

Montville Township Public Library
Board of Trustees Meeting
May 9, 2016
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

<i>MEMBERS PRESENT</i>
Mr. Tom Mazzaccaro
Mr. Robert Lefkowitz
Mr. Larry D'Oench
Mr. Carmen Allora
Mr. David Tubbs
Mr. Robert Donohue
Mr. Cesar Correa
Mrs. Jane Hines
Mayor Sandham

Allan M. Kleiman, 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 Tom Mazzaccaro, at 7:34 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 amended April 11, 2016 Regular session minutes, seconded by Cesar Correa

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mr. Allora yes, Mr. Correa yes, Mr. Donohue yes, Mr. Tubbs yes, Mr. D'Oench yes, Mrs. Hines abstained, Mayor Sandham abstained:
Motion Carried

IV. Guests

Brian Ivy in attendance for a school project

V. Reports of Officers –

Tom Mazzaccaro – President

Tom stated that he met with Personnel, Business Continuity, and the Technology Committee. An email was sent to all the Trustees to submit their Financial Disclosure Statements.

Robert Lefkowitz – Vice-President

Robert has no report.

Larry D'Oench – Secretary

Larry has no report.

Carmen Allora – Treasurer

Carmen stated the he met with the Finance and Personnel Committees.

Robert Donohue – Assistant Treasurer

Robert has no report.

Report of Board Attorney – Brian has no report.

VII. Committee Reports

Finance: Carmen stated that he signed the checks for April. Normalized attainment would have been at 33.3% of expenditures but came in at 28% with a surplus of \$85,075.95 year to date. Salary and wages is at 27% and temporary staffing is at 184%. Total for these two line items is \$190,669.24 compared to budgeted amount of \$628,000. There was an increase in PERS and MAIN assessment. The capital budget remained the same.

Larry asked if the Cash Management Plan was going to be approved. Carmen stated that it was on the agenda under resolutions. He also asked what Overdrive was. It was stated by Allan that this was the ebook vendor. Allan also stated that we utilize CollectionHQ

which will keep track of the popularity of materials. Tom asked about the segment 3 line on the statement of revenue and expenditures. Greg is going to contact Edmunds to have the report adjusted. Tom questioned if all the personnel positions will be filled.

Personnel: Cesar stated that the committee met last month and interviewed an applicant for the Supervisor of Circulation. Also the committee will meet with someone to discuss medical benefits for spouses and families.

Buildings & Grounds: Larry stated that the committee met on April 25. He also stated that a valve has been replaced. The water shut off was located above a ceiling tile so the committee will look into having the tiles marked that have a shut off behind it. The RSC Building assessment update report was distributed. Allan stated that some of these projects can be completed by the plumber. These projects will be done as soon as possible.

Technology: Robert Lefkowitz stated the committee met on April 18. The classroom will be cleaned out in May. The committee discussed Voice over IP for telephones, cloud storage, Google docs, Google Calendar and an email back up system. Allan and Rachel will create a manual on how to use Google Docs. Allan will continue to send emails to the Trustees also until everyone is comfortable using the Google docs. Robert discussed the use of Ransomware which happens when someone hacks into your computer and holds your hard drive for “ransom” and demanding money to unlock it. Allan will check with Victor Canning to see what the Township policy is on this. Jim stated that the critical points are payroll and vendor payments which are both backed up by either ADP or Edmunds.

Patron Services: Robert D stated the committee is meeting on May 18.

Business Continuity: Robert L stated the Committee met on April 25th and Allan and Rachel are working on an outline that will be completed by May 23rd.

Library Director – Allan Kleiman

Allan stated that the English Learners graduation was this past Friday. On May 12 the Library provided lunch for the staff for National Library Workers Day. A third of the staff participated in spirit week. The Miniature Therapy Horse was a success. Summer Reading Program will begin soon. 90 patrons came out for Gilbert & Sullivan. He stated that the staff worked hard to replace the shelving and not all of the shelving has arrived yet. There are currently about 117,000 items and only room for 105,000 items.

VIII Resolutions/Motions

- A. Resolution to approve the check register dated April 1-30, 2016 in the amount of \$130,706.77

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mr. Allora yes, Mr. Correa yes, Mr. Donohue yes, Mr. Tubbs yes, Mr. D'Oench yes, Mrs. Hines yes, Mayor Sandham yes: Motion Carried

- B. Resolution to accept the salaries for month of April 2016 in the amount of \$37,128.57 and ELL earnings of \$1,024.13 for ELL earnings for a total of \$38,152.70

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mr. Allora yes, Mr. Correa yes, Mr. Donohue yes, Mr. Tubbs yes, Mr. D'Oench yes, Mrs. Hines yes, Mayor Sandham yes: Motion Carried

- C. Resolution to close on Wednesday, June 22nd at 5pm for Lazar Graduation

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mr. Allora yes, Mr. Correa yes, Mr. Donohue yes, Mr. Tubbs yes, Mr. D'Oench yes, Mrs. Hines yes, Mayor Sandham yes: Motion Carried

- D. Resolution to close on Thursday, June 23rd at 5pm for Montville High School graduation

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mr. Allora yes, Mr. Correa yes, Mr. Donohue yes, Mr. Tubbs yes, Mr. D'Oench yes, Mrs. Hines yes, Mayor Sandham yes: Motion Carried

- E. Resolution to close to the public on Thursday, June 30th thru Sunday, July 3rd for Montville Townships 4th of July events, but remain open for staff service days on June 30th and July 1.

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mr. Allora yes, Mr. Correa yes, Mr. Donohue yes, Mr. Tubbs yes, Mr. D'Oench yes, Mrs. Hines yes, Mayor Sandham yes: Motion Carried

- F. Resolution to approve the Cash Management Plan for March 1, 2016 thru February 28, 2017.

Jim asked if there is alternate for Jeanne. It was stated that there was and a second person's name will be added to the Cash Management Report at the next Finance meeting.

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mr. Allora yes, Mr. Correa yes, Mr. Donohue yes, Mr. Tubbs yes, Mr. D'Oench yes, Mrs. Hines yes, Mayor Sandham yes: Motion Carried

IX Old Business

X New Business

A. Carmen stated that invoices for personal services include social security numbers and that emailed signatures can now be accepted. Tom stated this will be discussed at the next Finance Committee meeting.

B. Larry made a motion to add Sunday cleaning service to the schedule for \$335 per month. Seconded by Jane

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mr. Allora yes, Mr. Correa yes, Mr. Donohue yes, Mr. D'Oench yes, Mrs. Hines yes, Mayor Sandham yes, Mr. Tubbs abstained:
Motion Carried

C. Voice Over IP – Rachel and Allan will visit two libraries and report back to the board.

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

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 8:50 p.m. Larry D'Oench made a motion, seconded by Jim Sandham that the Library Board adjourn to executive Session. Vote: All in favor

XII Open Session

Open Session reconvened at 10:03 p.m.

Cesar made a motion to hire Walter Clark, for the position of Head of Circulation, with a starting salary of \$50,000 with 5% increase effective January 1, 2017. Seconded by Robert Donohue

Mr. Mazzaccaro yes, Mr. Lefkowitz no, Mr. Allora no, Mr. Correa yes, Mr. Donohue yes, Mr. D'Oench yes, Mrs. Hines yes, Mayor Sandham no, Mr. Tubbs yes: Motion Carried

XIII Adjournment

Motion to adjourn was made by Cesar Correa, seconded by David Tubbs; meeting was adjourned at 10:06pm.