

Montville Township Public Library  
Board of Trustees Meeting  
January 12, 2015  
Montville Township Public Library  
90 Horseneck Road  
Montville, New Jersey 07045

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**OPEN SESSION**

<b>MEMBERS PRESENT</b>
Mr. Tom Mazzaccaro
Mr. David Tubbs
Mr. Larry D'Oench
Mr. Cesar Correa
Mr. Robert Lefkowitz
Mayor Gallopo
Mr. Carmen Allora
Mr. Robert Donohue
<b>MEMBERS ABSENT</b>
Mr. Peter King

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 7:30 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 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. Adoption of Minutes**

Robert Lefkowitz made a motion to approve the amended December 8, 2014 Regular Session minutes, seconded by Larry D'Oench. Motion carried. Ayes: Mr. Mazzaccaro, Mr. D'Oench, Mr. Correa, Mr. Allora, Mr. Lefkowitz  
Mr. Donahue, Mr. Tubbs and Mr. Gallopo Abstained

**V. Public Comments**

None

**VI. Reports of Officers –**

Thomas Mazzaccaro – President

Tom thanked everyone for the re-nomination.

Robert Lefkowitz – Vice-President

Robert had no report.

Larry D'Oench – Secretary

Larry asked if minutes from prior meetings can be received two weeks prior to the meeting.

Carmen Allora – Treasurer

Carmen had no report at this time.

Robert Donohue – Assistant Treasurer

Robert had no report.

Report of Board Attorney – Valerie Fassolo, Esq:

Valerie Fasolo had no report.

**VII. Committee Reports**

Finance:

Carmen discussed the CD at Atlantic Stewardship Bank. His recommendation is that if Atlantic Stewardship cannot come up to or close to .5%, then they should move the CD to Lincoln Park Savings. On January 2, Carmen, Allan, Jeanne and Ralph met regarding open Purchase Orders. He does not believe that they should be cancelled and reissued.

The PO's are recorded on the system once items are received. The capital purchase budget worksheet was reformatted into broader categories. Allan will request an accounting manual from Nisivoccia, LLP.

**Personnel:**

Cesar requested a resolution to approve the Personnel Manual. The Personnel Manual will be discussed during discussions under Old Business.

**Buildings & Grounds:** Larry stated that Allan, himself and Joe met with SSP, which is one of the bidders for the Building Assessment RFP. They will meet with RSC next week.

**Technology:** Robert Lefkowitz stated that they have not met yet this month.

**Patron Services:** Robert Donohue stated they discussed reinstating fines for the Seniors. The amount collected from fines and fees for 2014 was \$18,237.

\*\*\*\* Cesar Correa entered at 8:10pm

Allan stated that the library staff collects fines and fees for other libraries up to \$10. If the fine is more than \$10 then the fee is sent to the appropriate library. Allan also stated that the seniors only get relief from the fines for books. They currently pay late fees on all other items. The Polaris system keeps track of all the payments of fines. They also discussed possibly placing mobile units at the train station and senior house. Allan will check pricing on this.

**Library Director – Allan Kleiman**

Allan is working on the annual report and will distribute in next month. He is requesting that everyone check their library emails once a day. All emails pertaining to the Library need to be sent from the official emails to avoid potential OPRA issues. The anniversary of the library is March 5th and they are planning activities to begin on March 4th.

## **VIII Resolutions/Motions**

A. Resolution to approve the check register dated December 1-31, 2014 in the amount of \$136,039.90 – motion carried following roll call vote: Ayes: Mayor Gallopo, Mr. Correa, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro, Mr. Donahue, Mr. Tubbs

B. Resolution to accept salaries for month of December 2014 in the amount of \$57,018.05 - motion carried following roll call vote: Ayes: Mayor Gallopo, Mr. Correa, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro, Mr. Donahue, Mr. Tubbs

C. Resolution to accept the Holiday Schedule (as per the union contract) for 2015/2016:

January 19	MLK Jr. Day
February 16	President's Day
April 3	Good Friday
May 25	Memorial Day
July 3	Independence Day
September 7	Labor Day
October 12	Columbus Day
November 26	Thanksgiving Day
November 27	Thanksgiving Friday
December 24	Christmas Eve
December 25	Christmas Day
January 1, 2016	New Year's Day

Motion carried following roll call vote: Ayes: Mayor Gallopo, Mr. Correa, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro, Mr. Donahue, Mr. Tubbs

