

Montville Township Public Library  
Board of Trustees Meeting  
May 14, 2018  
Montville Township Public Library  
90 Horseneck Road  
Montville, New Jersey 07045

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**OPEN SESSION**

<b><i>MEMBERS PRESENT</i></b>
Mrs. Jane Hines
Ms. Linda Peskin
Mayor Conklin
Mr. Charlie Grau (8:06)
Mr. David Tubbs
Mr. Tom Mazzaccaro
Mr. Robert Lefkowitz
Mr. Carmen Allora
Mr. Robert Donohue (8:04)
<b><u>MEMBERS ABSENT</u></b>
None

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 7:37p.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 once they have been officially approved.

**III. Adoption of Minutes**

*A. Mr. Lefkowitz made a motion to approve the amended April 9, 2018 Regular session minutes, seconded by Mrs. Hines*

Discussion took place on whether names should be included under the Executive Session title in the regular session minutes. Allan will check with the attorney.

*Mayor Conklin made a motion to table the approval of the minutes until June, seconded by Mr. Lefkowitz*

Mr. Tubbs yes, Mr. Mazzaccaro yes, Mrs. Hines yes: Ms. Peskin yes; Mr. Lefkowitz yes, Mr. Allora yes, Mayor Conklin yes: Motion Carried.

*B. Mr. Lefkowitz made a motion to approve the April 9, 2018 Executive session minutes, seconded by Mr. Conklin*

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

**IV. Public Comments –**

None.

**V. Reports of Officers –**

Tom Mazzaccaro – President

Mr. Mazzaccaro stated that the Teen Advisory Board won the 2018 NJLA Library Service award for a volunteer group. The staff is working on an Adult Advisory Board and a Parent Advisory Board.

Robert Lefkowitz – Vice-President

Mr. Lefkowitz asked Allan if there is a charter for the Advisory Boards. Allan stated that he will come up with some rules with Patron Services.

Linda Peskin – Secretary

Ms. Peskin had no report.

Carmen Allora – Treasurer

Mr. Allora stated that normalized budget attainment is at 33%. Year to date revenue is on target at 33% of annual budget. Year to date operating expenditures, plus encumbrances are at 35% of annual budget. Included in expenditures is year to date salaries and temporary help which are at \$196,316.00 or 27% of the total annual budget. The year to

date capital expenditures are 1% of annual budget. Total capital and operating expenditures, plus encumbrances resulted in the budget surplus revenue being \$36,988 YTD. Cleaning of carpet has been encumbered and a staff position has not been filled as of yet.

Robert Donohue – Assistant Treasurer  
Mr. Donohue arrived late, no report.

**VI. Report of Liaisons**

Mayor – Mayor Conklin stated that the Township Committee is planning for the 4<sup>th</sup> of July celebration. There will not be a parade this year.

Superintendent Liaison of Schools – Mr. Tubbs stated that OneMontville is having a Wear Green day on Friday.

**VII. Committee Reports**

Finance: Mr. Allora stated the committee met on May 9<sup>th</sup>. The meeting was not well attended. He reviewed the spreadsheets of revenue and expenses.

Personnel: Mr. Lefkowitz stated that the staff performance evaluations are almost done. Allan sent out a memo to the staff asking for goals and objectives. Interviews for the open positions are continuing.

Buildings & Grounds: Mrs. Hines stated the committee met on April 24<sup>th</sup>. The boiler leak has been fixed. There is no update on the parking lot drainage. The new blackout window treatments will take two days to install. A new flag is being hung on May 23<sup>rd</sup> at 4pm with the girl scouts. The committee is still discussing hiring of a custodial service. Allan would like to find a solution for storing unused tables and chairs since the storage room is being used for storage of boxes, shelving and light bulbs.

Technology: Mr. Lefkowitz stated that they have met a few times to discuss Voice Over IP. He has met with a company to discuss solutions.

\*\*\*\* Mr. Donohue entered at 8:04pm

Mr. Lefkowitz hopes to have more information by the next meeting.

\*\*\*\* Mr. Grau entered at 8:06pm

The next meeting is scheduled for May 21<sup>st</sup> at 4pm, where he hopes to have a recommendation for the Board.

