

Montville Township Public Library  
Board of Trustees Meeting  
September 8, 2014  
Montville Township Public Library  
90 Horseneck Road  
Montville, New Jersey 07045

---

**OPEN SESSION**

<b>MEMBERS PRESENT</b>
Mr. Tom Mazzaccaro
Mr. Peter King
Mr. Larry D'Oench
Mr. Scott Gallapo
Mr. Robert Lefkowitz
Mr. Robert Donohue
Mr. Carmen Allora
Mr. Cesar Correa
Mr. David Tubbs

Allan M. Kleiman, Library Director – Present

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

Liz Johansen, Board Recording Secretary – Present

**I. Call to Order**

The meeting was called to order by Tom Mazzaccaro, at 7:33 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 tape-recorded. Minutes will be available to the public on the Library's website once they have been officially approved.

**III. Pledge of Allegiance and Moment of Silence**

**IV. Adoption of Minutes**

Robert Lefkowitz made a motion to approve the amended August 11, 2014 Regular Session minutes, seconded by Robert Donahue. Motion carried. Ayes: Mr. King, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro, Mr. Donohue, Mr. Tubbs and Cesar Correa: Mr. Gallopo abstained

**V. Public Comments**

Barbara Davis, 60 Lake Shore Drive – She stated she is disappointed in the offerings of the library. She stated that titles on the best sellers list are not available. She stated that she rents the majority of her books from the Lake Hiawatha Library. Allan stated that the books are in the library and will be out tomorrow. He also stated that the libraries share books to save money. The library has express books which is a 7 day rental with no renewals so that the most requested books can be distributed to as many customers as possible. Tom states they will continue to discuss this issue at the Patron Services Committee meeting.

**VI. Reports of Officers –**

Thomas Mazzaccaro – President

Tom stated he attended the Buildings & Grounds, Patron Services and the Tech Committee meetings this month.

Robert Lefkowitz – Vice-President

Robert has no report.

Larry D'Oench – Secretary

Larry has no report.

Carmen Allora – Treasurer

Carmen has no report.

Robert Donohue – Assistant Treasurer

Robert has no report.

**VII. Report of Board Attorney – Valerie Fassolo, Esq:**

- A. Personnel Manual – Joe and Valerie made changes to the current document and Valerie suggests discussing the changes at the next Personnel Committee Meeting. The Sexual Harassment Policy and Harassment policy were rewritten.
- B. Robert Lefkowitz asked Valerie if she has an answer to whether or not individuals whom enroll in all library classes have to be legal residents of the country. She does not have an answer but will advise.

## VIII. Committee Reports

### **Finance:**

Carmen stated that the accounting procedures need to be discussed. He asked how items are recorded and if there is accurate staffing to keep control. Allan stated that Jeanne enters the information for the audit report for the accountant on or about September 17.

**Personnel:** Cesar stated that the Committee will be meeting on Wednesday. They will be discussing the manual and employee reviews.

**Buildings & Grounds:** Larry stated they discussed relocating the book drop box. Allan stated that he is looking into getting one box that takes all products in one box and then they can discuss a location for it. Allan has 2 names for the building inspection. They will discuss RFP at the next Building and Grounds meeting. The money is already budgeted and Allan would like it done by the end of the year. They also need to get estimates for cleaning services and HVAC. A question was raised regarding speed bumps being installed. Allan stated he is still waiting to hear from the Township regarding the parking lot arrow painting.

**Technology:** Robert Lefkowitz stated they met with the Town Technology Committee. They discussed distribution of materials for classes, flash drives and soliciting the community for ideas for classes and instructors which would expand the number of classes that can be offered and the preferences for larger or smaller classes. The next meeting will be September 15.

**Patron Services:** Robert Donohue stated they have started going over the results of the survey. They also discussed hiring a security guard to help with the traffic problems during High school pick up. They discussed Larry's suggestions of changing program times to alleviate some of the traffic issues. Allan states that can be done on some instances. Tom states they are waiting for a recommendation from the Chief of Police.

## IX. Library Director – Allan Kleiman

Allan stated the teen section of the Library is busy. Summer reading ended with a party on August 20. Registration for ELL classes begins on September 8. Jeanne and Allan have been working with the auditor and will be meeting with the Finance committee next week. Allan states that a resolution needs to be done for restricted funds, line items 60258 and 60259, so the money can be spent. Carmen would like to discuss these items plus some additional items at the October meeting.

**X. Resolutions/Motions**

**A. Resolution to accept the check register dated August 1-31, 2014 in the amount of \$142,101.85** – motion carried following roll call vote: Ayes: Mr. King, Mr. D’Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro, Mr. Donohue, Mr. Tubbs, Cesar Correa and Mr. Gallopo

**B. Resolution to approve salaries for month of August 2014 in the amount of \$37,585.08** - motion carried following roll call vote: Ayes: Mr. King, Mr. D’Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro, Mr. Donohue, Mr. Tubbs, Cesar Correa and Mr. Gallopo

**XI. Old Business**

A. Carmen contacted Ralph Fredericks regarding purchase order for Peachtree. He will follow up. He has some questions regarding year end accruals that will be discussed at the Finance Committee meeting.

B. Survey – Cesar questioned the cost of the survey. The printing cost was \$2,502.00. The cost was a little more than anticipated.

C. ELL Restrictions – Allan stated they will wait for a recommendation from the attorney.

**XII. New Business**

Carmen discussed a conversational Italian class that he had attended at the Library. He asked if this was going to be offered again. Allan stated that the issues are if the community has any interest and if they can find an instructor. The program had been run by a private group. Carmen would like to see this program offered again.

Robert Lefkowitz discussed putting the recordings of the meetings on the internet. Discussion took place regarding the cost and the need for transparency and the use of time to have this done.

Peter King called the question, Larry seconded: Ayes: Mr. King, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro, Mr. Donohue, Mr. Tubbs, Cesar Correa and Mr. Gallopo

Robert Lefkowitz made a motion to make the recording available as soon as reasonably possible, seconded by Scott Gallopo: Motion not carried Ayes: Mr. Lefkowitz and Mr. Mazzaccaro, No: Mr. Gallopo, Mr. Correa, Mr. Donohue, Mr. King, Mr. D'Oench, Mr. Allora and Mr. Tubbs

### **XIII. Executive Session**

WHEREAS, the Open Public Meeting Act 1975, Chapter 231 permits the exclusion of the public for a meeting in certain circumstances; and

WHEREAS, the Board of Trustees is of the opinion that such circumstances presently exist; and

WHEREAS, the Board of Trustees wishes to discuss issues dealing with Minutes

WHEREAS, once the matter involving confidentiality of the above no longer require confidentiality, the minutes shall be made public.

NOW THEREFORE, be it resolved by the Board of Trustees of the Montville Township Public Library that the public be excluded from this meeting.

At 8:47 p.m. Tom made a motion, seconded by Peter King that the Library Board adjourn to executive Session. Vote: All in favor

Open Session reconvened at 8:54 p.m.

### **XIV. Adoption of Executive Session Minutes**

David Tubbs made a motion to approve the August 11, 2014 Executive Session minutes, seconded by Cesar Correa - Motion carried. Ayes: Mr. King, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro, Mr. Donohue, Mr. Tubbs, Cesar Correa and Mr. Gallopo

### **XV. Adjournment**

Motion to adjourn was made by Robert Lefkowitz, seconded by Cesar Correa, meeting was adjourned at 8:55pm.