

Montville Township Public Library
Board of Trustees Meeting
September 11, 2017
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

<i>MEMBERS PRESENT</i>
Mr. Robert Lefkowitz
Mr. Robert Donohue
Ms. Linda Peskin
Mrs. Jane Hines (20:16)
Mr. Charlie Grau
Mr. David Tubbs
Mr. Carmen Allora
Mayor Sandham
Mr. Tom Mazzaccaro

Allan M. Kleiman, Library Director – Present

Catherine LaBelle, Assistant Library Director - Present

Joseph Bell, Board Attorney – Absent, Brian Laskiewicz, Acting Board Attorney - Present

Liz Johansen, Board Recording Secretary – Present

I. Call to Order

The meeting was called to order by Mr. Mazzaccaro, at 7:34 p.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 available at the Information Desk at the Library once they have been officially approved.

III. Adoption of Minutes

Mr. Lefkowitz made a motion to approve the amended August 14, 2017 Regular session minutes, seconded by Mrs. Hines

Mr. Grau questioned why the attorney was present at the meeting. The RFP stated that the attorney will be paid until the end of the year. The RFP for 2018 will be rewritten to read that attorney will only be present when requested. Allan emailed the Township Administrator and the State Library to see how other Boards handle this.

Mr. Lefkowitz yes, Mr. Tubbs no, Mr. Donohue yes, Mrs. Hines yes, Ms. Peskin yes: Mr. Grau no, Mr. Mazzaccaro yes, Mayor Sandham yes, Mr. Allora yes: Motion Carried

IV. Public Comments –

None.

V. Reports of Officers –

Tom Mazzaccaro – President

Mr. Mazzaccaro stated that a lot of committee meetings have been cancelled and he would like to try to have them meet regularly on the scheduled date and time. Allan would like 24 hours notice for a meeting cancellation. The calendar will be cleaned up and updated.

Robert Lefkowitz – Vice-President

Mr. Lefkowitz has no report.

Jane Hines – Secretary

Mrs. Hines has no report.

Carmen Allora – Treasurer

Carmen stated that normalized budget attainment is at 66.7%. Year to date revenue is on target at 66% of annual budget. Year to date operating expenditures, plus encumbrances are at 65% of annual budget. Included in expenditures is year to date salaries and temporary help which are at \$427,291.00 or 64.6% of the total annual budget. The year to date capital expenditures are 36% of annual budget. Total capital and operating expenditures, plus encumbrances have reduced the budget surplus revenue to \$118,711.00 YTD.

Robert Donohue – Assistant Treasurer

Mr. Donohue stated that he reviewed and balanced the petty cash. He will review the bank reconciliations.

VI. Report of Board Attorney – Mr. Laskiewicz stated that the RFP for Legal Services states that his office will be paid until the end of the year. His office will investigate if there is a state statute requiring attendance at meetings.

VII. Report of Liaisons

Mayor – Mayor Sandham stated that the JCP&L court case has been settled. He does not believe that there will be any impact on the Library. The Towaco Festival is scheduled for September 24th and Montville Day is scheduled for October 15th.

Superintendent Liaison of Schools – Mr. Tubbs stated that the school year has begun and he reminded everyone that the referendum will be up for a vote on September 26th.

VIII. Committee Reports

Finance: Mr. Allora stated that the committee met and discussed the status of the IRS Form 990 tax return. He is concerned about funding special projects.

Personnel: Mr. Lefkowitz stated that the committee did not meet. A new page is being hired. He is requesting the feedback on the evaluation of the Director by the end of the week.

Buildings & Grounds: Mrs. Hines stated that the committee met on August 21. The boiler should be ordered by the end of September because of a six week wait time. The specs for the boiler was reviewed by the Township Engineer. Window coverings and parking lot drainage are still being looked at. New desks and equipment for the employees are being ordered.

