. A township resident asked the Director and Board to reconsider the Library's banking agreement with one of our banks. Carmen stated that it is the Library's fiduciary responsibility to assess our banks for the best rates and service and that this is done on a regular and ongoing process. The Director will send a written response to the resident who asked the question.

Personnel: Robert L stated that there are three new employees. He said that we should develop termination procedures including making sure that ex-employees' email accounts are deleted. The committee did not conduct the Director's mid-year performance review. The Personnel Committee meetings may be changed from the second to the fourth Wednesday of the month. This will be discussed further at a later date

Buildings & Grounds: Jane discussed the carpet installation and explained that the installers will start in the middle of the building so it would not be possible to cordon off certain sections and isolate work areas. The installation will be noisy, dusty and there will be lots of equipment and furniture piled up. She stated that it is the committee's

recommendation that the library close for the installation of the carpet in the main building.

The eight benches that were reupholstered have been returned.

The two chillers do not have to be replaced at the same time. One could be replaced and the other replaced in the following year.

Technology: Robert L. stated that the committee discussed the upgrade to Windows 10. The licenses have been ordered from TechSoup. We will be able to download them as soon as TechSoup receives the check. The VPN was ordered from M.A.I.N. in June and should be installed in July. Additional electrical outlets will be installed in the quiet study room.

Patron Services: Robert Donohue-absent

Allan stated that the Strategic and Technology Plans would be overseen by a committee of the whole. Committee chairperson should prepare minutes and if a chairperson if absent they should designate someone to report on the meeting and prepare the minutes.

Business Continuity: Robert Lefkowitz asked when the plan would be completed. Allan said it will be completed and included in the packets for the next meeting.

**IX. Library Director – Allan Kleiman**

Allan stated that going forward the Director's Report would be more detailed to provide a better summary to the Board of the daily activities going on in the Library. Charlie said he appreciated the new and expanded report.

**X. Resolutions/Motions**

- A. Resolution to approve the check register dated May 1 to May 31, 2017 in the amount of \$105,787.29.

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

- B. Resolution to accept the salaries for month of May 2017 in the amount of \$46,930.93 for regular staff earnings.

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

- C. Resolution to excuse Robert Donohue from the June 12, 2017 Board Meeting.

Motion carried with a voice vote – All in favor

**XI. Old Business**

Motion made by Charlie Grau and seconded by Linda Peskin that the library be closed when the carpet is installed from July 3 to July 8 for reasons of prudence and safety for the employees and patrons.

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

The administrative offices will operate from the Gasparro Technology Center during the week the library is closed to the public. Full time staff may choose to work or use vacation. Some staff will be assigned to work in neighboring libraries. Part time staff may choose to use vacation or floating holiday hours but they will not be required to work during the closing.

The timeline for the Strategic and Technology Plans was discussed. The timeline did not involve the full Board until Phase Three. It called for a first meeting with a planning group, which was going to be the Patron Services Committee. After discussing several different options, it was agreed that the full Board would act as “a committee of the whole” and have input starting with Phase One. Charlie said it might be helpful to have Library Development Solutions provide us with one of their recent plans to give an overview of what to expect.

**XII. New Business**

**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; and

WHEREAS, once the matter involving confidentiality of the above no longer requires 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 9:04 p.m. Mayor Sandham made a motion, seconded by David Tubbs that the Library Board adjourn to executive Session. Vote: All in favor

**XIV. Open Session**

Motion made by Robert Lefkowitz to reconvene to Open Session at 9:08 p.m., seconded by Mayor Sandham. All in favor by voice vote

Motion made by Mayor Sandham and seconded by Charles Grau to adopt the May 8, 2017 executive sessions minutes as amended.

All in favor by voice vote.

Motion made by Tom Mazzaccaro, seconded by Jane Hines to excuse Mayor Sandham from the July 10, 2017 Board meeting

Motion carried by voice vote, Mayor Sandham abstains, all others in favor

**XV. Adjournment**

Motion to adjourn was made by Carmen Allora, seconded by Linda Peskin; meeting was adjourned at 9:08pm.

All in favor by voice vote