D. Resolution to adopt the closing schedule for 2015:

April 5	Easter Sunday
July 4	Independence Day

Motion carried following roll call vote: Ayes: Mayor Gallopo, Mr. Correa, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro, Mr. Donahue, Mr. Tubbs

E. Resolution to adopt early closing (5pm) schedule for 2015:

November 25	Thanksgiving Eve
December 31	New Year's Eve

Motion carried following roll call vote: Ayes: Mayor Gallopo, Mr. Correa, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro, Mr. Donahue, Mr. Tubbs

F. Resolution to approve the hiring of Jeffrey Cupo, Library Associate, (Library trainee, Young Adult) part- time, at a salary of \$18.87 an hour for 9 MLS credits completed, \$19.87 for 18 MLS credits completed, pending Personnel Committee evaluation, \$20.87 for 27 MLS credits completed, pending Personnel Committee

evaluation, and \$21.87 for 36 credits completed, pending Personnel Committee evaluation, effective February 2, 2015.

Discussion ensued regarding the formula for the salary amounts. The pay schedule is based on the Library school credits earned. Completion of the credits will be approximately 18 months from now. The Salary at the completion of his credits will be the only one to change because he will enter the union. His responsibilities will change as he earns the credits and he will be evaluated just as any other employee.

Motion carried following roll call vote: Ayes: Mr. Correa, Mr. D'Oench, Mr. Lefkowitz, Mr. Donahue, Mr. Tubbs

No: Mr. Mazzaccaro, Mayor Gallopo and Mr. Allora

Note: The three no votes were not in opposition of the hiring of Jeffrey Cupo but to the salary amounts stated in the resolution.

G. Resolution to approve the Personnel Manual – amendment to Chapter 6.2 Overtime – Salaried employee should be changed to exempt employees and hourly employees should be changed to non-exempt employees

Larry stated that there are two appendix A's. He thinks that the manual should be reviewed by the employees for them to make comments. Allan and Jeanne both reviewed the manual. Allan states that it is a managerial manual. The manual can be amended in the future if needed. The comments will be reviewed at the Personnel meeting.

Motion carried following roll call vote: Ayes: Mayor Gallopo, Mr. Correa, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro, Mr. Donahue, Mr. Tubbs

H. Resolution of the Montville Township Public Library Board approving fiscal year 2015 salary increases for eligible employees of the Montville Public Library Written resolution was distributed to all Trustees and read into the record - Motion carried following roll call vote: Ayes: Mayor Gallopo, Mr. Correa, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro, Mr. Donahue, Mr. Tubbs

I. Resolution to adopt the Fines and Fees schedule for 2015:

Costs to replace missing items is approximately \$3,400. This amount is not included in the \$18,237.

Motion made by Mr. Mazzaccaro to amend resolution to state: Director or the Director's designee has the option to reduce, waive or negotiate the fines or fees on a case by case basis when they deem that certain circumstances merit such.

Motion carried following roll call vote: Ayes: Mayor Gallopo, Mr. Correa, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro, Mr. Donahue, Mr. Tubbs

**IX Old Business**

None

**X New Business**

CD Transfer – Carmen stated the CD is coming due at Atlantic Stewardship Bank on 1/24/15. He will check what the new rate will be for 2015. Lincoln Park Savings is offering .5%. Larry questioned if the board was limited to local banks. Allan states the banks have to be on the state approved list, GUDPA banks. Scott states the last page states that Atlantic Stewardship is offering the same CD rate of .5% for 12-17 months.

Motion made by Mr. Allora to roll the CD over at Atlantic Stewardship with little penalty for early withdrawal at a rate of .5% for 12 months - Motion carried following roll call vote: Ayes: Mayor Gallopo, Mr. Correa, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro, Mr. Donahue, Mr. Tubbs

Policy Review – The purpose of the manuals that are being created, is so that new employees know what the policies are of the Library. Each committee should review their policies and create a manual for those policies.

**XI 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 9:37 p.m. Tom made a motion, seconded by Carmen Allora that the Library Board adjourn to executive Session. Vote: All in favor

Open Session reconvened at 9:42 p.m.

## **XII Adjournment**

Motion to adjourn was made by Robert Lefkowitz, seconded by Cesar Correa, meeting was adjourned at 9:46pm.