

Montville Township Public Library
Board of Trustees Meeting
August 10, 2020
Montville Township Public Library
Meeting held on GotoMeeting
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

<i>MEMBERS PRESENT</i>
Mr. Robert Donohue
Mr. Carmen Allora
Mr. Charlie Grau
Mrs. Jane Hines
Mr. David Tubbs
Mayor Cooney (7:17pm)
Mrs. Dianna Paradise
Ms. Linda Peskin (7:30pm)
Mr. Thomas Mazzaccaro

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 7:12p.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 Desk once they have been officially approved.

III. Adoption of Minutes

A. *Mrs. Hines made a motion to approve the July 20, 2020, Regular Session minutes, seconded by Ms. Paradise*

Mr. Mazzaccaro yes; Mrs. Paradise yes; Ms. Peskin yes; Mr. Grau yes; Mrs. Hines yes; Mr. Allora yes; Mr. Tubbs yes; Mayor Cooney yes; Mr. Donohue yes; Motion Carried.

IV Public Comments –

None

V Reports of Officers –

Tom Mazzaccaro – President

Mr. Mazzaccaro apologized to everyone for missing last months' meeting. He corrected himself regarding the Bylaws. Subcommittees are not covered in the Bylaws. The Committees fall under Robert's Rules of Order.

Mr. Grau made a motion to keep the committees as they are:

Personnel; Mr. Grau, Mr. Allora, Mrs. Hines

Buildings and Grounds; Mrs. Hines, Mr. Grau, Ms. Peskin

Finance; Mr. Allora, Mr. Donohue, Ms. Peskin

Patron/Technology; Mr. Donohue, Mrs. Paradise, Mr. Tubbs

And the Library Director will call the meeting and set up the agenda in conjunction with the committee chairperson. Seconded by Mr. Tubbs

Mr. Mazzaccaro yes; Mrs. Paradise yes; Ms. Peskin yes; Mr. Grau yes; Mrs. Hines yes; Mr. Allora yes; Mr. Tubbs yes; Mayor Cooney yes; Mr. Donohue yes; Motion Carried

Linda Peskin – Vice-President

Ms. Peskin had no report.

Dianna Paradise – Secretary

Mrs. Paradise had no report.

Carmen Allora – Treasurer

Mr. Allora stated that the normalized budget attainment is at 58%. Year to date revenue is on target at 57% of annual budget. Year to date operating expenditures, plus encumbrances are at 50% of annual budget. Included in expenditures is year to date

salaries which is at \$388,885.00 of the total annual budget. The year to date capital expenditures are 23% of annual budget. Total capital and operating expenditures, plus encumbrances resulted in the budget surplus revenue being a positive \$133,196.00 YTD.

Robert Donohue – Assistant Treasurer

Mr. Donohue had no report.

VI Report of Liaisons

Mayor – Mayor Cooney stated that power has been restored but there was a lot of damage in town. He stated that if the Board decides to have in person meetings the public still will have to have access via teleconferencing.

Superintendent Liaison of Schools – Mr. Tubbs stated that they are preparing for schools to open. They are arranging for social distancing and delivering materials to students.

VII. Committee Reports

Finance: Mr. Allora had no report.

Personnel: Mr. Grau had no report.

Buildings & Grounds: Mrs. Hines had no report.

Patron Services/Technology: Mr. Donohue had no report.

VIII. Library Director – Allan Kleiman – see attached written report.

Allan stated that the Library opened to the public this past Monday. 100 people came from Monday to Saturday during 30-minute appointments. The library received a Google Grant. More online and virtual programs have been added. The staff has utilized webinars for training during the closing. The staff is still working staggered schedules but there is enough staff to assist patrons find the materials.

IX. Resolutions/Motions

A. Resolution to approve the checks numbered 14282 and 14323 dated July 1 to July 31, 2020 in the amount of \$77,302.51.

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

Mr. Mazzaccaro yes; Mrs. Paradise yes; Ms. Peskin yes; Mr. Grau yes; Mrs. Hines yes; Mr. Allora yes; Mr. Tubbs yes; Mayor Cooney yes; Mr. Donohue yes; Motion Carried.

- B. Resolution to accept staff salaries for the month of July 2020 in the amount of \$52,200.70

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

Mr. Mazzaccaro yes; Mrs. Paradise yes; Ms. Peskin yes; Mr. Grau yes; Mrs. Hines yes; Mr. Allora yes; Mr. Tubbs yes; Mayor Cooney yes; Mr. Donohue yes;
Motion Carried

- C. Resolution to accept the resignation of Julia Urmston, ELL Teacher, effective July 23, 2020.

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

Mr. Mazzaccaro yes; Mrs. Paradise yes; Ms. Peskin yes; Mr. Grau yes; Mrs. Hines yes; Mr. Allora yes; Mr. Tubbs yes; Mayor Cooney yes; Mr. Donohue yes;
Motion Carried

X. Old Business

Parking Lot – Mr. Grau asked for an update on the parking lot upgrades. Mayor Cooney will check with Administration.

Chillers – Problem will be fixed once the parts arrive.

XI. New Business

- A. Mr. Allora would like to ask the auditor whether checks under \$250 can be signed by facsimile signature, with the exception of staff or Director Reimbursement.
- B. Bylaws - Board will discuss if subcommittee should be created in the fall.

XII. Executive Session

None

XIII. Open Session

None

XIV. Adjournment

Motion to adjourn was made by Mr. Grau seconded by Ms. Peskin; meeting was adjourned at 8:20pm.