

Montville Township Public Library  
Board of Trustees Meeting  
July 14, 2014  
Montville Township Public Library  
90 Horseneck Road  
Montville, New Jersey 07045

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**OPEN SESSION**

<b>MEMBERS PRESENT</b>
Mr. Tom Mazzaccaro
Mr. Peter King
Mr. Larry D'Oench
Mr. Don Kostka
Mr. Robert Lefkowitz
Mr. Robert Donahue
Mr. Carmen Allora
<b>MEMBERS ABSENT</b>
Mr. David Tubbs
Mr. Cesar Correa

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 7:30 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 June 9, 2014 Regular Session minutes, seconded by Larry D'Oench. Motion carried. Ayes: Mr. King, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro and Mr. Donahue Abstained: Mr. Kostka

**V. Public Comments**

Tom opened this portion of the meeting to the public for comment. Having no one come forward, he closed this portion of the meeting.

**VI. Reports of Officers –**

Thomas Mazzaccaro – President

Tom stated he attended three of the five committee meetings. He is very satisfied with their progress. He attended the open house and was very impressed with the turnout.

Robert Lefkowitz – Vice-President

Robert has no report.

Larry D'Oench – Secretary

Larry has no report.

Carmen Allora – Treasurer

Carmen met with Allan regarding the RFP and Purchasing Manual.

Robert Donahue – Assistant Treasurer

Robert has no report.

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

Valerie has no report.

**VIII. Committee Reports**

**Finance:**

Purchasing Manual

Carmen stated that page 2 of the purchasing manual should be changed to “Director or any other staff member”. Valerie Fasolo sent an email with additional items to be added. #3 should include property damage. Tom questioned who would decide if the problem is an emergency. Wording will be changed to “Director or Directors Appointee”. This sentence will be added to the end of #13.

#1 under Quotes & Bid Prices, Peter questioned if there is a minimum. Wording will be changed to 1 other state contract vendor. #3 Allan states he will use a vendor this has been recommended. Robert Donahue questioned if there is an approved vendor list. Allan states there is. He does not currently have an emergency list. Carmen states that credit checks must be kept up to date. #11 clarification was needed but it was decided that wording will remain the same. Contract has to be signed and delivered. #13 Board President should not be in charge. The person should be another staff member of the Library.

#1A under Purchasing Procedure, wording will be changed to “Director or any member of his staff”

It was questioned what the procedure is for logging bids: Jeanne keeps a log, date & time stamps the envelope and then the bids are locked in a cabinet. Allan and another person will open the bids and Jeanne or a recorder will log the results. The appropriate committee will then be involved in the approval process.

Library Auditor

Section 2 add ‘Provide advice as needed’ and “Provide advice on improving and mentoring internal control of accounting system.

Section 3 point 2 – change wording to ten years of audit experience to public libraries in New Jersey.

Section 3 point 3 – strike out “Registered Municipal Accountants”.

Section 3 point 4 – strike entire sentence

Section 3 point 6 – Change “must” to “should” and strike “of similar size”

Section 4 – Add a “not to exceed XXXX”

Section 4 points 1 & 2 – strike both – Don stated the engagement letter will outline all fees.

Section 5 – change or “original plus one”.

Section 8 – must possess Errors & Omissions insurance

Carmen spoke with Ralph Fredericks regarding having a PO in Peachtree. There may be an additional cost for Ralph to find out the answer.

**Personnel:** Cesar absent, the personnel manual will be ready for the August Board meeting. Staff evaluations are due tomorrow.

**Buildings & Grounds:** Larry questioned how 4<sup>th</sup> of July went. Allan states that next year he would like to have a booth or remain open in order to promote the Library. Tom questioned is there is a difference with the dampers – Allan states there is.

**Technology:** Robert Lefkowitz stated the Technology Plan should be completed soon. He suggests combining Technology and Patron Services. The next meeting is scheduled for July 21 at 12:30pm.

**Patron Services:** Robert Donahue stated the survey is being mailed out this week.

**IX. Library Director – Allan Kleiman**

Allan stated the Township is planning to mill and pave the lot in the next week. Parking will be available at the High School. He also met with the painter who will be back with some samples. He stated that next year he would like to be on the 4<sup>th</sup> of July Committee. He will not hear anything about the solar panels until August. He hopes to have an update by the next meeting.

**X. Resolutions/Motions**

**A. Resolution to accept the check register dated June 1 to June 30, 2014 in the amount of \$61,209.76** – motion carried following roll call vote: Ayes: Mr. King, Mr. D’Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro Mr. Donahue and Mr. Kostka

**B. Resolution to approve salaries for month of June 2014 in the amount of \$36,868.85** - motion carried following roll call vote: Ayes: Mr. King, Mr. D’Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro Mr. Donahue and Mr. Kostka

**XI. Old Business**

None.

**XII. New Business**

None

**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 service agreements and Personnel

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 9:20 p.m. Tom made a motion, seconded by Larry D'Oench that the Library Board adjourn to executive Session. Vote: All in favor

Open Session reconvened at 9:26 p.m.

**XIV. Adoption of Executive Session Minutes**

There were no minutes to approve for the June 9, 2014 meeting.

**XV. Adjournment**

Motion to adjourn was made by Don Kostka, seconded by Peter Kine, meeting was adjourned at 9:26pm.