

Montville Township Public Library  
Board of Trustees Meeting  
May 11, 2015  
Montville Township Public Library  
90 Horseneck Road  
Montville, New Jersey 07045

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**OPEN SESSION**

<b>MEMBERS PRESENT</b>
Mr. Tom Mazzaccaro
Mr. David Tubbs
Mr. Larry D'Oench
Mr. Robert Donohue (7:41pm)
Mr. Robert Lefkowitz (7:57pm)
Mayor Gallopo
Mr. Carmen Allora
Mr. Peter King
Mr. Cesar Correa (9:35pm)

Allan M. Kleiman, Library Director – Present

Joseph Bell, Board Attorney – Absent, Valerie Fasolo, Acting Board Attorney - Absent

Liz Johansen, Board Recording Secretary – Present

**I. Call to Order**

The meeting was called to order by Tom Mazzaccaro, at 7:37 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**

Scott Gallopo made a motion to approve the April 13, 2015, amended Regular Session minutes, seconded by Carmen Allora Motion carried. Ayes: Mr. Mazzacarro, Mr. D'Oench, Mr. Allora, Mr. King, Mayor. Gallopo and Mr. Tubbs

Carmen Allora requested the following amendments: VI. Treasurers report: He would like an outside consultant to look at the current system and advise since he doesn't believe that Peachtree is meeting our needs.

He states that the budget should be front loaded as the operating expenses are \$43,000 over budget. Carmen things wer are on target to meet quarterly expenditures. He would like patty cash to be reconciled monthly by one person and quarterly audits done by the assistant Treasurer.

Tom Mazzacarro requested the following amendments: VI: Presidents Report: A Facebook page and website had been set up but the group was informed to remove both and Allan stated that they did comply.

\*\*Robert Donohue entered

**V. Public Comments**

None

**VI. Reports of Officers –**

Thomas Mazzacarro – President

Tom stated that he attended the Patron Services, Technology and Personnel Committee meetings this month. Allan asked if Tom still planned on attending the Training at the Secaucus Public Library. Tom stated he will not be in attendance.

Robert Lefkowitz – Vice-President

Robert absent, no report.

Larry D'Oench – Secretary

Larry asked if anyone attended the Library Trustees meeting at Riverdale. No one attended.

Carmen Allora – Treasurer

Carmen stated that he attended the Personnel meeting. He reviewed the April Revenues and Expenses. Operating expenses have been reduced to \$11,033 over the year to date budget. Professional services are over by \$9,000 because of the MAIN Assessment.

Salaries were over by \$16,000 due to PERS expenses. Several categories were under budget.

Robert Donohue – Assistant Treasurer

Robert has no report.

Report of Board Attorney – Valerie absent, no report.

## **VII. Committee Reports**

Finance:

No Report

Personnel: Tom stated that they discussed, reviewed and amended the Travel & Business Expense Reimbursement Policy.

Job descriptions are being tabulated and will be discussed at the June Personnel Committee meeting.

Carmen stated he thinks the Delegation of Authority needs to be in writing, to the effect that the Assistant Director will have, in his job description, that in the absence of the Director, he has the delegation of authority and the powers of the Library Director. If the Assistant Library Director is not present, the Library Director should put a written delegation of authority to another individual and to state a time and the duties.

Buildings & Grounds: Larry stated that there was no meeting this month. Lines and arrows have been painted in the parking lot. The next meeting is May 19. Tom asked about weed control. Allan will check whether weed control has been applied this year. Tom asked if Buildings and Grounds should look into getting a contract. Allan stated he will get it taken care of for this year.

Technology: Allan stated that there was a theft of a cell phone at the Library. The cameras were checked but they were unable to determine who the actor was. Five months of recordings are kept on the system. They will discuss with the Board Attorney what can be OPRAs and if the video can be saved. Scott advised Allan to contact the Patron and the Police Department. Robert Lefkowitz stated the committee discussed digital classrooms, smartboards, laptops, printers and he is looking for ideas for classes. Robert also stated that there was a Facebook post claiming that a predator was in the library. Tom stated the Board will discuss this at the next meeting when the Board Attorney is present.

Patron Services: Robert Donohue stated that Patron Services met with the Writer's Group. They have been operating under the umbrella of the Library and were told that

they can continue to run under the Library and be open and available to everyone or they can continue to run as a private group and the Library will assist in allowing them to use space in the facility. The Writers Group was advised to return with a decision by June. If they continue to operate under the Library, all emails will have to be reviewed by Library personnel, which also makes their manuscripts vulnerable to OPRA requests.

Robert Donohue stated that they discussed making a policy for museum passes and study rooms.

