

Montville Township Public Library  
Board of Trustees Meeting  
August 8, 2016  
Montville Township Public Library  
90 Horseneck Road  
Montville, New Jersey 07045

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**OPEN SESSION**

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

Allan M. Kleiman, Library Director – Present

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

Liz Johansen, Board Recording Secretary – Present

**I. Call to Order**

The meeting was called to order by Tom Mazzaccaro, at 7:32 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**

Cesar Correa made a motion to approve the July 11, Regular session minutes, seconded by Robert Lefkowitz

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

**IV. Public Comments** – Greg Della Pia has been working with Jeannie and Allan. The balance sheet is new and correct with Edmunds. The budget report has been reformatted and they have been discussing DCRP withholding and the Section 125 withholding line items.

**V. Reports of Officers** –

Tom Mazzaccaro – President

Tom read the resignation letter of Cesar Correa into the record. Tom thanked Cesar for his service. Robert Lefkowitz will act as Chairman for the Personnel Committee until the end of the year.

Robert Lefkowitz – Vice-President

Robert has no report.

Larry D'Oench – Secretary

Larry questioned if everyone has attended Trustee training. Jane will attend a training along with Allan on September 10.

Carmen Allora – Treasurer

Carmen stated that normalized budget attainment is at 58%. Year to date revenue is on target 58% of annual budget. Year to date expenditures are \$774,100 or 47% of annual budget. Included in expenditures is year to date salaries and temporary help which is at \$349,300 or 56% of their combined budget. The year to date budget surplus is \$160,700 and year to date expenditures are \$68,100 or 26% of annual budget.

Robert Donohue – Assistant Treasurer

Robert has no report.

Report of Board Attorney – Brian has no report.

**VII. Committee Reports**

Finance: Carmen stated that she reviewed the audit report on August 3. The auditor is requesting that we allocate any overages into a budgetary account. They also commented on cyber security, pension plan, deferred compensation. They recommend getting the 990 from Mr. Fredericks for filing before October 15.

Personnel: Cesar stated the committee will meet on Wednesday and they will discuss Allan's performance evaluation and additional health benefits for employees and families. The committee also discussed the RFP for consulting services regarding the Benchmark Salary Review.

Buildings & Grounds: Larry stated the committee met on July 27. He stated the HVAC upgrade was done by AME. Allan and Rachel will now receive an alarm if there is a problem with the system. Allan is working with Century Group for a new proposal for the carpeting. The proposal will be given to Valerie so a contract can be written.

Technology: Robert Lefkowitz stated that the committee discussed data backup, a new device for tracking wifi users, internet and computer terms of use for the classroom, whiteboard vs. TV, class schedule for the fall, voice over IP. Allan spoke with his contacts at MAIN and Randolph Library.

Patron Services: Robert D stated the summer reading program was very successful. The committee discussed staying open next year for the 4<sup>th</sup> of July celebration and dispensing promotional items. They are also looking into streaming prerecorded concerts. Allan stated that this service is offered to libraries free of charge.

Business Continuity: Robert L stated that they discussed installing a generator which will most likely be very expensive but a complete analysis will be discussed.

#### Library Director – Allan Kleiman

Allan stated that the summer reading finale is August 17. Staff performance evaluations are being reviewed and there will be staff training for 2016-2017 is being discussed.

Jeannie has been working with Edmunds to upgrade the chart of accounts to make it easier to read.

The hot water pump valve broke and leaked and is being repaired. Allan stated that most of the pipes were rusted. He also stated the chillers are turning off every few days. Hughes Engineering suggested that the pipes just be fixed as they break.

Robert Lefkowitz asked about the museum pass program. Allan stated they periodically send out promotions. The information regarding the program is on the website and on the sign in front of the library. He would like to make up welcome packets for new residents so they are aware of the program.

Carmen would like to see a comparison of the usage of the programs from year to year. Allan stated that not all programs run from year to year.

Carmen commented on how well run and attended the children's programs are.

Robert L asked about the staff provided programs or the outside hired instructors. Houdini and Bubbles were paid presenters. College level classes and professors are being brought in for some classes.

Tom asked if there is a post class report that is done. Allan stated they ask for feedback from tech classes but will start requesting feedback for all classes.

### **VIII Resolutions/Motions**

- A. Resolution to approve the check register dated July 1-31, 2016 in the amount of \$151,766.48 which includes \$85,000 in capital items included.

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

- B. Resolution to accept the salaries for month of July 2016 in the amount of \$42,522.12 for regular staff earnings.

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

### **IX Old Business**

None

### **X New Business**

- A. Resolution made by Jim Sandham to accept the resignation of Cesar Correa effective August 11, 2016. Seconded by Larry D'Oench

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

- B. Resolution made by Jim Sandham to approve the annual audit. Seconded by Cesar Correa

The auditor is requesting an increase in certain line items. Carmen wants to have control of the line items and wants to know when there is an overage or underage

in the line item. Jim stated that the auditors request is correct because the library is not allowed to overspend or encumber money in specific line items. They will discuss this further at the Finance Committee meeting.

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

C. Larry suggested bookmarks as a promotion possibly to new residents.

**XI Executive Session Minutes**

None

**XIII Adjournment**

Motion to adjourn was made by Robert Lefkowitz, seconded by Cesar Correa; meeting was adjourned at 8:51pm.