

Montville Township Public Library
Board of Trustees Meeting
March 9, 2015
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

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

I. Call to Order

The meeting was called to order by Tom Mazzaccaro, at 7:35 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

Tom Mazzaccaro made a motion to approve the amended February 9, 2015 Regular Session minutes, seconded by Cesar Correa. Motion carried. Ayes: Mr. Mazzaccaro, Mr. D'Oench, Mr. Correa, Mr. Lefkowitz , Mr. Allora, Mr. King, Mayor. Gallopo and Mr. Tubbs

Carmen is requesting a conclusion to Page 3, under resolution regarding cash management plan.

Motion made by Cesar Correa to table the February 9, 2015 minutes and Larry D'Oench seconded for the secretary to check prior minutes.

V. Public Comments

None

VI. Reports of Officers –

Thomas Mazzaccaro – President

Tom thanked everyone for the gift for his grandmother's funeral. Montville UNICO is requesting use of the parking lot as a pass through on September 10-13 for San Genaro Festival. He met with Technology, Buildings & Grounds, Personnel and Treasurer where they reviewed the accounting software and re-evaluated the use of the Edmunds accounting software. The County of Morris is planning to re-start the solar project and the library was on the list for being a site. The company that was contracted has been in litigation and is now in bankruptcy. He thinks that the attorney needs to call the county to find out what the status is.

Robert Lefkowitz – Vice-President

Robert thanked the Trustees for the fruit basket.

Larry D'Oench – Secretary

Larry has no report.

Carmen Allora – Treasurer

Carmen attended an Edmunds Webinar and will discuss at a later time.

Robert Donohue – Assistant Treasurer

Robert absent, no report.

Report of Board Attorney – Valerie Fassolo, Esq.

Valerie Fasolo had no report. She is reviewing the solar contract. The Cash Management Plan needs to be approved every year and then signed and dated on the last

page. Carmen asked what the legal definition of an encumbrance. Carmen believes that the funds should not be encumbered until the services are received. Valerie states that this is correct.

VII. Committee Reports

Finance:

Carmen stated that they had seen an Edmunds webinar and has some positive items including the budget module and the capital projects module and the Edmunds program is easily transferred to Excel spreadsheets. He is interested in seeing if there is other software available. Robert Lefkowitz asked what the Board of Education uses. Allan stated they use different software specifically for schools. Scott asked if any calls have been made to other larger libraries. Allan stated he had and that some use Edmunds, Quicken and Quickbooks. Cesar stated that Edmunds is the most used software by municipalities and asked if there is a separate sub account or line item for library funds. The Library budget is a single line item in Montville budget. Edmunds software cost is approximately \$8,000 and maintenance would be \$300 per month. Allan will double check the cost of the maintenance. Carmen is not satisfied with Peachtree's customer service. Tom stated that the Finance Committee will continue to investigate the pros and cons of Edmunds. Robert Lefkowitz asked if Allan could check the licensing agreement that the Township has with Edmunds and if the library could be included on the license. Allan stated the demands of the accounting software have increased in regards to purchase orders and reporting and that it will continue to increase in the future.

Personnel:

Cesar stated the Personnel Committee is working on a travel and expense policy and health benefits for employees and will discuss at the April meeting.

Buildings & Grounds:

Larry stated there are no arrows painted in the parking lot and this needs to be completed as soon as possible. Audio products are being damaged in the book drop. Building Assessment has been approved and Allan will call RSC to find out when they will begin work. Larry states the bottom eight feet of the interior walls will be painted. They will get quotes for the paint projects. Tom states that all the painting projects will not equal more than the bid threshold amount. The carpeting quote came in at \$110,000. Two AED's have been approved for purchase. Larry states that HVAC controls would allow the temperature to be adjusted from a computer. A suggestion was made to make one book drop box for books and one for audio. Robert Lefkowitz suggested having a return box in the High School. Allan is concerned with items being returned late or not returned at all. Tom suggested that Patron Services discuss this further.

Technology:

Robert Lefkowitz stated that he attended the last meeting remotely. Allan stated that they discussed the steps needed in turning the conference room into a digital classroom. He stated they need to come up with a budget. This will be discussed at the next meeting. The excess items in the conference room which are leftover from the renovation are Township property and Allan will discuss with Victor Canning what will be done with the non-book materials that are being stored in the room.

