

Montville Township Public Library
Board of Trustees Meeting
February 8, 2016
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

<i>MEMBERS PRESENT</i>
Mr. Tom Mazzaccaro
Mr. Robert Lefkowitz
Mrs. Jane Hines
Mr. Carmen Allora
Mr. David Tubbs
Mr. Robert Donahue
Mr. Larry D'Oench
Mayor Sandham
<i>MEMBERS ABSENT</i>
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 7:37 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 January 25th, Reorganization meeting minutes, seconded by Carmen Allora

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mr. Allora yes, Mr. D'Oench yes, Mr. Donohue yes, Mrs. Hines yes, Mr. Tubbs abstained, Mayor Sandham yes: Motion Carried

Larry D'Oench made a motion to approve the amended January 25th, Regular session meeting minutes, seconded by Robert Lefkowitz

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mr. Allora yes, Mr. D'Oench yes, Mr. Donohue yes, Mrs. Hines yes, Mr. Tubbs abstained, Mayor Sandham yes: Motion Carried

IV. Public Comments

None

V. Guests

Greg Della Pia was present that the reconciliation for January was completed. Checks have been run for January. Balance sheet, revenue and expenses and check register was distributed. Bill list with encumbrances will also be included. Ralph Fredericks came in to reconcile December and Greg will reconcile January. Carmen stated that only Edmunds will be used for February as he cannot justify spending the funds to run both of the programs

VI. Reports of Officers –

Tom Mazzaccaro – President

Tom met with all the committees including the Business Continuity Committee

Robert Lefkowitz – Vice-President

Robert has no report.

Larry D'Oench – Secretary

Larry has no report.

Carmen Allora – Treasurer

Carmen distributed the following spreadsheets:

Summary of Significant Categories: The 2015 total budgeted year to date operating expenses is \$1,457,818. The total actual year to date expenses is \$1,328,866, which is 91% of the budget attainment. The total budgeted year to date net income was anticipated at \$218,477 and the actual year to date net income exceeded budget by \$337,302.

December 31, 2015 Budget Comparison to Actual Financials: Budgeted Capital expenditures were planned at \$141,700, Actual Capital expenditures were \$108,510 which includes encumbrances and the remaining balance is \$33,190 unspent.

2016 Statement of Revenue and Expenditures: Current year to date operating expenses were \$99,587.10. Total amount of surplus is \$36,104.96. Current year to date expended in Capital expenditures is \$48.93 (paint supplies)

The transition from Sage Peachtree to Edmunds is going smoothly. The 1099's for 2015 was filed in a timely manner and the fee was \$500. Jim Sandham asked if all Capital will be spent in 2016. Allan stated that we anticipate that all the scheduled projects will be completed this year.

Robert Donohue – Assistant Treasurer

Robert stated he completed the reconciliation of petty cash for December 31, 2015 and this will be done quarterly.

Report of Board Attorney – Brian has no report.

VII. Committee Reports

Finance:

Carmen stated that Finance met on February 3. He distributed the Comparison of 2015 Actual Results to 2016 Results. He stated there is an 8.2% increase in operating expenses. Salaries are the majority of the increase. Jim suggested reporting regularly to the Township Committee what is happening at the Library level which was deferred for further discussion.

Personnel: Cesar absent, Tom stated there is an opening for Supervisor of Circulation and they are looking to consolidate 3 part time jobs to create one full time job. Jim stated that most positions are being filled by part timers. Allan remarked that this is being considered as a possibility since we have had a problem filling the part time positions and we need to strengthen our services to young adults and teens.

Buildings & Grounds: Larry stated that Mark Mantyla, Township Engineer will be investigating installing a drain in the parking lot in the spring. The interior painting has been completed. The painters will be back to fix a few items. The Building assessment is completed. The carpet install will hopefully be completed by June and the shelving will be delivered by April. The cleaning contract will be looked at. The training for the AED certification will be done during the 4th of July celebration when the Library is closed.

Technology: Robert Lefkowitz stated they are looking for a cloud storage provider and they are working on a policy to move all documents to the new provider. There are currently 77 boxes in the offsite storage facility. They are also working on new video surveillance policy. He will be providing a short training session at the next meeting on using Google Docs for the Library Board.

Patron Services: Robert D. stated that they discussed the museum pass program. Passes will be able to be reserved on line and can also be borrowed every 30 days and loaned up to 3 days. He distributed the Board of Education guidelines for home instructors.

Business Continuity: Robert L stated they met and discussed possibly coming up with a list of procedures in case of a loss of facilities. Robert L. stated that he has not been able to find a library that has a disaster recovery plan. Allan stated that there is a list of vendors that the staff can call when they need to make an emergency repair. Jim stated that if there is a disaster the first item should be cash. There is currently enough cash to run the library for 2.5 months. A procedures manual for all types of emergency situations would be a good idea and should be looked into.

Library Director – Allan Kleiman

Allan will speak to Victor Canning regarding coordination of shoveling and plowing during snow. They held a Lunar New Year's celebration on January 30th with a food tasting. It was attended by over 150 residents from throughout the Township.

VIII Resolutions/Motions

A. Resolution to approve the check register dated January 1 to January 31, 2016 in the amount of \$78,870.95

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mrs. Hines yes, Mr. Allora yes, Mr. D'Oench yes, Mr. Donohue yes, Mayor Sandham yes, Mr. Tubbs yes: Motion Carried

B. Resolution to acknowledge the salaries for month of January 2016 in the amount of \$41,525.77

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mrs. Hines yes, Mr. Allora yes, Mr. D'Oench yes, Mr. Donohue yes, Mayor Sandham yes, Mr. Tubbs yes: Motion Carried

IX Old Business

- A. Robert D. made motion to approve the amendment to the Museum Pass Policy to increase rental period from 30 to 60 days, as a convenience to the patron. The patron also has the opportunity to walk into the Library and take out any passes that are not being used or reserved.

Robert L. made a motion to call the question. Seconded by Larry D'Oench.

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mrs. Hines yes, Mr. Allora yes, Mr. D'Oench yes, Mr. Donohue yes, Mayor Sandham yes, Mr. Tubbs yes: Motion Carried

- B. Robert D. made a motion to approve the Home Instructor Guidelines. The Commercial Business policy and the Tutoring Policy will need to be updated. Allan stated that they are discussing if badges will be handed out and if they should be visible on the teacher or in the area where they will be working. David made a motion to add these guidelines, dated 2/4/16, to the exceptions list, seconded by Jim Sandham

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mrs. Hines yes, Mr. Allora yes, Mr. D'Oench yes, Mr. Donohue yes, Mayor Sandham yes, Mr. Tubbs yes: Motion Carried

X New Business

Carmen made a motion to have Robert D. review and approve the bank requisitions on a quarterly basis, seconded by Robert L.

Mr. Mazzaccaro yes, Mr. Lefkowitz yes, Mrs. Hines yes, Mr. Allora yes, Mr. D'Oench yes, Mr. Donohue yes, Mayor Sandham yes, Mr. Tubbs yes: Motion Carried

XI Executive Session

None

XII Open Session

None

XIII Adjournment

Motion to adjourn was made by Robert Lefkowitz, seconded by Larry D'Oench; meeting was adjourned at 9:32pm.