

Montville Township Public Library
Board of Trustees Meeting
January 25, 2016
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

<i>MEMBERS PRESENT</i>
Mr. Tom Mazzaccaro
Mr. Robert Lefkowitz
Ms. Jane Hines
Mr. Carmen Allora
Mr. Cesar Correa
Mr. Robert Donahue
Mr. Larry D'Oench
Mayor Sandham
<i>MEMBERS ABSENT</i>
Mr. David Tubbs

Allan M. Kleiman, Library Director – Present

Joseph Bell, Board Attorney – Absent, Valerie Fassalo , Acting Board Attorney - Present

Liz Johansen, Board Recording Secretary – Present

I. Call to Order

The meeting was called to order by Tom Mazzaccaro, at 7:40 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 digitally recorded. Minutes will be available to the public on the Library's website once they have been officially approved.

III. Adoption of Minutes

Cesar Correa made a motion to approve the amended December 14, 2015, Regular Session minutes, seconded by Robert Lefkowitz

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mr. Allora yes, Mr. D'Oench yes, Mr. Donahue yes, Cesar Correa yes, Mrs. Hines abstained, Mayor Sandham abstained : Motion Carried

IV. Public Comments

Betty Bowers complimented to Trustees for all of the Senior events and activities that the library offers. She is requesting shelf space for the published books of all the local writers. Allan stated when the new shelving is installed, he will make space available.

V. Guests

Greg Della Pia, CPA, gave an update on the Edmunds system. Parallel systems will be run through the end of January. Greg and Carmen met and reconciled the report between Sage and Edmunds and the numbers were very close. There were some errors in encumbrances. All reports can be printed quickly if needed by any of the staff that is trained. Mayor Sandham asked if the Library had a separate license than the Township. Allan stated that it is a separate license. If all the numbers are correct in the January reports than Edmunds will be exclusively used after January 31.

VI. Reports of Officers –

Tom Mazzaccaro – President

Tom welcomed the new Trustee, Jane Hines. The new digital classroom should be completed soon.

The committees will remain as follows:

Buildings & Grounds – Larry, Jane, Cesar

Technology – Robert L, Larry, David

Finance – Carmen, Robert D, Jim

Patron Services – Robert D, David, Jane

Personnel – Cesar, Robert L, Carmen

ADHOC – Robert L, Robert D, Larry – they will be discussing the Disaster Recovery Plan

Robert Lefkowitz – Vice-President

Robert has no report.

Larry D'Oench – Secretary

Larry stated that all the Trustees completed the required training.

Carmen Allora – Treasurer

Carmen stated that he would like to omit the excel prepared statement of expenses and revenues and use the same report from Edmunds. He will include the Capital budget, balance sheet, P&L, check register and bill list as part of his monthly report. He is requesting that Robert D sign the bank reconciliations every month. Carmen would like old checks cancelled and reissued. Encumbrances will be printed on a separate report. Greg stated the amount is hitting the total once encumbered.

Robert Donohue – Assistant Treasurer
Robert has no report.

Report of Board Attorney – Valerie has no report.

VII. Committee Reports

Finance:

Carmen stated that the meetings will be held the 2nd Wednesday of the month. The next meeting will be February 3, at 6:15pm

Personnel: Cesar stated that interviews have been held for three positions. They will discuss the candidates at the next Personnel meeting and report to the Trustees at the next meeting. Allan stated they will be looking into a Volunteer Policy. All volunteers over the age of 18 require a background check as per JIF.

Buildings & Grounds: Larry stated that the painting project is in progress. Automatic light switches have also been installed. Hughes will be in to look at the HVAC system in the next week. They are hoping all the building issues will be fixed by June. The roof will be inspected and curtain replacement is being looked into. The vents will also be cleaned. Allan will check with the DPW regarding the snow that was plowed in front of the dumpsters. Larry asked about a generator for the library. This will be referred to the Business Continuity ADHOC committee.

Technology: Robert L. stated that he will set up a meeting for the Business Continuity Committee in the near future. He also reminded everyone to use their Library email to conduct all Trustee business.

Patron Services: Robert D. stated there will be three or four new passes for this year. Jeanne and Rachel have the renewal information for the museum passes.

