

Montville Township Public Library
Board of Trustees Meeting
March 12, 2018
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

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

Allan M. Kleiman, Library Director – Present

Catherine LaBelle, Assistant Library Director - Present

Liz Johansen, Board Recording Secretary – Present

I. Call to Order

The meeting was called to order by Mr. Mazzaccaro, at 7:30 p.m.

II. Open Public Meetings Act Statement

Mr. Mazzaccaro 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 and at the Library’s Information Desk once they have been officially approved.

III. Adoption of Minutes

Mrs. Hines made a motion to approve the February 12, 2018 Regular session minutes, seconded by Ms. Peskin

Mr. Tubbs yes, Mr. Grau yes, Mr. Mazzaccaro yes, Mrs. Hines abstained: Ms. Peskin yes; Mr. Allora yes, Mr. Donohue yes, Mayor Conklin yes: Motion Carried

IV. Public Comments –

None.

V. Reports of Officers –

Tom Mazzaccaro – President

Mr. Mazzaccaro congratulated the staff and Board for the Organization of the Year award given by the Chamber of Commerce. The recognition is appreciated and there were some good points brought up about the future of the Library.

Robert Lefkowitz – Vice-President

Mr. Lefkowitz absent, no report.

Linda Peskin – Secretary

Ms. Peskin had no report.

Carmen Allora – Treasurer

Mr. Allora stated that normalized budget attainment is at 16.7%. Year to date revenue is on target at 17% of annual budget. Year to date operating expenditures, plus encumbrances are at 14% of annual budget. Included in expenditures is year to date salaries and temporary help which are at \$91,690 or 12.8% of the total annual budget. The year to date capital expenditures are 0% of annual budget. Total capital and operating expenditures, plus encumbrances have reduced the budget surplus revenue to \$74,221 YTD.

Robert Donohue – Assistant Treasurer

Mr. Donohue had no report.

VI. Report of Liaisons

Mayor – Mayor Conklin congratulated the Library on their Chamber of Commerce Award. He stated that the DPW and Police worked very hard during the storm and that there was a disconnect with JCP&L.

Superintendent Liaison of Schools – Mr. Tubbs stated that Mary Gormley was named Speech and Debate Teacher of the Year.

VII. Committee Reports

Finance: Mr. Allora stated that the committee did not meet. The committee will discuss opening a CD for the \$257,000 that is currently being held in the Operating Account.

Personnel: Mr. Mazzaccaro stated the committee met on February 28. Performance evaluations for the staff are completed. They discussed employee goals for next year. Allan will have a staff development plan soon. Employment candidates are being reviewed and the mandatory background checks need to be completed.

Buildings & Grounds: Mrs. Hines stated the committee met on February 27th. The staff has been spending a lot of time on building maintenance. Allan will meet with Victor to discuss having a better response time with having issues fixed in the library. Drainage in the parking lot is still an issue. The QPA will review the RFQ for snow removal/lawn care prior to it being sent out. Allan thinks this service will be more cost effective. Mayor Conklin suggested hiring a mechanical engineer to provide specs for the chillers instead of relying on Town Hall to supply them.

Technology: Mr. Mazzaccaro stated that the RFQ's for voice over IP went out in February and were due back on March 9. There was a broken wire in the microphone system that was replaced. Digital displays will be purchased.

Patron Services: Mr. Donohue stated that the committee met and discussed an Amnesty Program and Intruder training for the staff.

Business Continuity – Mr. Lefkowitz has no report.

VIII. Library Director – Allan Kleiman

Allan stated that in the month of February, 43 new patrons joined the Library and 92 patrons renewed their library cards. The Library was closed on March 7th due to snow. The Library is the winner of a \$1000 grant from the Gilder Lehrman Institute of American History. 93 patrons attended the Lunar New Year program. 80 children attended the Dr. Seuss birthday celebration. ELL classes resumed in February and will continue on through May. Eight teens came out for our February After Hours Hangout on February 28. Jeff, Allan and Catherine worked on the NJ State Library Multicultural Award application which was due on March 9. Boiling Springs bank donated \$300 to sponsor the Sunday afternoon concert on March 17th. Window Trends came out to give

an estimate on the mechanical curtains in the auditorium. The owner stated that they are not equipped to handle a job like this.

Allan would like to offer an Amnesty Program during National Library week in April where patrons can return past due books and be charged half of the fine that is currently owed.

