

Montville Township Public Library
Board of Trustees Meeting
November 13, 2017
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

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| MEMBERS PRESENT |
| Mr. Robert Lefkowitz |
| Ms. Linda Peskin |
| Mrs. Jane Hines (20:16) |
| Mr. Charlie Grau |
| Mr. David Tubbs |
| Mr. Tom Mazzaccaro |
| Mr. Carmen Allora |
| Mr. Robert Donohue |
| MEMBERS ABSENT |
| Mayor Sandham |

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 7:30 p.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 once they have been officially approved.

III. Adoption of Minutes

Mr. Grau made a motion to approve the October 16, 2017 Regular session minutes, seconded by Mr. Tubbs

Mr. Tubbs yes, Mrs. Hines yes, Mr. Grau yes, Mr. Mazzaccaro yes, Mr. Donohue abstained, Mr. Lefkowitz abstained: Ms. Peskin abstained; Mr. Allora yes: Motion Carried

IV. Public Comments –

None.

V. Reports of Officers –

Tom Mazzaccaro – President

Mr. Mazzaccaro stated that he met with the Personnel, Patron Services, Buildings & Grounds, Technology and Finance Committees. Budget Planning is underway and will be discussed in depth at the November 29th special meeting at Town Hall at 7pm.

Robert Lefkowitz – Vice-President

Mr. Lefkowitz has no report.

Jane Hines – Secretary

Mrs. Hines has no report.

Carmen Allora – Treasurer

Mr. Allora stated that normalized budget attainment is at 83%. Year to date revenue is on target at 83% of annual budget. Year to date operating expenditures, plus encumbrances are at 98% of annual budget. Included in expenditures is year to date salaries and temporary help which are at \$523,051 or 79% of the total annual budget. The year to date capital expenditures are 53% of annual budget. Total capital and operating expenditures, plus encumbrances have reduced the budget surplus revenue to negative \$109,293 YTD. Our encumbrances are driving the revenue negative without transfer encumbrances (transfer of funds to Montville Township) our position is 90% or \$153,790.00.

Mr. Allora asked about donating books to the Library. Katherine stated he can drop them off and the staff will look at them. Mr. Grau suggested the Book Nook if the Library did not want the books.

Robert Donohue – Assistant Treasurer

Mr. Donohue thanked Jeanne and Allan for their work on the budget.

VI. Report of Liaisons

Mayor – Mayor Sandham absent, no report.

Superintendent Liaison of Schools – Mr. Tubbs stated that the School of Rock is having a Socks-giving concert on November 21 at 7:15pm. The cost for admission is a new pair of men’s socks.

VII. Committee Reports

Finance: Mr. Allora stated that \$263,083.00 will be transferred to the Township in December. Mr. Grau asked what amount was transferred last year. Allan stated last year’s transfer of funds was about \$90,000.00. Allan would like to replace the cleaning service with two part time janitorial staff members. He would like to hire additional staffing and eliminate the use of ProLibra. Chillers still need to be paid for. \$5000 has been added to the “Programs” line item.

Personnel: Mr. Lefkowitz stated that Allan provided basis for performance evaluations that should be completed by November 15. The newly hired Page started on October 24. The staff will be attending an Active Shooter training class.

Buildings & Grounds: Mrs. Hines stated that the committee met on November 13th. The new LED lighting that is covered under the State contract has been installed. The light poles are installed and the children’s furniture has been shipped. There will be another company giving a quote for new drapery. The new boiler will be installed this week. The heat will be off so the Library will be closed. Mr. Mazzaccaro asked if there is a chance that the company will change the dates or not show up. Allan will double check with them to make sure they will be working those dates. The staff will be attending training at another location.

Technology: Mr. Lefkowitz stated that the committee met on October 17th. The committee discussed hiring a Technology Librarian. Allan will be supplying a detailed job description for this position. The classroom has been cleared out. Voice over IP is still being looked at and Allan is working on a prototype on the digital signage. He is looking at Powerpoint on Flashdrive or Rasberry Tie. The RFP will be going out at the end of the week. This is for informational purposes and will be reviewed by the committee and board at a later date.

Patron Services: Mr. Donohue stated that the committee met on November 8th. The Overnight program was a success with about 30 kids in attendance. They are looking to add more programs when the children have school breaks and will look to work with some school clubs. They are looking at a video streaming service called Canopy which is very user friendly and currently being used by other Libraries. Museum of Modern Art passes are ordered. Allan would like the Pio Costa auditorium to become part of the main Library.

Business Continuity – Mr. Lefkowitz has no report.

VIII. Library Director – Allan Kleiman

Allan stated that the library circulated 16,071 items in October. 80 patrons attended the Sunday Music Series. Montville “U” had a program on Terrorism. The fall Citizenship and ELL classes have begun. Pam and Catherine continue to work on the newsletter. New name tags have been ordered for the the staff. The ADP upgrade was completed and the first payroll was completed. Jeanne and Walter completed the Super Supervisor Training Certificate program on October 18th. Allan attended the NJ Statewide Director’s Summit. The staff is working on getting the storage room emptied. He would like to have all the boxes out by June. The staff holiday party will be on December 8th at 6pm at the Library. Allan will supply all the Board members with a reference guide for Library Law.

IX. Resolutions/Motions

A. Resolution to approve the checks numbered 12210 through 12282 dated October 1 to October 31, 2017 in the amount of \$80,629.62.

Mr. Tubbs yes, Mrs. Hines yes, Mr. Grau yes, Mr. Mazzaccaro yes, Mr. Donohue yes, Mr. Lefkowitz yes: Ms. Peskin yes; Mr. Allora yes: Motion Carried

B. Resolution to accept the salaries for month of October 2017 in the amount of \$48,579.27 and ELL teacher salaries in the amount of \$903.20 for a total of \$49,482.47.

Mr. Tubbs yes, Mrs. Hines yes, Mr. Grau yes, Mr. Mazzaccaro yes, Mr. Donohue yes, Mr. Lefkowitz yes: Ms. Peskin yes; Mr. Allora yes: Motion Carried

C. Resolution to approve the RFP for Legal Services for January 1, 2018 through December 31, 2018

Mr. Tubbs yes, Mrs. Hines yes, Mr. Grau yes, Mr. Mazzaccaro yes, Mr. Donohue yes, Mr. Lefkowitz yes: Ms. Peskin yes; Mr. Allora yes: Motion Carried

X. Old Business

Business Continuity Plan – Mr. Lefkowitz would like to have this on the agenda for December. Allan stated that it’s a policy of the order of procedures.

XI. New Business

A. Mrs. Hines made a motion to close the Library a maximum of four days on November 27, 28, 29 and 30 for the installation of the new boiler, seconded by Mr. Grau

Mr. Tubbs yes, Mrs. Hines yes, Mr. Grau yes, Mr. Mazzaccaro yes, Mr. Donohue yes, Mr. Lefkowitz yes: Ms. Peskin yes; Mr. Allora yes: Motion Carried

B. Reorganization – Allan stated that there will be no new appointments for 2018. Committee appointments will be up for nomination in December. Mr. Allora will discuss renegotiation the contract for accounting services with Greg Delapia for 2018.

XII. Executive Session

None

XIII. Executive Session Minutes

None

XIV. Adjournment

Motion to adjourn was made by Mr. Lefkowitz, seconded by Mr. Grau; meeting was adjourned at 9:51pm.