Patron Services: Mr. Donohue stated that the Teen Advisory Board Summit had 14 teens from 4 different Libraries in attendance. During Amnesty Week a total of \$342.84 was waived. 15% increase in outstanding material was recovered.

#### **VIII. Library Director – Allan Kleiman**

Allan stated that National Library week in April. The Art in the Evening workshop was full. This program will end in June but will start again in the fall. Teens created homemade books for their STEAM project and the children created bookmarks at the drop-in craft event. Lecturer and musician Fred Miller performed hours of songs of Broadway great Frank Loesser. More than 60 patrons came out to hear a talk on the U.S. Constitution by historian and Alexander Hamilton scholar, Nolan Asch. Dr. Brian Regal of Kean University spoke on the “Jersey Devil”. On April 8<sup>th</sup>, patrons enjoyed Rhonda Denet and the Silver Fox Trio playing Motown hits. The Genealogy workshop is increasing in popularity with a specialist explaining how to search military records. April films included “Aida’s Secrets” for Holocaust Remembrance day. Eight patrons gathered to knit and socialize. Baby playtime continues to be popular. Children created ladybugs out of craft paper for Earth Day. Makers programs for teens included construction google virtual reality glasses out of cardboard, a Junkyard Wars tournament and a Makers Expo where teens shared robots and other creations. The TAB planned program this month was a Pi day celebration where the teens made color coded bracelets, had a Chopped reality TV inspired pie making competition, competed to see could memorize the longest number of Pi digits and calculated pi by tossing stones. Catherine gave a presentation at the Senior House on library programs. 2018 summer reading program is being planned. They discussed our “1000 books before kindergarten” initiative. The English conversation classes have restarted. The ELL classes will conclude with graduation on May 18<sup>th</sup>. New books are being ordered to replace old books. Newsletters have been sent out. During the month of April we had 10,599 library visits to the building. 44 new patrons were registered and 96 patrons renewed their library cards.

Fitzsimmons Irrigation completed the spring startup and repairs for the lawn sprinkler system. The Garden Club planted the four pots outside. The chiller has been leaking and the cost to have it fixed could cost \$5000. A new chiller is in the budget for 2018 but Allan is not sure that the current one will make it through the summer. The order will take 3-4 weeks for replacement to arrive.

Jeanne and Janina attended an Edmunds Conference. They are also working with ADP on a new accruals module. Bill Schroeder from Nisivoccia send the information on Local Public contracts Law which has been added to our business office procedures binder.

Teen Tech drop-in programs has had increases in attendance.

**IX. Resolutions/Motions**

- A. Resolution to approve the checks numbered 12601 through 12679 dated April 1 to April 30, 2018 in the amount of \$58,487.44

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

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

- B. Resolution to accept the salaries for month of April 2018 in the amount of \$50,839.94 and ELL teacher salaries in the amount of \$918.00 for a total of \$51,757.94.

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

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

- C. Resolution to approve the Strategic Plan.

*Motion made by Mr. Lefkowitz and seconded by Mr. Grau*

Ms. Peskin asked about Montville U and Montville You. Allan stated both are being used. Tutoring policy will not be changed.

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

- D. Resolution to approve the Technology Plan 2018-2020.

*Motion made by Mr. Grau and seconded by Mr. Lefkowitz*

There was a discrepancy in the pricing.

*Motion made by Mr. Grau and seconded by Ms. Peskin to table for the next meeting.*

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

**X. Old Business**

A. None

**XI. New Business**

1. *A motion was made by Mr. Grau and seconded by Mrs. Hines to start future Board meetings at 7pm instead of 7:30pm.*

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

2. Safety & Security – There was an act of vandalism at the Library that was reported to the Montville Police Department. The ladies room in the Pio Costa Auditorium was vandalized with human feces. Prior to this being found, human feces was also found on a DVD cart. Allan is reviewing tapes and once he has more information he will inform the Board.

**XII. Executive Session**

None

**XIII. Adjournment**

Motion to adjourn was made by Mr. Lefkowitz, seconded by Mr. Grau; meeting was adjourned at 8:47 pm.