IX. Resolutions/Motions

- A. Resolution to approve the checks numbered 12471 through 12540 dated February 1 to February 28, 2018 in the amount of \$114,022.64

Motion made by Mr. Allora and seconded by Ms. Peskin

Mr. Tubbs yes, Mr. Grau yes, Mr. Mazzaccaro yes, Mr. Donohue yes, Mrs. Hines yes; Ms. Peskin yes; Mr. Allora yes, Mayor Conklin yes: Motion Carried.

- B. Resolution to accept the salaries for month of February 2018 in the amount of \$50,193.45 and ELL teacher salaries in the amount of \$553.20 for a total of \$50,746.65.

Motion made by Mr. Allora and seconded by Mr. Grau

Mr. Tubbs yes, Mr. Grau yes, Mr. Mazzaccaro yes, Mr. Donohue yes, Mrs. Hines yes; Ms. Peskin yes; Mr. Allora yes, Mayor Conklin yes: Motion Carried.

- C. Resolution to close the library at 5:00pm on Wednesday, June 20 for Robert R. Lazar graduation.

Motion made by Mr. Tubbs and seconded by Mr. Grau

Mr. Tubbs yes, Mr. Grau yes, Mr. Mazzaccaro yes, Mr. Donohue yes, Mrs. Hines yes; Ms. Peskin yes; Mr. Allora yes, Mayor Conklin yes: Motion Carried.

- D. Resolution to close the library at 5:00pm on Thursday, June 21 for Montville Township High School graduation.

Motion made by Mr. Tubbs and seconded by Mr. Grau

Mr. Tubbs yes, Mr. Grau yes, Mr. Mazzaccaro yes, Mr. Donohue yes, Mrs. Hines yes; Ms. Peskin yes; Mr. Allora yes, Mayor Conklin yes: Motion Carried.

- E. Resolution to close the library from Thursday, June 28 through Saturday, June 30 for the Montville Township Independence Day Celebration.

Motion made by Mr. Tubbs and seconded by Mr. Grau

Mr. Tubbs yes, Mr. Grau yes, Mr. Mazzaccaro yes, Mr. Donohue yes, Mrs. Hines yes; Ms. Peskin yes; Mr. Allora yes, Mayor Conklin yes: Motion Carried.

- F. Resolution to hire Jessica Clemente as part time Librarian 1, at an hourly rate of \$23.20 effective March 13, 2018.

Motion made by Mr. Tubbs and seconded by Ms. Peskin

Mr. Tubbs yes, Mr. Grau yes, Mr. Mazzaccaro yes, Mr. Donohue yes, Mrs. Hines yes; Ms. Peskin yes; Mr. Allora yes, Mayor Conklin yes: Motion Carried.

- G. Resolution to accept the resignation of Amy Liu, part time Librarian Assistant, effective March 8, 2018.

Motion made by Mr. Grau and seconded by Mr. Tubbs

Mr. Tubbs yes, Mr. Grau yes, Mr. Mazzaccaro yes, Mr. Donohue no, Mrs. Hines yes; Ms. Peskin yes; Mr. Allora yes, Mayor Conklin yes: Motion Carried.

- H. Resolution to extend the Cash Management Plan until April 10, 2018

Motion made by Mr. Allora and seconded by Mr. Grau

Mr. Tubbs yes, Mr. Grau yes, Mr. Mazzaccaro yes, Mr. Donohue yes, Mrs. Hines yes; Ms. Peskin yes; Mr. Allora yes, Mayor Conklin yes: Motion Carried.

X. Old Business

- A. CD – Purchase a 13 month CD at Lakeland Bank for \$257,000

Motion made by Mr. Allora and seconded by Mr. Grau

Mr. Tubbs yes, Mr. Grau yes, Mr. Mazzaccaro yes, Mr. Donohue yes, Mrs. Hines yes; Ms. Peskin yes; Mr. Allora yes, Mayor Conklin yes: Motion Carried

- B. Mrs. Hines asked if there were going to be any committee changes. Mr. Mazzaccaro stated they will remain the same for this year.

XI. New Business

- A. Amnesty Program to be held during Library Week from April 8 to April 14. Fines due will be half of what is owed. Allan will notify patrons via email blasts and will advertise this event.

Motion made by Mr. Donohue and seconded by Mrs. Hines.

Mr. Tubbs yes, Mr. Grau yes, Mr. Mazzaccaro yes, Mr. Donohue yes, Mrs. Hines yes; Ms. Peskin yes; Mr. Allora yes, Mayor Conklin yes: Motion Carried.

XII. Executive Session

None

XIII. Executive Session Minutes

None

XIV. Adjournment

Motion to adjourn was made by Mr. Grau, seconded by Mr. Tubbs; meeting was adjourned at 8:40 pm.