

Montville Township Public Library
Board of Trustees Meeting
February 9, 2015
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

MEMBERS PRESENT
Mr. Tom Mazzaccaro
Mr. David Tubbs
Mr. Larry D'Oench
Mr. Cesar Correa
Mr. Robert Lefkowitz
Mayor Gallopo
Mr. Carmen Allora
Mr. Robert Donohue
Mr. Peter King

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

Larry D'Oench made a motion to approve the amended January 12, 2015 Reorganization Session minutes, seconded by Robert Lefkowitz. Motion carried. Ayes: Mr. Mazzaccaro, Mr. Tubbs, Mr. D'Oench, Mr. Correa, Mr. Lefkowitz, Mayor Gallopo, Mr. Allora, and Mr. Donohue
Mr. King Abstained

Robert Lefkowitz made a motion to approve the January 12, 2015 Regular Session minutes, seconded by Carmen Allora. Motion carried. Ayes: Mr. Mazzaccaro, Mr. Tubbs, Mr. D'Oench, Mr. Correa, Mr. Lefkowitz, Mayor Gallopo, Mr. Allora, and Mr. Donohue
Mr. King Abstained

V. Public Comments

None

VI. Reports of Officers –

Thomas Mazzaccaro – President

Tom stated everyone should be using the Library email system to avoid OPRA issues.

Robert Lefkowitz – Vice-President

Robert stated that email is being backed up on the library server.

Larry D'Oench – Secretary

Larry has no report.

Carmen Allora – Treasurer

Carmen states that he, Allan, Joe, and Jeanne met regarding purchase orders.

Robert Donohue – Assistant Treasurer

Robert had no report.

Report of Board Attorney – Valerie Fassolo, Esq.

Valerie Fasolo had no report.

VII. Committee Reports

Finance:

Carmen stated that the Finance Committee did not meet this month.

Personnel:

Cesar stated the Personnel Committee is meeting on Wednesday.

Buildings & Grounds: Larry stated that he, Joe, Allan and Peter met regarding the RFP and that RSC is being recommended to the Library Board to perform the building assessment. Larry also stated that the parking lot lighting is dark. Allan states that he would have to approach the Township Administrator if we needs additional lighting. The light bulbs for the outside lights are supplied by the library.

Technology: Robert Lefkowitz stated that they have not met yet this month.

Patron Services: Robert Donohue stated that they have not met yet this month.

Library Director – Allan Kleiman

Allan stated the library was closed on a few occasions due to the weather. The re-dedication of the library will be held on March 7. Allan attended a meeting of the American Library Association in Chicago. The registration fees are paid for out of the library budget. Allan will discuss getting reimbursed for his expenses at the Personnel meeting during his contract negotiations.

VIII Resolutions/Motions

A. Resolution to approve the check register dated January 1 to January 31, 2015 in the amount of \$72,144.71 – motion carried following roll call vote: Ayes: Mr. Mazzaccaro, Mr. Tubbs, Mr. D’Oench, Mr. Correa, Mr. Lefkowitz, Mayor Gallopo, Mr. Allora, Mr. Donohue and Mr. King

B. Resolution to accept salaries for month of January 2015 in the amount of \$37,654.76 - motion carried following roll call vote: Ayes: Mr. Mazzaccaro, Mr. Tubbs, Mr. D’Oench, Mr. Correa, Mr. Lefkowitz, Mayor Gallopo, Mr. Allora, Mr. Donohue and Mr. King

C. Resolution to approve the Cash Management Plan for 2015 effective through February 28, 2016 - motion carried following roll call vote: Ayes: Mr. Mazzaccaro, Mr. Tubbs, Mr. D’Oench, Mr. Correa, Mr. Lefkowitz, Mayor Gallopo, Mr. Allora and Mr. Donohue
Mr. King abstained

Carmen Allora asked if the plan needs to be approved every year. Valerie Fasolo will check. Tom Mazzaccaro stated he thought it did. The Cash Management Plan gets recorded in the Library and at Town Hall. Dates and version numbers should also be included on the bottoms of the pages. Carmen Allora asked if the signature page should also be signed.

IX **Old Business**

Larry D'Oench made a motion to accept RSC for the Building Assessment for \$10,500. Seconded by Peter King - motion carried following roll call vote: Ayes: Mr. Mazzaccaro, Mr. Tubbs, Mr. D'Oench, Mr. Correa, Mr. Lefkowitz, Mayor Gallopo, Mr. Allora, Mr. Donohue and Mr. King

Personnel Manuel – Allan will discuss with the Personnel Committee how the Personnel Manual will be distributed.

X **New Business**

Peachtree – Carmen stated that he met with Allan, Joe and Jeanne. He stated that Peachtree support is not very responsive. The version the Library uses will need to be upgraded. Edmunds submitted a proposal. He would like to see if they have a budget module.

Mileage Reimbursement – Carmen stated he thinks the Library should pay the IRS standard of .56 per mile. Currently non-union members are getting .30 per mile.

Purchasing Manual – The manual states “Allan or his appointed designee”. Carmen Allora stated he thought the designee should be stated. Cesar Correa stated that Joe’s job description states that he is the designee of the Library Director.

Conferences and Classes – Cesar Correa stated there should be a line item in the budget for classes and travel. Larry D'Oench asked if this line item is the same as Staff Development. Cesar Correa would like to reimburse Allan for his expenses for his trip to the conference in Chicago. The 2014 budgeted amount for staff development was \$500. Actual spent was \$206. The 2014 budgeted amount for mileage/lodging was \$1000. Actual spent was \$347. Allan stated the large conferences are scheduled ahead of time and some classes are scheduled periodically through the year. He will put together a list of classes that the staff are projected to attend.

Cesar Correa made a motion to reimburse Allan for his travel expenses. Seconded by Peter King. Motion was withdrawn. Allan will submit all receipts to the Personnel Committee.

XI **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 Employee Benefits

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 8:37 p.m. Tom made a motion, seconded by Cesar Correa that the Library Board adjourns to executive Session. Vote: All in favor

Open Session reconvened at 8:40 p.m.

XII Executive Session Minutes

Robert Lefkowitz made a motion to approve the amended January 12, 2015 Executive Session minutes, seconded by Peter King. Motion carried. Ayes: Mr. Mazzaccaro, Mr. Tubbs, Mr. D'Oench, Mr. Correa, Mr. Lefkowitz, Mayor Gallopo, Mr. Allora, Mr. King and Mr. Donohue

XIII Adjournment

Motion to adjourn was made by Cesar Correa, seconded by Peter King; meeting was adjourned at 8:42pm.