Patron Services: Robert Donohue absent, no report.

Library Director – Allan Kleiman

Allan stated the library had a successful anniversary party. He discussed fund raising options including short range and long range goals.

VIII Resolutions/Motions

- A. Resolution to approve the check register dated February 1 to February 28, 2015 in the amount of \$65,154.65 – motion carried following roll call vote: Ayes: Mr. Mazzaccaro, Mr. D’Oench, Mr. Correa, Mr. Lefkowitz , Mr. Allora, Mr. King, Mayor Gallopo and Mr. Tubbs

Tom stated that the attorney bill was large this month. It was a billing for 2 months as per Allan.

- B. Resolution to accept salaries for month of February 2015 in the amount of \$47,321.64 - motion carried following roll call vote: Ayes: Mr. Mazzaccaro, Mr. D’Oench, Mr. Correa, Mr. Lefkowitz , Mr. Allora, Mr. King, Mayor Gallopo and Mr. Tubbs

- C. Resolution to hire Tracy Abuoliam, Library Assistant, full-time, at the rate of \$10.54 per hour effective March 30, 2015 - motion carried following roll call vote: Ayes: Mr. Mazzaccaro, Mr. D’Oench, Mr. Correa, Mr. Lefkowitz , Mr. Allora, Mr. King, Mayor Gallopo and Mr. Tubbs

Allan stated that she would be working in the Circulation Department.

- D. Resolution to hire Shu Ping Leung, Library Assistant, part-time, at the rate of \$10.54 per hour effective March 30, 2015 - motion carried following roll call vote: Ayes: Mr. Mazzaccaro, Mr. D’Oench, Mr. Correa, Mr. Lefkowitz , Mr. Allora, Mr. King, Mayor Gallopo and Mr. Tubbs

Allan stated that she would be working in the Circulation Department.

- E. Resolution to hire Ryan Oxild, Library Assistant, part-time, at the rate of \$10.54 per hour effective March 20, 2015 - motion carried following roll call vote: Ayes: Mr. Mazzaccaro, Mr. D'Oench, Mr. Correa, Mr. Lefkowitz , Mr. Allora, Mr. King, Mayor Gallopo and Mr. Tubbs

Allan stated that he would be working in Circulation Department.

- F. Resolution to hire Janina Bartman, Account Clerk, part-time, at the rate of \$10.54 per hour effective March 30, 2015 - motion carried following roll call vote: Ayes: Mr. Mazzaccaro, Mr. D'Oench, Mr. Correa, Mr. Lefkowitz , Mr. Allora, Mr. King, Mayor Gallopo and Mr. Tubbs

Allan stated that she will be assisting in the day to day office work.

- G. Resolution to approve the Technology Plan for 2015-2017 – motion made by Mr. Gallopo and seconded by Robert Lefkowitz

Allan stated that the plan is not necessary for the library operations but is required by the State Library. He believes that this plan will meet the requirements. The Committees can utilize the plan as needed. Carmen stated he doesn't want to approve something that he hasn't read. Tom is not comfortable approving the document without reading it either. Scott clarified that the plans have to be voted on in order to transfer the funds. Cesar stated the Board should review and discuss at the next meeting. The Technology Committee has not reviewed this document as a whole.

Tom stated this document will be reviewed by the Technology Committee.

***Robert Lefkowitz made a motion to table this until the Technology Committee has time to review, seconded by Peter King - motion carried following roll call vote: Ayes: Mr. Mazzaccaro, Mr. D'Oench, Mr. Correa, Mr. Lefkowitz , Mr. Allora, Mr. King, Mayor Gallopo and Mr. Tubbs

- H. Resolution to approve the Strategic Plan for 2015-2017 – no motion to approve was made

Allan stated that the plan is not necessary for the library operations but is required by the State Library. He believes that this plan will meet the requirements. The Committees can utilize the plan as needed. Tom stated all the committees should go through the plan and review. Tom asked Allan to send an email with meeting dates for all Committee meetings and request that all Trustees attend their respective meetings.

- I. Resolution establishing intent to transfer excess funds to the Municipality of Montville Township pending the approval of the State Librarian in the amount of \$229,193. The first two payments will be made in June 2015, the third payment in September 2015 and the fourth payment in December 2015.

