

Montville Township Public Library
Board of Trustees Meeting
October 17, 2016
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

<i>MEMBERS PRESENT</i>
Mr. Robert Lefkowitz (7:37)
Mrs. Jane Hines
Mr. Larry D'Oench
Mr. Carmen Allora
Mayor Sandham
Mr. Tom Mazzaccaro
Mr. David Tubbs
<i>ABSENT</i>
Mr. Robert Donohue

Allan M. Kleiman, Library Director – Present

Joseph Bell, Board Attorney – Absent, Valerie Fassalo , 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 digitally recorded. Minutes will be available to the public on the Library's website once they have been officially approved.

III. Adoption of Minutes

Carmen Allora made a motion to approve the amended September 12, Regular session minutes, seconded by Jane Hines

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

IV. Public Comments – Margaret Lamb will make a donation to the ELL program this year. She is also interested in assisting the Library obtain additional funding through donations and will assist Allan with setting up a Citizen Advisory Committee. Allan would like to purchase text books that can be used from semester to semester.

V. Reports of Officers –

Tom Mazzaccaro – President

Tom stated that there was an inquiry made to appoint a new trustee. The Township Committee will wait until January to appoint someone for the seat.

Robert Lefkowitz – Vice-President

Robert has no report.

Larry D'Oench – Secretary

Larry has no report.

Carmen Allora – Treasurer

Carmen stated that normalized budget attainment is at 75%. Year to date revenue is on target 75% of annual budget. Year to date operating expenditures are \$987,500 or 60% of annual budget. Included in expenditures is year to date salaries and temporary help which are at \$445,200 or 71% of their combined budget. The year to date operating budget surplus is \$242,200 and year to date capital expenditures are \$70,100 or 27% of annual budget. Total capital and operating expenditures are under revenue by \$172,117 YTD.

Robert Donohue – Assistant Treasurer

Robert absent, no report.

Report of Board Attorney – Valerie has no report.

VII. Committee Reports

Finance: Carmen stated the committee met on October 5 and the 990 was distributed and only minor changes were made.

Personnel: Robert L stated the committee met on September 28 and stated that Allan is reviewing resumes for a part time Librarian and Pages. They are working on Allan's personnel review and they will discuss it with him in the near future.

Buildings & Grounds: Larry stated the committee met on September 27. He stated the light bulbs have been replaced.

New signs have been installed on the book drops because items are being damaged in the boxes.

The cost of a diesel generator would be approximately \$143,000 and \$286,000 for a natural gas generator. Jim suggested that Allan contact the OEM manager, Victor Canning, to find out what the use of the Library would be during a storm or disaster. Not all the trustees believe that the library needs to run on a generator at 100%. Jim asked what the cost would be to run the library at 50% usage. Allan would like all services to be available to the public if they are open. The concern is that employees would not be able to get to work in case of a storm and the library may not be able to function with minimal staffing.

Boilers will be left active next summer at 123 degrees until they will run at 109 degrees.

Technology: Robert Lefkowitz suggested sending text messages through Google Hangouts. Any messages sent will be stored in Library email. The classroom still needs desks, laptops, software and some furniture needs to be removed. Classes will begin in January. The committee discussed voiceover IP, the Technology Plan, website upgrades and possibly changing the email contact program.

Patron Services: Robert D absent. Jane stated the committee discussed having the U.S. Citizenship paperwork on hand at the Library.

Business Continuity: Robert L stated that they did not meet.

Library Director – Allan Kleiman

Allan attended a workshop for Disaster Preparedness which focused on staff training and what the Library role would be. Sean Canning sent the last draft of the RFP to Allan. The opening date would be November 10. Acceptance would be on November 14. Interviews for the new positions will be next week and he will have recommendations at the next meeting. Larry stated that the staff run programs have increased dramatically. Allan stated the staff is doing a wonderful job.

VIII Resolutions/Motions

- A. Resolution to approve the check register dated September 1-30, 2016 in the amount of \$49,011.39

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

- B. Resolution to accept the salaries for month of September 2016 in the amount of \$42,868.10 for regular staff earnings.

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

- C. Resolution to accept and approve the 990 form for the period ending December 31, 2015

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

IX Old Business

None

X New Business

Larry would like to know the general consensus of the trustees for partial power or full power of the Library. The contents of the Library need to be protected but the building can be used as a warming and charging station. A committee will be created in the new year to discuss and evaluate.

XIII Adjournment

Motion to adjourn was made by Jim Sandham, seconded by Carmen Allora; meeting was adjourned at 9:00pm.