Technology: Mr. Lefkowitz did a presentation on Voice over IP. He stated that 10 phone lines have been disconnected. Only one incoming call can be received at this time which is most likely a programming issue. Some phones will only call internal numbers. The equipment is about 12 years old but is in very good condition.

The cost for VoIP would be cheaper and they would have features that are not available on traditional phone lines. There would be voicemail transcription, text messages sent, emails when voicemail is received, active on hold (upcoming events messages), enhanced faxing and phone chains.

The approximate cost would be \$100 for the PBX computer, \$125 for the new switch, \$40 each per regular phones, \$125 each for more sophisticated phones, plus installation.

Using cellular service for the alarm system would be approximately \$71.85 per month.

Conversion can be done slowly and Allan stated that about seven libraries currently use VoIP. Mr. Grau thinks the board should wait to decide until they see the price that Verizon is charging now the ten lines have been disconnected.

Mr. Allora stated that \$9000 needs to be budgeted for the Strategic Plan.

Patron Services: Mr. Donohue stated that the committee met on August 16th. The study room policy was updated. Summer reading was a success. There was a raffle for eclipse glasses and the library was not a recipient.

Business Continuity – The committee will have the report from Allan for the next meeting.

IX. Library Director – Allan Kleiman

Allan stated that the staff is working on ideas for the upcoming year. Fifty residents attended the evening program about the solar eclipse. Employee evaluations are being completed. A check for \$1000 was received from BNY Mellon for volunteer service and leadership of Robert Lefkowitz. The children's room tables and chairs have been ordered and fire extinguishers were tested and certified. They have been working with the consultants to get the focus groups set up. All invitations are being sent by the Library Staff. Allan does not want to give the consultants access to email addresses. The consultants sent out questions to be answered and returned. Mr. Grau asked if the entire board can get a list of the questions. The Board is concerned about the amount of work that the Library Staff is spending on this project. The firm is being paid \$26,000 for the Strategic Plan. Mr. Mazzaccaro will make contact with the consulting firm.

X. Resolutions/Motions

- A. Resolution to approve the check register dated August 1 to August 31, 2017 in the amount of \$42,484.75

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Donohue yes, Mrs. Hines yes, Ms. Peskin yes: Mr. Grau yes, Mr. Mazzaccaro yes, Mr. Allora yes, Mayor Sandham yes:
Motion Carried

- B. Resolution to accept the salaries for month of August 2017 in the amount of \$49,868.91.

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Donohue yes, Mrs. Hines yes, Ms. Peskin yes: Mr. Grau yes, Mr. Mazzaccaro yes, Mr. Allora yes, Mayor Sandham yes:
Motion Carried

- C. Resolution to approve the Study Room Policy as amended to include parent or guardian.

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Donohue yes, Mrs. Hines yes, Ms. Peskin yes: Mr. Grau yes, Mr. Mazzaccaro yes, Mr. Allora yes, Mayor Sandham yes:
Motion Carried

- D. Resolution to hire Emily Kozell as part time Library Monitor (Page), effective September 25, 2017 at a rate of \$8.44 an hour

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Donohue yes, Mrs. Hines yes, Ms. Peskin yes: Mr. Grau yes, Mr. Mazzaccaro yes, Mr. Allora yes, Mayor Sandham yes: Motion Carried

XI. Old Business

Parking lot lighting – Electrician has been notified and lights may be installed next week.

XII. New Business

1. Collection – 25 % of the collection needs to be replaced either because books are out of date or just need replacement.
2. Check numbers to be included in resolution.

Mr. Grau made a motion to include check numbers and a total amount listed on the resolution under check register, Seconded by Ms. Peskin

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Donohue yes, Mrs. Hines yes, Ms. Peskin yes: Mr. Grau yes, Mr. Mazzaccaro yes, Mr. Allora yes, Mayor Sandham no: Motion Carried

XIII. Executive Session

None

XIV. Executive Session Minutes

None

XV. Adjournment

Motion to adjourn was made by Mayor Sandham, seconded by Ms. Peskin; meeting was adjourned at 9:37pm.