Library Director – Allan Kleiman

An email regarding the Library Traffic Ordinance was distributed. A parking permit will be required from 7am-9am instead of from 7am-10am. Some items need to be changed on the site plan. Discussion ensued regarding parking and stopping in front of the library and in the loading zone. Allan will submit a proposal for concrete planters to be installed in front of the building.

\*\*\* A motion was made by Robert Lefkowitz to accept the Parking policy and map with the following amendments: The Loading Zone will be designated as No Parking/No Standing Loading Zone, the trash dumpster area will be designated as No Parking/No Standing Loading Zone and the front of the library be designated at No Standing/No Parking. Seconded by Larry D'Oench: motion carried following roll call vote: Ayes: Mr. Mazzaccaro, Mr. D'Oench, Mr. Lefkowitz, Mayor Gallapo, Mr. Allora

No: Mr. Tubbs, Mr. Donohue and Mr. King

The above Trustees voted against the resolution because they were unsure that a problem existed.

## **VIII Resolutions/Motions**

A. Resolution to approve the check register dated April 1 to April 30, 2015 in the amount of \$75,487.16 – motion carried following roll call vote: Ayes: Mr. Donohue, Mr. Allora, Mr. Tubbs, Mr. D'Oench, Mr. Lefkowitz, Mr. King, Mayor Gallapo and Mr. Mazzaccaro .

B. Resolution to accept salaries for month of April 2015 in the amount of \$38,887.16 - motion carried following roll call vote: Ayes: Mr. Donohue, Mr. Allora, Mr. Tubbs, Mr. D'Oench, Mr. Lefkowitz, Mr. King, Mayor Gallapo and Mr. Mazzaccaro .

## **IX Old Business**

- A. Resolution to approve the Travel & Business Reimbursement Policy – motion made by Carmen Allora and seconded by Peter King - motion carried following roll call vote: Ayes: Mr. Donohue, Mr. Allora, Mr. Tubbs, Mr. D’Oench, Mr. Lefkowitz, Mr. King, Mayor Gallapo and Mr. Mazzaccaro

Larry suggested to have the Library Director notify the President when out of the office. Tom would rather have a separate policy for Allan’s absence. The Personnel committee will discuss this and possibly add it to the Personnel Manual.

- B. Library Directors Expenses – Carmen Allora made a motion to accept Allan’s expenses of \$1,215.20 for the January 29 to February 3, 2015, American Library conference in Chicago. Seconded by Peter King: motion carried following roll call vote: Ayes: Mr. Donohue, Mr. Allora, Mr. Tubbs, Mr. D’Oench, Mr. Lefkowitz, Mr. King, Mayor Gallapo and Mr. Mazzaccaro
- C. Solar Project – Valerie sent an email stating that the Library can opt out of the project at any time.

\*\*Robert Donohue left

Scott stated that the County also can choose alternate sites. There is no current commitment to build any of the sites that have been previously chosen. The Library was the only site in Montville that is on the list. The Board was never given a figure of how much money will be saved over time. The ground mount is the most inexpensive option for the county. Everyone is in agreement that they should not opt out of the project.

\*\*Cesar Correa entered

Robert Lefkowitz asked Scott if there is a timeline. The RFP’s will be reviewed by the MCI/County by the end of the week. All sites have to be built by December 31, 2016 or the funds need to be returned to the Federal Government. The Library should know by September 1, 2015 of the County’s intent.

**X     New Business**

- A. Resolution to close the Library on Monday, June 22<sup>nd</sup> at 5pm due to the Lazar Graduation: motion carried following roll call vote: Ayes: Mr. Correa, Mr. Allora, Mr. Tubbs, Mr. D’Oench, Mr. Lefkowitz, Mr. King, Mayor Gallapo and Mr. Mazzaccaro

- B. Resolution to close the Library on Tuesday, June 23rd at 5pm due to the Montville High School Graduation: motion carried following roll call vote: Ayes: Mr. Correa, Mr. Allora, Mr. Tubbs, Mr. D'Oench, Mr. Lefkowitz, Mr. King, Mayor Gallapo and Mr. Mazzaccaro
- C. Resolution to close the Library on Thursday, June 25<sup>th</sup>, Friday, June 26<sup>th</sup> and Saturday, June 27<sup>th</sup> due to the 4<sup>th</sup> of July Events/Celebration: motion carried following roll call vote: Ayes: Mr. Correa, Mr. Allora, Mr. Tubbs, Mr. D'Oench, Mr. Lefkowitz, Mr. King, Mayor Gallapo and Mr. Mazzaccaro

These days will be used for staff development, painting and training.

**XI Executive Session**

None

**XII Executive Session Minutes**

**XIII Adjournment**

Motion to adjourn was made by Peter King, seconded by Carmen Allora; meeting was adjourned at 9:41pm.