

Montville Township Public Library  
Board of Trustees Meeting  
December 8, 2014  
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. Peter King
Mr. Larry D'Oench
Mr. Cesar Correa
Mr. Robert Lefkowitz
Mayor Kostka
Mr. Carmen Allora
<b>MEMBERS ABSENT</b>
Mr. David Tubbs
Mr. Robert Donohue

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 7:34 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 November 10, 2014 Regular Session minutes, seconded by Larry D'Oench. Motion carried. Ayes: Mr. King, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro

Mr. Correa and Mayor Kostka Abstained

Robert Lefkowitz made a motion to approve the amended November 19, 2014 Special Session minutes, seconded by Larry D'Oench. Motion carried. Ayes: Mr. King, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro, Mayor Kostka

Mr. Correa Abstained

**V. Public Comments**

None

**VI. Reports of Officers –**

Thomas Mazzaccaro – President

Tom stated he met with all the committees except Patron Services. He commended everyone on all their hard work.

Robert Lefkowitz – Vice-President

Robert had no report.

Larry D'Oench – Secretary

Larry stated that the training for the Trustees is completed.

Carmen Allora – Treasurer

Carmen had no report at this time.

Robert Donohue – Assistant Treasurer

Robert absent, no report.

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

Valerie Fasolo had no report.

## VIII. Committee Reports

### **Finance:**

Carmen had no report.

### **Personnel:**

Cesar stated the employee manual was distributed to all Trustees. Some changes have been made and he would like everyone to review it and approve it at the January meeting.

**Buildings & Grounds:** Larry stated that they discussed the RFP *for building assessment. Five bids were received and the two lowest bids will be discussed at the Buildings and Grounds meeting.* Peter Greendyck has offered to train the personnel in CPR and AED. It's a two hour course and would be free to the Library.

**Technology:** Robert Lefkowitz stated that they met twice last month.

**Patron Services:** Robert Donohue absent. Tom stated they did not meet.

### **Library Director – Allan Kleiman**

Allan stated that Vince Sacco's family sent a thank you card.

The electrical will hopefully be done by the end of the week and the holiday party is this Friday at 6pm at the Library. He hopes to have the strategic/*technology* plan by the end of the month. Each committee will have goals and he hopes they can work on them together for the upcoming year. Larry asked if name tags can be used for the holiday party.

## IX. Resolutions/Motions

**A. Resolution to approve the check register dated November 1-30, 2014 in the amount of \$172,943.68** – motion carried following roll call vote: Ayes: Mayor Kostka, Mr. Correa, Mr. King, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro

**B. Resolution to accept salaries for month of November 2014 in the amount of \$38,864.17** - motion carried following roll call vote: Ayes: Mayor Kostka, Mr. Correa, Mr. King, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro

**C. Resolution to accept the retirement of Veronica Coladarci, Senior Library Assistant effective December 31, 2014** - motion carried following roll call vote:

Ayes: Mayor Kostka, Mr. Correa, Mr. King, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro

- D. Resolution to approve change of status of Nilufer Sozusen, Library Assistant from part-time to full-time effective January 1, 2015** - motion carried following roll call vote: Ayes: Mayor Kostka, Mr. Correa, Mr. King, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro
- E. Resolution to approve the hiring of Hadia Shams, Library Monitor (Page) part-time, effective January 5, 2015 at an hourly rate of \$8.38 per hour** - motion carried following roll call vote: Ayes: Mayor Kostka, Mr. Correa, Mr. King, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro
- F. Resolution to approve the hiring of Jason Samlin, Library Monitor (Page) part-time, effective January 5, 2015 at an hourly rate of \$8.38 per hour** - motion carried following roll call vote: Ayes: Mayor Kostka, Mr. Correa, Mr. King, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro
- G. Resolution to approve the hiring of Jessica Bonilla, Library Monitor (Page) part-time, effective January 5, 2015 at an hourly rate of \$8.38 per hour** - motion carried following roll call vote: Ayes: Mayor Kostka, Mr. Correa, Mr. King, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro
- H. Resolution to acknowledge the separation of Vincent Sacco, Library Associate part-time effective November 10, 2014** - motion carried following roll call vote: Ayes: Mayor Kostka, Mr. Correa, Mr. King, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro

**X. Old Business**

- A. **Personnel Manual:** Cesar would like a motion to approve the personnel manual as presented. The Trustees would like more time to read it.

\*\*\*Robert Lefkowitz made motion to table until the January meeting. Seconded by Peter King - motion carried following roll call vote: Ayes: Mayor Kostka, Mr. Correa, Mr. King, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro

- B. **Budget:** Carmen stated the personnel budget line amount was added. There is a 2% operating budget increase. Under Capital expenditures, \$30,000 for carpeting was moved to 2015 along with the building inspection consultation of \$10,000. And \$12,000 was moved to 2014 for self check out and book detection system. The new boiler was moved to 2016.

\*\*\*\* Cesar Correa made a motion to accept the 2015 Operating, Personnel & Capital budgets as presented. Seconded by Don Kostka

Robert Lefkowitz stated he is not comfortable approving the budget and believes that the 2015 Board of Trustees should be approving it. Don stated that it was better to approve now since the current board has spent many hours discussing this budget.

Subject was called to question by Robert Lefkowitz and seconded by Larry D'Oench. All in favor

**XI. New Business**

Robert Lefkowitz does not agree with a current library policy that allows late fees to be waived for senior citizens. Allan stated that the Finance committee will discuss this at the next meeting.

Robert Lefkowitz made a motion to cease the practice of waiving fees for senior citizens. Seconded by Don Kostka.

Tom Mazzaccaro stated he can't find anything in writing regarding this matter and will discuss in a future meeting.

Robert Lefkowitz tabled the motion to the January meeting. All in favor

**XII. Adjournment**

Motion to adjourn was made by Cesar Correa, seconded by Peter King, meeting was adjourned at 8:59pm.