

Montville Township Public Library  
Board of Trustees Meeting  
June 11, 2018  
Montville Township Public Library  
90 Horseneck Road  
Montville, New Jersey 07045

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**OPEN SESSION**

<b><i>MEMBERS PRESENT</i></b>
Mrs. Jane Hines
Ms. Linda Peskin
Mayor Conklin (7:25)
Mr. Robert Lefkowitz
Mr. David Tubbs
Mr. Carmen Allora
Mr. Robert Donohue
<b><u>MEMBERS ABSENT</u></b>
Mr. Tom Mazzaccaro
Mr. Charlie Grau

Allan M. Kleiman, Library Director – Present

Catherine LaBelle, Assistant Library Director - Absent

Liz Johansen, Board Recording Secretary – Present

**I. Call to Order**

The meeting was called to order by Mr. Lefkowitz, at 7:10p.m.

**II. Open Public Meetings Act Statement**

Mr. Lefkowitz 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**

- A. *Mr. Tubbs made a motion to approve the amended April 9, 2018 Regular session minutes, seconded by Mr. Donohue*

Allan spoke with the attorney. Wording can be added to include purpose of executive session is to discuss the Directors Employee Evaluation. Additional employees present need to be listed.

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

- B. *Mr. Tubbs made a motion to approve the May 14, 2018 Regular session minutes, seconded by Mrs. Hines*

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

\*\*\* Mayor Conklin entered at 7:25

### **IV Public Comments –**

None.

### **V Reports of Officers –**

Tom Mazzaccaro – President

Mr. Mazzaccaro was absent, no report.

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 41.7%. Year to date revenue is on target at 41% of annual budget. Year to date operating expenditures, plus encumbrances are at 43% of annual budget. Included in expenditures is year to date salaries and temporary help which are at \$272,300.00 or 38.1% of the total annual budget. The year to date capital expenditures are 2% of annual budget. Total capital and operating expenditures, plus encumbrances resulted in the budget surplus revenue being \$44,809.00 YTD.

Financial statements have been reviewed line by line. Allan received quotes for door replacement and repairs. The quote for repairs was approximately \$6,000 and \$10,000 for replacement.

Robert Donohue – Assistant Treasurer  
Mr. Donohue had no report.

## **VI Report of Liaisons**

Mayor – Mayor Conklin stated that there was an Employee Appreciation Breakfast at Town Hall this morning. June 28-30 is the Fourth of July celebration. October 14 is Montville Day. On June 19<sup>th</sup> there will be a joint meeting with the Board of Education regarding security.

Superintendent Liaison of Schools – Mr. Tubbs stated that graduation ceremony for Lazar will be on June 20 and the High School will be on June 21.

## **VII. Committee Reports**

Finance: Mr. Allora stated that the committee reviewed the financial statements for the 990. Temporary Help is at 74% of the annual budget, Health Benefits are at 49%, PERS payments are at 74%, collections are at 41%, programs are at 64%, supplies are at 66%, Staff development is at 43%. Throughout the year the employees attend webinars and conferences. Physical plant is at 69%, repairs are at 79%, cleaning is at 215%, Professional services is at 46%, MAIN assessment is at 49%, In kind fees are at 48%, Total expenditures are at 43%. The Capital account currently has \$190,000. Chillers are the largest expense. Cost will be \$60,000 without installation.

There is currently \$11488.35 on the balance sheet under Fund Balance. Allan is waiting for a response from Greg Della Pia.

Personnel: Mr. Lefkowitz stated that Allan has not completed the staff performance evaluations yet. Allan stated that the evaluations are completed at this time and the six month evaluations are starting on Wednesday. Open positions were discussed. The position for Digital Librarian was reposted in May. Full time Librarian is also needed.

Buildings & Grounds: Mrs. Hines stated she has not received a response yet regarding snow removal. The committee discussed installing hand dryers for the bathrooms to alleviate paper. The Girl Scouts installed the new flag. New security cameras have been installed. The cost for the curtains will be less than expected. They are waiting for a quotes for the installation of the chillers. Mayor Conklin stated he thinks the proposal from Whitman is very vague. He would like to meet with a representative from the company along with Allan.

