

Montville Township Public Library
Board of Trustees Meeting
March 13, 2017
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

| <i>MEMBERS PRESENT</i> |
|-------------------------------|
| Mr. Robert Lefkowitz |
| Mrs. Jane Hines |
| Ms. Linda Peskin |
| Mr. Tom Mazzaccaro |
| Mayor Sandham |
| Mr. Robert Donohue |
| Mr. David Tubbs |
| Mr. Carmen Allora |
| Mr. Charles Grau |

Allan M. Kleiman, 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 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 digitally recorded. Minutes will be available to the public on the Library's website once they have been officially approved.

III. Adoption of Minutes

Robert Lefkowitz made a motion to approve the February 13, 2017 Regular session minutes, seconded by Linda Peskin

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

IV. Public Comments – None

V. Reports of Officers –

Tom Mazzaccaro – President

Tom met with all of the committees this month. The Finance Committee met and calculated the transfer of funds to the Township.

Robert Lefkowitz – Vice-President

Robert had no report.

Jane Hines – Secretary

Jane had no report.

Carmen Allora – Treasurer

Carmen stated that normalized budget attainment is at 16.7%. Year to date revenue is on target at 16.7% of annual budget. Year to date operating expenditures are 14% of annual budget. Included in expenditures is year to date salaries and temporary help which are at \$92,651.97 or 14% of the total annual budget. The year to date capital expenditures are 4% of annual budget. Total capital and operating expenditures have reduced the budget surplus revenue to \$62,774.32 YTD.

He stated that the CD became due on January 24, 2017. Two CD's were purchased at Atlantic Stewardship Bank. One for \$104,764.00 at 0.35% for 6 months and the second one for \$150,000 at 0.9% for 1 year.

Robert Donohue – Assistant Treasurer

Robert had no report.

VI. Report of Board Attorney – Our office is looking into a personnel issue. They are still working on combining the union contracts.

VII. Report of Liaisons

Mayor – Mayor Sandham stated that Town Hall will be closed tomorrow due to the weather. The budget has been decreased from a 3% to a 1.94% increase.

Superintendent of Schools – David Tubbs stated that the schools will also be closed tomorrow. There will be a referendum in September for:

1. Roof replacement at Lazar, William Mason and the High School. HVAC upgrades district wide and Media Center upgrades to Lazar and the Elementary Schools for a total of \$11,000,000.
2. High school and Lazar gym renovations and the all-purpose rooms at the elementary schools for a total of \$3,000,000
3. AC upgrades at all schools for \$3,419,000.

There may be some assistance from the state but that amount is unknown at this time. It could total between 39% and 40%.

VIII. Committee Reports

Finance: Carmen stated that the transfer of funds to the Township will be \$263,083.00. This amount still needs to be approved by the State Library. The transfer work sheet was completed using figures from the 2015 audit and the 2017 budget.

Personnel: Robert L stated that the new Assistant Director starts in a week. The positions of Librarian 1 and part time assistants are still open. They will look into possibly changing the hours that the page positions are currently working and may need to hire one additional page. The committee discussed reducing their use of Pro Libra.

Buildings & Grounds: Jane stated the committee met on February 28th. The new carpet is ordered. Installation will take place by section to alleviate having to close the library. Some mechanical parts on the curtains are still functioning. Additional outlets will be installed in the training room and new security cameras are in. The panels to the auditorium cupola are functioning properly.

Technology: Robert Lefkowitz stated the committee did not meet. They are meeting next week.

Patron Services: Robert D stated the committee met on February 15th. They are working on the RFP for the Strategic and Technology Plan. They are also working on revising the study room policy. Allan will have more information at the Patron Services meeting regarding the fines and fees that are owed to the Library.

Business Continuity: Robert L stated that they have not met. Business Continuity documents should be completed for their next meeting. Allan stated there were a number of items missing that will be added.

IX. Library Director – Allan Kleiman

Allan stated that he and Jeanne have been working on the annual state aid report. The Envisionware Time and Print Management for the public computers was installed on February 14th. Jeanne and Walter attended a Basic Supervisory workshop on March 3rd. Allan attended the NJ Library Association’s Diversity and Outreach Section Meeting, the NJLA Administration and Management Meeting, The MAIN Policy Committee, MAIN Directors meeting and the MAIN Technology Committee Meeting. Circulated items have been dropping slowly every month.

X. Resolutions/Motions

- A. Resolution to approve the check register dated February 1-28, 2017 in the amount of \$66,554.37

Linda asked about the check for Allan in the amount of \$1320.00. Allan stated it is for reimbursement for conference that he attended.

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

- B. Resolution to accept the salaries for month of February 2017 in the amount of \$40,191.93 for regular staff earnings.

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

- C. WHEREAS, the Montville Township Library Board of Trustees (the “Board” affirms that it is in compliance with all conditions of NJSA 40-54-15, and

WHEREAS, the Board affirms that the municipality and the municipal free library are in compliance with all conditions imposed by rule or regulation by the State Librarian for per capita library aid to public libraries according to the “State Library Aid Law,” (NJSA18A:74-1 et seq.) and pertaining to appropriations for the maintenance of the municipal free library according to R.S. 40:54-8; and

WHEREAS, the Board affirms that there are sufficient funds remaining in the municipal free library’s operating budget for the maintenance of the library for the

balance of the fiscal year in which the transfer of funds to the municipality occurs;
and

WHEREAS, the Board affirms that the Library Board of Trustees has a written plan of at least three years that reflects that the long-term funding needs of the library will be met, and that any capital expense will contribute to the provision of efficient and effective library services; and

NOW, THEREFORE, BE IT RESOLVED by the Montville Township Public Library Board of Trustees that upon approval of its resolution of intent by the State, the Board will make a one-time contribution made in quarterly payments back to the Township taxpayers subject to review by library counsel in the amount of \$263,083.00. The first two payments will be made in June 2017, the third payment in September 2017 and the fourth payment in December 2017.

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

- D. Resolution to amend the Montville Township Public Library Personnel Manual, Chapter 4.1, to include “The Library agrees to pay to an employee that waives the health benefits coverage, 35% of the savings of the benefit costs to the Library and/or Township, up to a maximum of \$3,500.00.”

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

IX Old Business

None

X New Business

None

XII Executive Session Minutes

None

XIII Adjournment

Motion to adjourn was made by Robert Lefkowitz, seconded by Carmen Allora; meeting was adjourned at 8:33pm.

Meeting reopened at 8:34 for Public Comments. There were no Public Comments.
Motion to adjourn was made by Robert Lefkowitz, seconded by Jane Hines; meeting was adjourned at 8:35pm