

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

OPEN SESSION

<i>MEMBERS PRESENT</i>
Mr. Tom Mazzaccaro
Mr. David Tubbs
Mr. Peter King
Mr. Carmen Allora
Mr. Robert Lefkowitz
Committeeman Conklin
Mr. Larry D'Oench
Mr. Robert Donohue
<i>MEMBERS ABSENT</i>
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 7:32 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 and in the Library once they have been officially approved.

III. Pledge of Allegiance and Moment of Silence

IV. Adoption of Minutes

Peter King made a motion to approve the amended October 19, 2015, Regular Session minutes, seconded by Robert Lefkowitz

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

Robert Lefkowitz made a motion to approve the October 19, 2015, Executive 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, Mr. Donohue abstained, Committeeman Conklin yes: Motion Carried

V. Public Comments

None

VI. Reports of Officers –

Thomas Mazzaccaro – President

Tom stated that he met with Finance, Patron Services and Personnel Committees. The Township Committee met regarding the ordinance for the parking lot. New signage will be erected. Mopeds will now have to park in a parking spot and the lot can still be used for High School pick up. All the issues have been rectified.

Robert Lefkowitz – Vice-President

Robert has no report.

Larry D'Oench – Secretary

Larry stated that the minutes on the website are not up to date. Allan stated that all of the minutes have been uploaded to the website. Rachel will keep these up-to-date once she starts.

Carmen Allora – Treasurer

Carmen stated that the Net Income is over budget by \$127,327, Compensation actual is \$17,219 under budget. Collection is \$12,310 under budget. Physical Plant is \$9,395 under budget. Total Operating expenses is \$133,283 under budget. Revenue is \$6,000 under budget. Capital expenditures is \$88,599 under budget.

Robert Donohue – Assistant Treasurer

Robert has no report.

Report of Board Attorney – Valerie has no report.

VII. Committee Reports

Finance:

Carmen stated that the Finance Committee met and discussed the budget without the salaries for 2016. The 990 has been filed. The next meeting is scheduled for November 18. He would like to have an additional meeting to discuss the budget.

Personnel: Cesar absent. There will be negotiation meetings with the union on November 10th and 24th.

Buildings & Grounds: Larry stated that they met on October 19th. A meeting will be set up regarding the HVAC.

Technology: Robert L. stated they are meeting on Monday.

Patron Services: Robert D. stated that a World Language survey is being distributed. They are looking into a diversity program to be held in February.

Library Director – Allan Kleiman

He would like to start a program to get all the school aged children a library card. On November 23, 24 and December 5th there will be training by webinars for Edmunds. The software will be up and ready around December 10. Sage will still be used until the end of the year. Carmen would like both systems to be run for two months and have Greg report any problems or concerns. Allan would like to discuss this at the next Finance Committee meeting. Tom stated the two month overlap was to ensure that the staff was trained correctly. Tom stated that the Township still has a contract with the county for the Solar Panel project. The county has removed the Library from approved sites.

VIII Resolutions/Motions

A. Resolution to approve the check register dated October 1-31, 2015 in the amount of \$57,122.95

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

B. Resolution to accept salaries for month of October 2015 in the amount of \$36,961.39

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

IX Old Business

- A. Solar Panels – Allan stated that the Library received a phone call stating that they have been removed from the list. A letter has not been received yet. Valerie will look at the termination clause in the contract. Robert D asked what the cost would be if the Library installed the solar panels on their own. Valerie was not sure of the cost or if any money would be recouped. Tom would like to have someone from the County come to a Library Board Meeting to discuss this project. The county administrator called Allan and advised him that Montville has been removed from the list.

Robert Lefkowitz made a motion to continue to pursue the solar panel project as per the contract until such time as it's not beneficial to the Library, seconded by Carmen Allora. – motion was withdrawn.

David asked who would be responsible for maintenance if the company goes bankrupt. The SREC's would be purchased by another company. Carmen asked what the costs and benefits are and how much energy would be put back into the grid.

Robert Lefkowitz made a motion to permanently withdraw the Library's interest in the contract at the request of the Morris County Improvement Authority regarding the Solar Panel Project at the request of the County, Seconded by Larry D'Oench

Mr. Mazzaccaro yes, Mr. Tubbs yes, Mr. King yes, Mr. Allora yes, Mr. Lefkowitz no, Mr. D'Oench yes, Mr. Donohue no, Committeeman Conklin yes: Motion Carried

Carmen asked what the benefit to the Library would be. Peter stated there would be no cost to the Library and the electrical cost would be discounted.

Robert Lefkowitz made a motion to table until more information can be accessed, seconded by Robert Donohue

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

- B. Edmunds –Carmen would like Greg to come up with a written report for December and January. He would also like to hire Ralph Fredericks for the month of January to assist with the conversion. Tom stated that the consultant and the Library Director should handle the conversion. Allan will ask Greg to submit a written plan and to attend the next Finance Committee meeting.

X New Business

- A. Finance Committee Report – Tom stated the report consists of notes for Carmen’s report. The numbers that Carmen reports on are the highlights of the report from the accountant. Carmen would like to shorten the report and submit a summary which will be presented to the Board.

Motion made by Robert Lefkowitz to include the treasurer’s report as an attachment to the minutes, seconded by Carmen Allora.

Mr. Mazzaccaro yes, Mr. Tubbs yes, Mr. King yes, Mr. Allora yes, Mr. Lefkowitz yes, Mr. D’Oench no, Mr. Donohue no, Committeeman Conklin yes: 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 9:17 p.m. Tom made a motion, seconded by Carmen Allora that the Library Board adjourn to executive Session. Vote: All in favor

Open Session reconvened at 9:45 p.m.

XII Open Session

None

XIII Adjournment

Motion to adjourn was made by Robert Lefkowitz, seconded by Peter King; meeting was adjourned at 9:45pm.