

Montville Township Public Library
Board of Trustees Meeting
April 9, 2018
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

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| <i>MEMBERS PRESENT</i> |
| Mrs. Jane Hines |
| Ms. Linda Peskin |
| Mayor Conklin |
| Mr. Charlie Grau |
| Mr. David Tubbs |
| Mr. Tom Mazzaccaro |
| Mr. Robert Lefkowitz |
| Mr. Robert Donohue |
| <u>MEMBERS ABSENT</u> |
| Mr. Carmen Allora - Excused |

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 7:31 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 and at the Library’s Information once they have been officially approved.

III. Adoption of Minutes

Mr. Tubbs made a motion to approve the March 12, 2018 Regular session minutes, seconded by Mrs. Hines

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

IV. Public Comments –

None.

V. Reports of Officers –

Tom Mazzaccaro – President

Mr. Mazzaccaro stated that he is looking forward to getting back to work on the Strategic Plan. There will be a meeting on April 18.

Robert Lefkowitz – Vice-President

Mr. Lefkowitz had no report.

Linda Peskin – Secretary

Ms. Peskin had no report.

Carmen Allora – Treasurer

Mr. Allora stated that normalized budget attainment is at 25%. Year to date revenue is on target at 25% of annual budget. Year to date operating expenditures, plus encumbrances are at 27% of annual budget. Included in expenditures is year to date salaries and temporary help which are at \$143,493.00 or 20% of the total annual budget. The year to date capital expenditures are 1% of annual budget. Total capital and operating expenditures, plus encumbrances have reduced the budget surplus revenue to \$11,096 YTD.

Robert Donohue – Assistant Treasurer

Mr. Donohue had no report.

VI. Report of Liaisons

Mayor – Mayor Conklin stated that the Township Committee had a special meeting on Saturday where they discussed bike and walking paths and the playground at the Community Park will be redone by the end of the year. New street signs are still being installed. They are working on an ordinance for Historic Properties “Demolition beyond neglect” where the township will be able to enter properties in order to refurbish them. There is discussion of a possible expansion of the amphitheater and renovations at

Community Park. The committee discussed employee recognition. This Thursday there will be a combined meeting between Board of Adjustment, Planning Board and Board of Education..

Superintendent Liaison of Schools – Mr. Tubbs stated the High school will be offering Criminology as a new elective next year. He will share the curriculum with Allan once presented.

VII. Committee Reports

Finance: Mr. Donohue stated the committee met last week. They went over the balance sheet, check register and bank reconciliation. Mr. Mazzaccaro stated that changes were made to the Cash Management Plan.

Personnel: Mr. Lefkowitz stated that Allen’s evaluation is completed.

Buildings & Grounds: Mrs. Hines stated the committee met on March 27th. The best option for the window treatment issue is the black out the windows instead. The lights have been repaired. The automatic handicapped button on the front door has been replaced. The Township is in agreement that the Library should look into hiring their own maintenance personnel.

Technology: Mr. Lefkowitz stated that there is one company that has a solution for the voice over IP in the desired price range. He would like a representative to come to the Library meeting.

Patron Services: Mr. Donohue stated that the committee met last week. He stated that some progress is being made in collection of fines. The grant money was received and there will be a speaker from Kean University doing a program in the fall.

Business Continuity – Mr. Lefkowitz had no report.

VIII. Library Director – Allan Kleiman

Allan stated that in the month of March, 10,676 patrons visited the Library. 64 new patrons applied for Library cards while 118 patrons renewed their cards. He met with the Township Administrator to discuss the parking lot drainage, removal of unwanted furnishings, the hiring of custodial staff, mechanical engineer consultant and the RFQ for lawn cutting/snow removal. Catherine and he attended the Public Library Association Conference in Philadelphia. There is an annual luncheon for the staff on April 10 from 12-3pm in the Staff Room.

Buildings & Grounds – There is a leak above the children’s desk and in the auditorium during heavy rains. It is being addressed. A new flag has been purchased for the exterior flag pole. Verizon has repaired the fax line used for the public which went out during one of the storms.

Finance – CD was deposited with Lakeland Bank and the Cash Management Plan has been updated to reflect this. He will be following up with the accountant and auditor regarding using credit cards.

Patron Services – Programs were well attended in March despite the snowy weather. Montville “U” program included “Birds that Hunt”. The NJ Audubon Society spoke about the habits and habitats of birds of prey. Dr Nicole Yanoso of St Elizabeth College spoke on the Impact of the Irish on Presidential Policy. Maya Ross spoke about her book regarding a Holocaust survivor who spent five years in nine different concentration camps. Over 30 people turned out for a Parkinson’s 101 program. Eighty patrons came out for a special St. Patrick’s Day Sunday Music program. The Science tellers STEAM program brought 60 children to listen to a story and experiment. A grant for \$1000, was received from the ALA/Gilder Lehman Institute. Amnesty week begins on April 8th.

Personnel – Catherine has been training the new Librarian, Jessica Clemente. This month they will test the ADP benefits accrual modules. Interviews are being conducted for the Library Assistant position.

Technology – Four new televisions have been installed. Walter has been working on updating the RFID security system. Two sessions on ebooks were held in the Gasparro Training Center.

IX. Resolutions/Motions

- A. Resolution to approve the checks numbered 12541 through 12600 dated March 1 to March 31, 2018 in the amount of \$157,540.27

Motion made by Mr. Donohue and seconded by Mr. Grau

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

- B. Resolution to accept the salaries for month of March 2018 in the amount of \$50,643.67 and ELL teacher salaries in the amount of \$981.20 for a total of \$51,624.87.

Motion made by Mr. Donohue and seconded by Mr. Grau

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

- C. Resolution to approve the 2018 Cash Management Plan. CD's are being held at Lakeland Bank.

Motion made by Mr. Grau and seconded by Ms. Peskin

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

X. Old Business

- A. None

XI. New Business

- A. A motion was made by Mrs. Hines and seconded by Mr. Lefkowitz to excuse Mr. Allora from the Library Board of Trustees March 8th Meeting.

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

XII. 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 the Employee Evaluation of Allan Kleiman; 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 7:55 p.m. Ms. Peskin made a motion, seconded by David Tubbs that the Library Board adjourn to executive Session. Vote: All in favor

XIII. Open Session

Motion made by Mr. Lefkowitz to reconvene to Open Session at 8:12 p.m, seconded by Mr. Grau. All in favor

XIV. Adjournment

Motion to adjourn was made by Mr. Lefkowitz, seconded by Mr. Grau; meeting was adjourned at 8:12 pm.

Motion to reopen meeting to include Finance report, Mr. Allora arrived at 8:07pm, during Executive Session, made by Mr. Lefkowitz and seconded by Mrs. Hines, meeting reopened at 8:13pm

Motion to adjourn was made by Mr. Lefkowitz, seconded by Mr. Grau; meeting was adjourned at 8:15 pm