

Montville Township Public Library
Board of Trustees Meeting
November 10, 2014
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

MEMBERS PRESENT
Mr. Tom Mazzaccaro
Mr. Peter King
Mr. Larry D'Oench
Mr. Robert Donohue
Mr. Robert Lefkowitz
Mr. David Tubbs
Mr. Carmen Allora
MEMBERS ABSENT
Mayor Kostka
Mr. Cesar Correa

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 October 20, 2014 Regular Session minutes, seconded by Larry D'Oench. Motion carried. Ayes: Mr. King, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro and Mr. Tubbs

Mr. Donohue Abstained

V. Public Comments

None

VI. Reports of Officers –

Thomas Mazzaccaro – President

Tom stated he met with Patron Services, Building & Grounds and Finance Committee. He appointed Robert Lefkowitz, Larry D'Oench and Carmen Allora to the nominating committee for 2015.

Robert Lefkowitz – Vice-President

Robert had no report.

Larry D'Oench – Secretary

Larry had no report.

Carmen Allora – Treasurer

Carmen had no report at this time.

Robert Donohue – Assistant Treasurer

Robert had no report.

VII. Report of Board Attorney – Valerie Fassolo, Esq:

Valerie Fasolo had no report.

VIII. Committee Reports

Finance:

Carmen stated the preliminary budget has been distributed. He reviewed all checks and the check register. The four year plan has not changed and is still standing at \$252,750. Payroll has been looked at and the reports that ADP can supply. Jeanne will do the initial payroll and Allan will approve.

Personnel:

Tom stated that they did not meet but the budget will be ready for the December meeting.

Buildings & Grounds: Larry stated that recycling containers have been placed in the front of the library. The cost for an intelligent return and sorting system is \$48,000. This will be discussed at a future meeting. Allan and Jeanne have not received a phone call from the electrician so they will attempt to find another one. The forms and documents are ready to be submitted for the energy audit. Robert Lefkowitz suggested obtaining more recycling containers.

Technology: Robert Lefkowitz stated that they did not meet and the next meeting is Monday at 12:30.

Patron Services: Robert Donohue discussed the possible distribution of museum passes. David Tubbs stated that the Gilder Lehrman Institute offer free materials and exhibits regarding American history. Tom Mazzacarro stated that the committee decided it will not pursue citizenship or legal residency requirements of library users.

IX. Library Director – Allan Kleiman

Allan stated that him, Jeanne and Carmen met and reviewed the ADP report. All of the staff currently use a hand scanner to punch in and out. The Holiday party will be held at the library on December 12 from 6-9pm. The initial draft of the budget has been completed. The Finance Committee reviewed the draft at the last meeting. He would like to carry chair upholstering, painting and carpeting to 2015 and move the boiler replacement from 2015 to 2016. This change will change the 2014 capital from \$80,000 to \$61,500 and the 2015 capital from \$141,700 to \$128,700, but will be ratified at the next meeting. Vince Sacco, past Library Employee, has passed away. Larry questions if sending flowers was appropriate. Carmen suggested sending a fruit basket or platter of sandwiches. Allan was asked how the public feels about the self check-out and he stated that all positive feedback has been received. Tom stated there is an issue with the Polaris software. It should be up and running in the near future. Polaris, Main and 3M need to be integrated so all the products can be checked in and out.

X. Resolutions/Motions

A. Resolution to approve the check register dated October 1-31, 2014 in the amount of \$77,399.83 – motion carried following roll call vote: Ayes: Mr. King, Mr. D’Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro, Mr. Donohue and Mr. Tubbs

B. Resolution to accept salaries for month of October 2014 in the amount of \$38,889.09 - motion carried following roll call vote: Ayes: Mr. King, Mr. D’Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro, Mr. Tubbs No: Mr. Donohue

****Carmen Allora made a motion to change the wording to “approve the check register” and “accept salaries” instead of “accept the check register” and “approve salaries”, seconded by Robert Donohue. All in favor by voice vote.

Mr. Allora would like to add “disbursed” to the wording also. They will discuss this at the Finance committee meeting and report back.

XI. Old Business

A. Resolution to approve the 2013 audit: The resolution stated that the Library Board declined the recommendation to obtain board approved transfers by line item. Over the years, the Library Board has not been concerned with specific line items as long as the total budget amount does not exceed the original amount. A motion was made by Carmen Allora to approve the audit as amended: motion carried following roll call vote: Ayes: Mr. Donohue, Mr. D’Oench, Mr. Lefkowitz, Mr. Allora and Mr. Tubbs: No: Mr. King and Mr. Mazzaccaro

B. Resolution to approve the update of the Cash Management Plan for 2014 to include the new bank account, donations, approved at the October, 2014 meeting: A new bank account will be opened at Lakeland Bank to keep donations separate. A motion was made by Robert Lefkowitz to approve the cash management plan, seconded by Carmen Allora. motion carried following roll call vote: Ayes: Mr. Donohue, Mr. D’Oench, Mr. Lefkowitz, Mr. Allora, Mr. Tubbs, Mr. King and Mr. Mazzaccaro

XII. New Business

1. Capital Plan – Robert Lefkowitz questioned the light switches. Allan states the lights will automatically turn off when not in use. Motion made by Robert Lefkowitz to accept the new amended capital purchase schedule and seconded by Larry D’Oench - motion carried following roll call vote: Ayes: Mr. Donohue, Mr. D’Oench, Mr. Lefkowitz, Mr. Allora, Mr. Tubbs, Mr. King and Mr. Mazzaccaro

2. Special Budget Meeting – Budget meeting will be held on November 19, 2014 at 7:30pm and will be open to the public.
3. Subcommittee meetings – Robert Lefkowitz suggested having subcommittee meetings open to the public. Allan stated that all meeting would require noticing. The cost to notice is meeting is approximately \$50.00. Tom Mazzaccaro suggests having meetings where capital projects are being discussed, held open to the public and this can be decided on case by case basis.

XIII. Adoption of Executive Session Minutes

Peter King made a motion to approve the October 20, 2014 Executive Session minutes, seconded by Robert Lefkowitz - Motion carried. Ayes: Mr. Donohue, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Tubbs, Mr. King and Mr. Mazzaccaro

XIV. Adjournment

Motion to adjourn was made by Larry D'Oench, seconded by Peter King, meeting was adjourned at 9:01pm.