Tom read the Resolution establishing intent to transfer excess funds to the Municipality of Montville Township pending the approval of the State Librarian, into the record.

***Motion made to approve the resolution by Larry D'Oench and seconded by Peter King - motion carried following roll call vote: Ayes: Mr. Mazzaccaro, Mr. D'Oench, Mr. Correa, Mr. Lefkowitz , Mr. Allora, Mr. King, Mayor Gallopo and Mr. Tubbs

Tom and Carmen think the Board needs to see the entire Technology Plan and Strategic Plan prior to voting to Transfer Funds to the Township. Tom asked if the Trustees can make a commitment to the Township that they will send the money for budgetary needs. Allan states that the money cannot be given back to the Township without the permission from the State Librarian. Allan has to send building report, capital projects report, resolution, copy of budget, Strategic Plan and a narrative of the scope of activity to prove quality of library services. Carmen asked if the wording in paragraph 4, "written plan of at least three years". Valerie states it can legally be removed. The Library has the INTENT of making the transfer. Tom suggests writing a resolution to state the intent of making the contribution to the Township. Scott suggested tabling this until the Strategic Plan and Technology Plan are approved.

***Motion made to table the resolution to the next meeting by Larry D'Oench and seconded by Peter King – motion carried - Ayes: Mr. Mazzaccaro, Mr. D'Oench, Mr. Correa, Mr. Lefkowitz , Mr. Allora, Mr. King, Mayor Gallopo and Mr. Tubbs

***Motion made by Carmen Allora to approve a resolution that states it is the intent of the Montville Township Public Library Board of Trustees to transfer excess funds to the Municipality of Montville township pending the approval of the State Librarian, in the amount of \$229,193. The first two payments will be made in June 2015, the third payment in September 2015 and the fourth payment in December 2015. Seconded by Peter King – motion carried - Ayes: Mr. Mazzaccaro, Mr. D'Oench, Mr. Correa, Mr. Lefkowitz , Mr. Allora, Mr. King, Mayor Gallopo and Mr. Tubbs

The excess funds returned to the Township are returned to the taxpayers. Tom states that they must return excess funds. He reiterated that it is not an option. Allan states that the calculation is based on the prior year's audit.

IX Old Business

Solar Panel Project – The County has settled with the contractors. The Morris County Improvement Authority had meetings regarding the litigation settlement. There are 10 un-built sites. There are still plans to put solar panels on the un-built sites. Scott stated that if the Library is not interested in the solar panel project, they can possibly opt out with the Morris County Improvement Authority. The Library Attorney will look into this and report back at the next meeting. Carmen asked for specific information or to get information regarding the contract that was signed. Tom agrees. Scott stated that the library can ask the Morris County Improvement Authority to opt out. Peter asked if there will be an expense to opt out. Scott stated to write a request to opt out.

Tom stated the arrows need to be painted in the parking lot. The library is in violation of our site plan and we are liable if the Township does not paint the arrows. He suggested calling the Township and ask for a date and if they are unable to complete it then he suggested that they call in Denville Line Painting. Scott asked when the request was made. Allan stated that it was probably in September or October. Scott will bring the issue to the Township Administrator.

X New Business

Secretary Duties/Responsibilities – Carmen would like the minutes to include a conclusion and board action.

The board agreed that minutes need to be out two weeks prior to the meeting.

The New Jersey Library Association is meeting on April 20-22 in Long Branch and would fulfill the education requirement. If anyone would like to go, please advise Jeanne or Allan.

Allan distributed a Project List for Board Committees for 2015 that need to be accomplished. The Project List will be a guideline for Allan's goals for the year. These items can also be included in the Strategic Plan. Tom states they will discuss further.

XI Executive Session

None

XII Executive Session Minutes

Robert Lefkowitz made a motion to approve the February 9, 2015 Executive Session minutes, seconded by David Tubbs. Motion carried. Ayes: Mr. Mazzaccaro, Mr. D'Oench, Mr. Correa, Mr. Lefkowitz , Mr. Allora, Mr. King, Mayor Gallopo and Mr. Tubbs

XIII Adjournment

Motion to adjourn was made by Robert Lefkowitz, seconded by Cesar Correa; meeting was adjourned at 10:35pm.