

Montville Township Public Library  
 Board of Trustees Meeting  
 July 10, 2017  
 Montville Township Public Library  
 90 Horseneck Road  
 Montville, New Jersey 07045

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**OPEN SESSION**

<b><i>MEMBERS PRESENT</i></b>
Mr. Robert Lefkowitz
Mr. Robert Donohue
Ms. Linda Peskin
Mrs. Jane Hines
Mr. Charlie Grau
Mr. David Tubbs
Mr. Carmen Allora
<b><i>MEMBERS ABSENT</i></b>
Mayor Sandham
Mr. Tom Mazzaccaro

Allan M. Kleiman, Library Director – Present

Catherine LaBelle, Assistant 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 Robert Lefkowitz, at 7:41 p.m.

**II. Open Public Meetings Act Statement**

Robert 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**

*Charles Grau made a motion to approve the amended June 12, 2017 Regular session minutes, seconded by Jane Hines*

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Donohue abstained, Mrs. Hines yes, Ms. Peskin yes: Mr. Grau yes, Mr. Allora yes: Motion Carried

**IV. Public Comments –**

None

**V. Reports of Officers –**

Tom Mazzaccaro – President

Tom absent, no report.

Robert Lefkowitz – Vice-President

Robert stated that they need to be a little more diligent with subcommittee meetings. A number of meetings did not take place this month.

Jane Hines – Secretary

Jane had no report.

Carmen Allora – Treasurer

Carmen stated that normalized budget attainment is at 50%. Year to date revenue is basically on target at 49% of annual budget. Year to date operating expenditures are below attainment at 48% of annual budget. Included in expenditures is year to date salaries and temporary help which are at \$326,936.00 or 49.4% of the total annual budget. The year to date capital expenditures are 24% of annual budget. Total capital and operating expenditures have reduced the budget surplus revenue to \$100,669.00 YTD.

All funds were spent for MAIN in the first quarter of the year. Salaries are at 53% of the annual budget. Programs are at 53% of annual budget and staff recognition are at 55% of the annual budget. Professional Services are at 83% of the annual budget.

Greg Della Pia, the accountant, will run some additional reports to find the discrepancy in the accounts payable figures.

Robert Donohue – Assistant Treasurer

Robert has no report

**VI. Report of Board Attorney –** Brian stated that his office has prepared an updated cover sheet for the union contract.

**VII. Report of Liaisons**

Mayor – Mayor Sandham absent, no report.

Superintendent of Schools – David Tubbs stated that the referendum will be up for a vote on September 26<sup>th</sup>. The State should cover 40% of the capital projects cost.

### **VIII. Committee Reports**

Finance: Carmen stated that the Atlantic Stewardship CD is coming due for \$105,000 on 7/26/17. He will look at other banks for interest rates. The money will be reinvested in another 6 month account.

Personnel: Robert L stated that the committee did meet. Allan distributed a list of expected coverage for the month. Allan will provide coverage for summer vacation and availability for the staff. The next meeting will be July 19<sup>th</sup> at 7pm.

Buildings & Grounds: Jane stated that the committee met on June 27. New carpet was installed. Allan sent an email to Victor and DPW for help with writing the specs for the chillers.

Technology: Robert L stated that the committee discussed voice over IP. Three phone lines and fax lines may be able to be removed. Allan will have Verizon come out.

Patron Services: Robert D stated that the committee did not meet.

Business Continuity: Robert L stated that the committee did not meet.

### **IX. Library Director – Allan Kleiman**

Allan stated that most of the museum passes expired in July. New passes have been ordered and most have arrived.

Build a Better World Summer Reading 2017 Kickoff was on Wednesday, June 21<sup>st</sup>. 309 Children, 116 adults, and 63 teens have signed up.

The Teen Advisory Board had a busy June. Elections were also held for the new officers beginning in September.

Mandatory Workplace Harassment, Prevention and Hostile Work Environment, workshop was presented for staff day by The Canning Group. Annual evaluations will be distributed shortly.

Catherine, Cindy and Allan met to discuss Collection Development issues while they are in temporary quarters. Walter spent considerable time working with Amy and Nilou on circulation procedures.

Updates and formatting changes have been made to the Library's Emergency manual.

Firecrackers were dropped into the book drop over the July 4<sup>th</sup> holiday weekend. There was damage to two books and a magazine.

There were three power outages on Friday, July 7<sup>th</sup>, the longest lasting 25 minutes.

The new self-check machine was installed on June 20<sup>th</sup> in the Main Library.

They are working on the Emergency Procedures Manual. Carmen asked where the library will be relocated to in case of a fire. Allan stated that a backup plan is necessary. He will discuss with the Township. Carmen would like to discuss this at the next meeting.

**X. Resolutions/Motions**

- A. Resolution to approve the check register dated June 1-30, 2017 in the amount of \$71,938.60

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Donohue yes, Mrs. Hines yes, Ms. Peskin yes: Mr. Grau yes, Mr. Allora yes: Motion Carried

- B. Resolution to accept the salaries for month of June 2017 in the amount of \$70,367.39 for regular staff earnings.

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Donohue yes, Mrs. Hines yes, Ms. Peskin yes: Mr. Grau yes, Mr. Allora yes: Motion Carried

- C. Resolution to excuse Mayor Sandham from the July 10, 2017 Board Meeting.

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Donohue yes, Mrs. Hines yes, Ms. Peskin yes: Mr. Grau yes, Mr. Allora yes: Motion Carried

- D. Resolution to excuse Tom Mazzaccaro from the July 10, 2017 Board Meeting

Mr. Lefkowitz yes, Mr. Tubbs yes, Mr. Donohue yes, Mrs. Hines yes, Ms. Peskin yes: Mr. Grau yes, Mr. Allora yes: Motion Carried

**XI. Old Business**

None

**XII. New Business**

David will miss the Patron Services and Technology Committee meetings due to a vacation.

**XIII. Executive Session****XIV. Executive Session Minutes**

Motion made by Charles Grau to approve the June 12, 2017, Executive Session minutes seconded by Linda Peskin. All in favor

**XV. Adjournment**

Motion to adjourn was made by Charles Grau, seconded by Jane Hines; meeting was adjourned at 8:42pm.