Technology: Mr. Lefkowitz stated that he wants to get a sense from the board about what they believe should be done. Voicis will require their support and service plan. RFQ has been distributed to the Board. The other service is a plug and play system. The savings would be approximately \$400 per month. Discussion took place regarding replacement of the current IT employee. The current IT support person does not want work with Voice Over IP.

*\*\*\*\* Mr. Allora made a motion to cease discussions on Voice over IP and reintroduce this at a later date if needed. Seconded by Mr. Tubbs*

Mr. Tubbs yes, Mrs. Hines yes; Ms. Peskin yes; Mr. Donohue no; Mr. Lefkowitz no, Mr. Allora yes, Mr. Conklin yes: Motion Carried.

Patron Services: Mr. Donohue stated that himself, Mr. Tubbs and Mrs. Hines toured the Library to see what areas could be expanded.

#### **VIII. Library Director – Allan Kleiman**

Allan stated that they were busy celebrating Asian Pacific American Heritage Month. The ELL graduation ceremony took place as did the Teen advisory Board Volunteer Ceremony. The staff is gearing up for Summer Reading to begin on June 23<sup>rd</sup>.

Buildings & Grounds: A new water heater has been installed that services the two front restrooms. The Montville Garden Club has been busy working on the rain garden and the memorial garden. Two applications were received for the custodial position.

Finance: The Township QPA, June Hercik will most likely take over for Sean Canning. Sean Canning was charging \$2500 for the year.

Patron Services: Montville “U” offerings included a two part workshop on living a happy, mindful life, highlights of Ebbets Field, global policy and the rising influence of China. More than 60 people turned out to hear historian Kevin Woyce speak about the history of New York City skyscrapers. The New Jersey Music Society performed Broadway Love Songs. Cindy LaRue presented her monthly Book Bites program. A grant application was completed for a \$1,000 award. Risa visited Fun Time Academy and Millie’s House preschools to do story time. He is re-applying to the Montville Literacy Foundation for matching funds for out ELL classes for the fall of 2018 and spring of 2019.

Personnel: Jeff and Allan attended the New Jersey Library Association Conference on May 30-June 1 and the New Jersey Lifelong Learning Conference on May 11. Allan and Catherine attended the Montville Chamber of Commerce Lunch.

Technology: Classes this past month included “On-line Consumer Research”. The Polaris upgrade on May 23<sup>rd</sup> went smoothly.

**IX. Resolutions/Motions**

- A. Resolution to approve the checks numbered 12680 through 12752 dated May 1 to May 31, 2018 in the amount of \$52,712.72

*Motion made by Mr. Allora and seconded by Ms. Peskin*

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

- B. Resolution to accept the salaries for month of May 2018 in the amount of \$75,300.72 and ELL teacher salaries in the amount of \$1,482.80 for a total of \$76,783.52.

*Motion made by Mr. Allora and seconded by Mrs. Hines*

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

- C. Resolution to approve the Technology Plan 2018-2020.

*Motion made by Mr. Lefkowitz and seconded by Mr. Allora*

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

- D. Resolution to accept the resignation of Jared Birnbaum, part time Library Monitor (page) effective May 30, 2018.

*Motion made by Mr. Lefkowitz and seconded by Mr. Tubbs*

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

- E. Resolution to hire Angelina Cucci as part time Library Monitor (page) effective June 12, 2018, at a rate of \$8.60 an hour.

*Motion made by Mr. Lefkowitz and seconded by Mr. Allora*

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

**X. Old Business**

A. Mr. Lefkowitz made a motion for Allan to receive a RICE notice by the appropriate authority for the next meeting, in order to discuss personnel issues. Seconded by Mr. Allora

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

**XI. New Business**

1. *A motion was made by Mr. Lefkowitz to request from the Township Committee the use of the Township QPA. Seconded by Mayor Conklin.*

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

**XII. Executive Session**

None

**XIII. Adjournment**

Motion to adjourn was made by Mr. Allora, seconded by Mrs. Hines; meeting was adjourned at 9:40 pm.