

Montville Township Public Library  
Board of Trustees Special Meeting  
November 29, 2018  
Montville, New Jersey 07045

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**OPEN SESSION**

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

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 Robert Lefkowitz, at 7:00 p.m.

**II. Open Public Meetings Act Statement**

Mr. Lefkowitz 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. Pledge of Allegiance and Moment of Silence**

**IV. Public Comments**

**V. V. Committee Reports**

Finance: 2018 Budget –Operating Expenses

Mr. Donohue stated that they are receiving \$28,210 less than 2018 from the Township.

Restricted Contributions will be changed to Anticipated Grants.

Mr. Lefkowitz feels the budgeted amount of Computer Print Outs Income should be an average of actual revenue from the last three years.

B-1 - COMPENSATION: increased from \$955,270 in 2018 to \$973,100 in 2019. Line item 8-01-601-150, Temporary Staff – Ms. Peskin thinks this amount should be changed to reflect a figure closer to what was actually spent in 2017. Allan stated with the hiring of a new Library Assistant in early 2019, he doesn't believe that they will be spending the funds in the line item. He will discuss this with the Finance Committee at the next meeting. Allan stated the line items for Health Benefits Expenses, PERS Expense and DCRP Expense are estimates. The figure is not known until the bill is received.

B-2 - COLLECTION: Decreased from \$130,000 in 2018 to \$128,721 in 2019. Two additional streaming services are to be added, Hoopla and Canopy. A number of books need to be replaced. There is an eAudio increase for adult and young adult. Add more copies of books that circulate. Vinyl records will be discussed and considered down the road.

B-3 – PROGRAMS: Increased from \$41,000 in 2018 to \$44,000 in 2019. Increase in Museum Passes from \$3500 to \$4000. New museums will be introduced and others will not be renewed due to non interest.

B-4 - SUPPLIES: Increased from \$16,800 in 2018 to \$17,000 in 2019.

B-5 – PUBLIC RELATIONS: \$6,000.00 No increase from 2018 to 2019. PR Materials decreased from \$3000 to \$1500. Staff/Volunteer Recognition increased from \$1000 to \$2500.

B-6 – STAFF DEVELOPMENT: Decreased from \$14,500.00 in 2018 to \$14,000.00 in 2019. Conference Travel should be met in 2019 since there are an additional two to three employees attending conferences. The Travel Policy may need to be adjusted regarding overnight lodging for conferences out of the area.

**VI Old Business**

None

**VIII New Business**

None

**IX Adjournment**

Motion to adjourn was made by Mr. Lefkowitz, seconded by Mr. Tubbs; meeting was adjourned at 7:35pm.