

Montville Township Public Library
Board of Trustees Meeting
November 14, 2016
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

<i>MEMBERS PRESENT</i>
Mr. Robert Lefkowitz
Mrs. Jane Hines
Mr. Larry D'Oench
Mr. Carmen Allora
Mayor Sandham
Mr. Robert Donohue
Mr. David Tubbs
<i>ABSENT (EXCUSED)</i>
Mr. Tom Mazzaccaro

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 Robert Lefkowitz, at 7:34 p.m.

II. Open Public Meetings Act Statement

Robert 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

Larry D'Oench made a motion to approve the amended October 17, Regular session minutes, seconded by Jane Hines

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Donohue yes, Mr. D'Oench yes, Mr. Allora yes, Mrs. Hines yes, Mayor Sandham yes: Motion Carried

IV. Public Comments – None

V. Reports of Officers –

Tom Mazzaccaro – President

Tom absent, no report.

Robert Lefkowitz – Vice-President

Robert has no report.

Larry D'Oench – Secretary

Larry stated that trustee training is complete.

Carmen Allora – Treasurer

Carmen stated that normalized budget attainment is at 83%. Year to date revenue is on target 83% of annual budget. Year to date operating expenditures are \$1,058,665 or 66% of annual budget. Included in expenditures is year to date salaries and temporary help which are at \$492,031 or 78% of their combined budget. The year to date operating budget surplus is \$280,900 and year to date capital expenditures are \$73,726 or 28% of annual budget. Total capital and operating expenditures are under revenue by \$207,565.00 YTD.

Robert Donohue – Assistant Treasurer

Robert has no report.

Report of Board Attorney – Valerie has no report.

VII. Committee Reports

Finance: Carmen stated the committee met on November 9th and budget draft is included in the packet.

Personnel: Robert L stated the committee met on October 27 and the discussed the new hires, 2 part timers and 3 pages. The committee met again on November 9 and Allan's review was completed.

Buildings & Grounds: Larry stated the committee met on October 26. He stated the boilers were drained and cleaned.

The carpet installation had to go out to bid and the contract will be awarded at the December meeting. Completion will be 6-8 weeks after the contract is signed.

If they change bulbs to LED, a hi lift may be required to change the bulbs.

Technology: Robert Lefkowitz stated the committee met on October 17th.

Patron Services: Robert D stated there was no meeting and the next meeting is on Wednesday.

Business Continuity: Robert L stated that they met on November 7th. He stated that Allan and Rachel will have documents ready for the next meeting.

Library Director – Allan Kleiman

Allan attended a meeting with the Plainfield Public Library regarding their Literacy program.

The ELL grant application will be going out this week. He would like to hire his own tutors which are currently supplied by Morris County.

Allan, Rachel and Walter attended the MAIN-wide training on Transforming your Stacks.

The faucets in the bathrooms have been replaced along with the hot water heater.

Laptops have been ordered for the Gasparro Training Center.

The December agenda will have all the new hires. The Library Assistant will have to submit a background check and the pages that are under 18 will need to submit working papers.

The Holiday Party is December 16th at 6pm.

Amazon Smile – designates a percentage of sales on Amazon and donates it to the charity of your choice. The Library is listed as a charity and he would like to send out a newsletter to patrons to use this free service.

The Assistant Library Director will be leaving mid December.

VIII Resolutions/Motions

- A. Resolution to approve the check register dated October 1-31, 2016 in the amount of \$62,071.82

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Donohue yes, Mr. D’Oench yes, Mr. Allora yes, Mrs. Hines yes, Mayor Sandham yes: Motion Carried

- B. Resolution to accept the salaries for month of October 2016 in the amount of \$43,622.41 for regular staff earnings.

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Donohue yes, Mr. D'Oench yes, Mr. Allora yes, Mrs. Hines yes, Mayor Sandham yes: Motion Carried

- C. Resolution to accept and approve the agreement between the Montville Township Public Library and the M.A.I.N. Inc., for 2017.

Discussion took place regarding not joining M.A.I.N. Allan stated the cost would be too high since Montville would not be able to share books with other Libraries and we would have to buy a new computer system. Allan stated a few thousand books are sent and received monthly.

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Donohue yes, Mr. D'Oench yes, Mr. Allora yes, Mrs. Hines yes, Mayor Sandham yes: Motion Carried

IX Old Business

None

X New Business

- A. Mayor Sandham stated that there is a revenue increase of about \$70,000. They discussed a merit increase of 2% for non union staff. There is a health benefits increase from \$80,000 to \$92,000 and a PERS increase to \$74,000.
- B. Larry D'Oench would like more money to go to staff development for online and classroom training.
- C. The Township Committee is looking for 2 people to fill the positions for Library Trustees for 2017.

XIII Adjournment

Motion to adjourn was made by Carmen Allora, seconded by Jane Hines; meeting was adjourned at 8:26pm.