

Montville Township Public Library
Board of Trustees Meeting
October 20, 2014
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

MEMBERS PRESENT
Mr. Tom Mazzaccaro
Mr. Peter King
Mr. Larry D'Oench
Mr. Don Kostka
Mr. Robert Lefkowitz
Mr. Cesar Correa
Mr. Carmen Allora
MEMBERS ABSENT
Mr. Robert Donahue
Mr. David Tubbs

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 7:30 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

Cesar Correa made a motion to approve the amended September, 2014 Regular Session minutes, seconded by Carmen Allora. Motion carried. Ayes: Mr. Correa, Mr. King, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro:

Mayor Kostka Abstained

V. Public Comments

None

VI. Reports of Officers –

Thomas Mazzaccaro – President

Tom stated he met with all of the committees and is pleased with their progress.

Robert Lefkowitz – Vice-President

Robert has no report.

Larry D'Oench – Secretary

Larry stated that all Trustees are required to take training courses for the State Library Board.

Carmen Allora – Treasurer

Carmen stated that the Finance committee would like to leave the budget as is, but there are some suggestions regarding how to identify and record fixed assets. The 990 form was completed and the President will sign. Robert Lefkowitz suggested that the current treasurer should sign the past years 990. There are two meetings set up for November. Allan will have the salaries available for the next meeting on November 6. \$23,000 will be moved to a new account. Equity category is called "Donations". He suggests having two signatures on checks over \$5000.

***Valerie Fasolo entered 7:50pm

Tom Mazzaccaro stated that all the checks have PO's attached to them so Allan has already approved them. Allan states that it is very rare that he purchases anything over \$5000 unless its books or furniture. Tom agrees that two signatures are needed if the check is written without a PO or in case of an emergency.

****Cesar Correa made a motion to have two signatures on any check totally over \$5000.00. Seconded by Don Kostka Motion did not carry based on the following roll call vote: No: Mayor Kostka, Mr. D'Oench, Mr. Lefkowitz, Mr. Mazzaccaro: Yes: Mr. Correa, Mr. King, Mr. Allora

Robert Lefkowitz questioned how difficult it is to issue a fraudulent check. Manual checks are kept locked up. Discussion took place regarding the payroll account. Allan and Jeanne will obtain a list of all the employees and hire dates from ADP. Allan states they are currently using hand scan time clocks for punching in and out.

Robert Donohue – Assistant Treasurer

Robert absent, no report.

VII. Report of Board Attorney – Valerie Fassolo, Esq:

A. Valerie Fasolo suggested that the Library not request that patrons are US Citizens as it violates New Jersey Law against discrimination. Public buildings cannot deny service to anyone of the protected class. Patron Services will discuss requesting library cards and proper ID from anyone attending classes.

VIII. Committee Reports

Finance:

Carmen has no report.

Personnel: Cesar stated that the Committee met in September and they are working on the Director's evaluation. The changes to the personnel manual have been made and the final draft will be completed soon.

Buildings & Grounds: Larry stated they discussed purchasing an AED for the Library. The building inspection was completed. They discussed having vending machines installed. Allan stated they can attempt it and if trash becomes an issue, they will be removed. The light bulbs that are flickering will be replaced. A request was made to the Township to have arrows painted in the parking lot and for recycling bins to be placed in the building. They are discussing hiring a custodian for 15-18 hours per week.

Technology: Robert Lefkowitz stated he spoke with the Township Technology Committee regarding thumb drive prices. The website is being updated. Discussion is taking place regarding training for the library staff. Two chrome books are being purchased.

Patron Services: Robert Donohue was absent, Tom Mazzaccaro stated they went over the survey. They discussed various teen and young adult programs, a possible late bus pickup for middle school students, outreach for the pre-k level and possibly a reading group for men. They also discussed possibly having museum displays set up and dispensing museum passes.

IX. Library Director – Allan Kleiman

Allan stated that some libraries are losing circulation but Montville is remaining the same. Over 12,000 patrons visited the library this month. Yesterday there was a concert with 75 attendees. The staff is cleaning and straightening the shelves. The cut off date to apply for the librarian position was last Friday. The building inspection was completed and a fire connection was installed as per requirements. The shades on the doors have to be replaced. Carmen Allora questioned the amount of the phone bill. Allan will review the phone bill and report back to the Board.

X. Resolutions/Motions

A. Resolution to accept the check register dated September 1-30, 2014 in the amount of \$63,502.24 – motion carried following roll call vote: Ayes: Mr. Kostka, Mr. Correa, Mr. King, Mr. D’Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro

B. Resolution to approve salaries for month of September 2014 in the amount of \$39,515.96 - motion carried following roll call vote: motion carried following roll call vote: Ayes: Mr. Kostka, Mr. Correa, Mr. King, Mr. D’Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro

C. Resolution to accept the resignation of Marilyn Giancaterino effective October 4, 2014 - motion carried following roll call vote: motion carried following roll call vote: Ayes: Mr. Kostka, Mr. Correa, Mr. King, Mr. D’Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro

XI. Old Business

A. None

XII. New Business

1. Library Audit – Cesar Correa made a motion to accept the Library Audit, seconded by Larry D’Oench - motion carried following roll call vote: motion carried following

roll call vote: Ayes: Mr. Kostka, Mr. Correa, Mr. King, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro

Fixed assets would need to be labeled and recorded. Allan stated it would only be for items that over \$5000.00. He will check what the state requirements are.

2. Library 990 Form 2013 – Carmen Allora made a motion to accept the 990 form as submitted, seconded by Don Kostka - motion carried following roll call vote: motion carried following roll call vote: Ayes: Mr. Kostka, Mr. Correa, Mr. King, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro

Tom Mazzaccaro questioned if payroll taxes were paid. Carmen stated payroll taxes are filed on a tax return.

3. New Bank account for Restricted Funds – Carmen Allora made a motion to set up a separate funds and donations account, seconded by Don Kostka - motion carried following roll call vote: motion carried following roll call vote: Ayes: Mr. Kostka, Mr. Correa, Mr. King, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro

Carmen stated that the funds will be disbursed through manual checks. This account will also be held at Lakeland Bank.

XIII. 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 professional services

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 8:35 p.m. Tom made a motion, seconded by Cesar Correa that the Library Board adjourn to executive Session. Vote: All in favor

Open Session reconvened at 8:44 p.m.

XIV. Adoption of Executive Session Minutes

Peter King made a motion to approve the September 8, 2014 Executive Session minutes, seconded by Cesar Correa - Motion carried. Ayes: Mr. Kostka, Mr. Correa, Mr. King, Mr. D'Oench, Mr. Lefkowitz, Mr. Allora, Mr. Mazzaccaro

XV. Adjournment

Motion to adjourn was made by Robert Lefkowitz, seconded by Cesar Correa, meeting was adjourned at 8:51pm.