Library Director – Allan Kleiman

Jeanne and Janina have been doing a wonderful job with the new Edmunds software. The quiet study room and teen room are being used frequently. Rachel and Allan

attended the opening of the new High School Media Center that was held on January 19. In 2015, 220,994 items were circulated.

VIII Resolutions/Motions

- A. Resolution to approve the check register dated December 1 to December 31, 2015 in the amount of \$64,669.15

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mrs. Hines yes, Mr. Allora yes, Mr. D'Oench yes, Mr. Donahue yes, Mayor Sandham yes, Cesar Correa yes: Motion Carried

- B. Resolution to accept salaries for month of December 2015 in the amount of \$62,602.77

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mrs. Hines yes, Mr. Allora yes, Mr. D'Oench yes, Mr. Donahue yes, Mayor Sandham yes, Cesar Correa yes: Motion Carried

- C. Resolution to approve the holiday schedule (as per union contract) for 2016/2017:

Monday, January 18	MLK, Jr. Day
Monday, February 15	President's Day
Friday, March 25	Good Friday
Monday, May 30	Memorial Day
Monday, July 4	Independence Day
Monday, September 5	Labor Day
Monday, October 10	Columbus Day
Friday, November 11	Veteran's Day
Saturday, December 24	Christmas Eve
Sunday, December 25	Christmas Day
Sunday, January 1, 2017	New Year's Day

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mrs. Hines yes, Mr. Allora yes, Mr. D'Oench yes, Mr. Donahue yes, Mayor Sandham yes, Cesar Correa yes: Motion Carried

D. Resolution to adopt the closing schedule for 2016:

Sunday, March 27 Easter Sunday

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mrs. Hines yes, Mr. Allora yes, Mr. D'Oench yes, Mr. Donahue yes, Mayor Sandham yes, Cesar Correa yes: Motion Carried

E. Resolution to adopt early closing (5pm) schedule for 2016:

Wednesday, November 23 Thanksgiving Eve

Saturday, December 31 New Year's Eve

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mrs. Hines yes, Mr. Allora yes, Mr. D'Oench yes, Mr. Donahue yes, Mayor Sandham yes, Cesar Correa yes: Motion Carried

F. Resolution to adopt the Fines and Fees schedule for 2016:

Allan stated that museum passes have been added.

**** Motion made by Carmen Allora and seconded by Mayor Sandham to increase the returned check fee to \$25 or the prevailing bank charge, whichever is larger.

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mrs. Hines abstained, Mr. Allora yes, Mr. D'Oench yes, Mr. Donahue yes, Mayor Sandham yes, Cesar Correa yes: Motion Carried

IX Old Business

None

X New Business

Larry D'Oench made a motion, seconded by Cesar Correa, to have the Buildings and Grounds Committee investigate the cost of a generator.

Cesar stated that patrons would be able to use the library to have computer access and charging cell phones. Carmen thinks that the generator would protect the books and other items from getting damaged.

Robert Lefkowitz made a motion, seconded by Cesar Correa, to postpone this discussion until after the Business Continuity report is back.

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mrs. Hines yes, Mr. Allora yes, Mr. D'Oench yes, Mr. Donahue yes, Mayor Sandham yes, Cesar Correa yes: Motion Carried

Carmen made a motion, seconded by Cesar Correa, to include the following documents in the Treasurer's report: P&L, capital report, balance sheet, check register and bill list.

Mr. Mazzaccaro yes, Mr. Lefkowitz abstained, Mrs. Hines yes, Mr. Allora yes, Mr. D'Oench yes, Mr. Donahue yes, Mayor Sandham yes, Cesar Correa yes: Motion Carried

XI Executive Session

None

XII Open Session

Cesar Correa made a motion to approve the December 14, 2016, Executive Session minutes, seconded by Robert Lefkowitz

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mr. Allora yes, Mr. D'Oench yes, Mr. Donahue yes, Cesar Correa yes, Mrs. Hines abstained, Mayor Sandham abstained : Motion Carried

XIII Adjournment

Motion to adjourn was made by Cesar Correa, seconded by Robert Lefkowitz; meeting was adjourned at 9:05pm.