

Montville Township Public Library  
Board of Trustees Meeting  
October 19, 2015  
Montville Township Public Library  
90 Horseneck Road  
Montville, New Jersey 07045

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**OPEN SESSION**

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| <b><i>MEMBERS PRESENT</i></b> |
| Mr. Tom Mazzaccaro            |
| Mr. David Tubbs               |
| Mr. Peter King                |
| Mr. Carmen Allora             |
| Mr. Robert Lefkowitz          |
| Committeeman Conklin          |
| Mr. Larry D'Oench             |
| <b><i>MEMBERS ABSENT</i></b>  |
| Mr. Robert Donohue            |
| Mr. Cesar Correa              |

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 7:35 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 September 21, 2015, Regular Session minutes, seconded by Peter King

Mr. Mazzaccaro yes, Mr. Tubbs yes, Mr. King yes, Mr. Allora yes, Mr. Lefkowitz yes, Mr. D'Oench yes, Committeeman Conklin abstained: Motion Carried

**V. Public Comments**

None

**VI. Reports of Officers –**

Thomas Mazzaccaro – President

Tom stated that the committees met and all the committees are doing a great job.

Robert Lefkowitz – Vice-President

Robert has no report.

Larry D'Oench – Secretary

Larry stated that all the Trustees need to attend six hours of training. A list of courses was distributed. Please advise Allan of which course you will be attending. A presentation or outside speaker can also count for credit.

Carmen Allora – Treasurer

Carmen stated that the Compensation actual is \$2051 under budget. Collection is \$17,974 under budget. Physical Plant is \$11,692 under budget. Other expenses is \$84,192 under budget. Operation expenses is \$103,193 under budget. Revenue is \$12,734 under budget. Net income is \$90,459 over budget. Capital expenditures is \$93,763 under budget.

He would like to possibly use a summary page in the future.

Allan stated that the computer equipment line item includes other items also. Computer controls will be removed from that line item and the HVAC will be moved to the Property Plant line item.

Robert Donohue – Assistant Treasurer

Robert absent, no report.

Report of Board Attorney – Brian has no report.

**VII. Committee Reports**

Finance:

Carmen stated that all the questions for the IRS 990 have been resolved. The first draft of the budget will be started. Tom asked for an update on Edmunds. Carmen stated Edmunds will meet with them on the 23<sup>rd</sup> and the first cut will be done.

Personnel: Cesar absent. Tom stated the Assistant Director search is going on. They have met with the perspective candidates.

Buildings & Grounds: Larry stated they are looking into installing security camera's. They will discuss if the HVAC system can be separated. Amphitheater has been repaired.

Technology: Robert L. stated they discussed a disaster recovery plan and the need for a new server to support Edmunds software. The approximate cost would be \$2500. Networking was also discussed and a meeting will be set up.

Patron Services: Robert D. absent. Tom stated that they discussed an Exhibit and Display Policy. The Library will be responsible for the Exhibit but will not have to insure the contents. The owner of the Exhibit will be responsible for insuring the contents if they chose to. JIF would cover any damage to the library. Museum passes currently can be used once every 30 days. Allan would like to possibly change to every 14 days. He also stated that a pass is not picked up on the day it is reserved for then the tickets are given to the next person on the waiting list.

Library Director – Allan Kleiman

A number of employees attended training sessions. The ELL class resumed and 15 people registered. Union negotiations are scheduled for November. The library received 23 applications for the Assistant Director position. The teen area is busy and Allan is looking to install more computers, more seating and possibly sound proofing. For the month of September, the library circulated 17,966 items. November 9 will be the opening of the Gasparro Technology Training Center.

## **VIII Resolutions/Motions**

- A. Resolution to approve the check register dated September 1-30, 2015 in the amount of \$124,594.59

Mr. Mazzaccaro yes, Mr. Tubbs yes, Mr. King yes, Mr. Allora yes, Mr. Lefkowitz yes, Mr. D'Oench yes, Committeeman Conklin abstained: Motion Carried

- B. Resolution to accept salaries for month of September 2015 in the amount of \$35,452.98

Mr. Mazzaccaro yes, Mr. Tubbs yes, Mr. King yes, Mr. Allora yes, Mr. Lefkowitz yes, Mr. D'Oench yes, Committeeman Conklin abstained: Motion Carried

## **IX Old Business**

- A. IRS 990 Form – Carmen Allora made motion to approve the IRS 990 Form, seconded by Peter King

Mr. Mazzaccaro yes, Mr. Tubbs yes, Mr. King yes, Mr. Allora yes, Mr. Lefkowitz yes, Mr. D'Oench yes, Committeeman Conklin abstained: Motion Carried

- B. Audio recordings on Website –Robert Lefkowitz made motion to upload the audio recordings to the website, seconded by Carmen Allora

It was asked how often a patron has asked to listen to the recording or read the minutes. Allan stated that no one has ever made a request. Brian states that written minutes are legal. Allan stated that if they were to upload the minutes they would need an outside company to do the upload.

Mr. Mazzaccaro yes, Mr. Tubbs no, Mr. King no, Mr. Allora no, Mr. Lefkowitz yes, Mr. D'Oench no, Committeeman Conklin abstained: Motion Did Not Carried

## **X New Business**

- A. David Tubbs made a motion to approve the Exhibit and Display Policy. Seconded by Peter King

Mr. Mazzaccaro yes, Mr. Tubbs yes, Mr. King yes, Mr. Allora yes, Mr. Lefkowitz yes, Mr. D'Oench yes, Committeeman Conklin abstained: Motion Carried

## **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 Personnel and

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 8:45 p.m. Tom made a motion, seconded by Robert Lefkowitz that the Library Board adjourn to executive Session. Vote: All in favor

Open Session reconvened at 9:25 p.m.

## **XII Open Session**

Motion made by Robert Lefkowitz to hire Rachel Pekar as the Assistant Director at a starting salary of \$70,000. Seconded by Peter King.

Carmen stated the next review for a salary increase will be 14 months from the date of hire.

Mr. Mazzaccaro yes, Mr. Tubbs yes, Mr. King yes, Mr. Allora yes, Mr. Lefkowitz yes, Mr. D'Oench yes, Committeeman Conklin abstained: Motion Carried

## **XIII Adjournment**

Motion to adjourn was made by Robert Lefkowitz, seconded by Peter King; meeting was adjourned at 9:30pm.

Approved by the Library Board of Trustees, November 9, 2015