

Montville Township Public Library
Board of Trustees Meeting
September 21, 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
Mayor Gallapo
Mr. Larry D'Oench
<i>MEMBERS ABSENT</i>
Mr. Robert Donohue
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 7:35 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

Robert Lefkowitz made a motion to approve the August 10, 2015, Regular Session minutes, seconded by Larry D'Oench

Mr. Mazzaccaro yes, Mr. Tubbs yes, Mr. King yes, Mr. Allora yes, Mr. Lefkowitz yes, Mr. D'Oench yes, Mayor Gallopo yes: Motion Carried

Robert Lefkowitz made a motion to approve the August 25, 2015, Special Session minutes, seconded by Scott Gallapo

Mr. Mazzaccaro yes, Mr. Tubbs yes, Mr. King yes, Mr. Allora yes, Mr. Lefkowitz yes, Mr. D'Oench yes, Mayor Gallopo yes: Motion Carried

V. Public Comments

None

VI. Reports of Officers –

Thomas Mazzaccaro – President

Tom stated that the committees met on numerous occasions. The building assessment and switching to the Edmunds software were discussed

Robert Lefkowitz – Vice-President

Robert has no report.

Larry D'Oench – Secretary

Larry has no report.

Carmen Allora – Treasurer

Carmen stated that the actual year to date Capital Expenditures spent for August 2015 is \$46,290 and currently \$95,410 under budget.

Salaries, Pers Exp and Temp Staff is over budget by \$3,616. Collections are under budget by \$13,391. Programs is over budget by \$4,242. Professional Services is over by \$3,919. Other expenses is under budget by \$67,545 and the Total Operating expense is under budget by \$70,226. Revenue is under budget by \$11,312. Net income is over budget by \$58,914.

Robert Donohue – Assistant Treasurer

Robert absent, no report.

Report of Board Attorney – Valerie distributed the resolution for the agreement with Gregory DellaPia, CPA. Tom asked if this is a standard agreement for professional services. Valerie stated that it is.

VII. Committee Reports

Finance:

Carmen, Allan and Tom met with Ralph Fredericks on August 12 regarding a bill for past service. They came to an agreement to pay \$1500 of the total bill.

On August 18 the committee met regarding the Edmunds system. Robert Lefkowitz has some security issues. He posed the following questions: Does Edmunds have the ability to check users other than ID and password? What is the website rating from SS Labs? Will users be assigned a single ID or each person get their own? How often does Edmunds get audited?

There were some typographical errors on the IRS 990 report that will be corrected.

Personnel: Cesar absent. Allan stated they discussed the Assistant Library Director position. The deadline to apply for the position is October 2. As of today, they have received 12 resumes. Allan's review is being completed. He was given a self-evaluation which will be submitted at the next Personnel meeting.

Buildings & Grounds: Larry stated that RSC submitted a building assessment report. The estimate for roof repair, which includes resetting nails and replacing gutters, is \$8,000. There were some plumbing and electrical issues. There is insufficient space around the breaker panel. The boilers need replacing. In the past the Board has discussed installing a generator. The Town does not want to use the Library in case of a storm emergency. Allan will check with other Libraries to see what capacity generator they have. Robert Lefkowitz asked what cost would be to separate the current heating system from the air conditioning unit. Carmen asked if there is still a concern with patrons parking on the apron. Allan stated he would like to get two more planters.

Technology: Robert L. stated that they have not met. He is waiting for the answers from Edmunds. October 19th at 6pm will be the dedication for the Joe Gasparro Technology Room.

Patron Services: Robert D. absent. Allan stated that they are discussing coming up with an Exhibit Display Policy. They are also interested in possibly launching a Friends of the Library Campaign to assist with the funding the ELL program.

Library Director – Allan Kleiman

The circulation for August 2015 included 21,124 items. Tuesday afternoon book discussion group and Monday movies is attracting large crowds. Toddler time attracted 20 children and 20 parents.

The Teen Advisory board meeting is scheduled for September 18th. There will be a scavenger hunt and they will see what the attendance is. Allan will contact Town Hall to see which vending company they use. He will have this information for the next Buildings and Grounds meeting.

The Pew Study the importance of people physically coming to library as opposed to reading ebooks.

Trustee Training – There are webinars available before June 2016 that Allan will supply the username and password for.

Robert L asked if the Seniors were notified that the late fees would not be waived any longer. Allan stated that they were notified and there have been no complaints.

VIII Resolutions/Motions

- A. Resolution to approve the check register dated August 1-31, 2015 in the amount of \$79,047.32

Mr. Mazzaccaro yes, Mr. Tubbs yes, Mr. King yes, Mr. Allora yes, Mr. Lefkowitz yes, Mr. D’Oench yes, Mayor Gallopo yes: Motion Carried

- B. Resolution to accept salaries for month of August 2015 in the amount of \$58,057.61

Mr. Mazzaccaro yes, Mr. Tubbs yes, Mr. King yes, Mr. Allora yes, Mr. Lefkowitz yes, Mr. D’Oench yes, Mayor Gallopo yes: Motion Carried

- C. Resolution to approve a professional services contract for Gregory J. Della Pia, CPA for the period of January 1 thru December 31, 2015 for accounting services in the amount of \$1,000 per month.

Carmen read the resolution into the record. He would like to add “payable in equal monthly installments” at the end of second paragraph.

Tom asked if 30 days notice to terminate is sufficient notice. Carmen stated that it is sufficient time. Allan checked the three references and all had positive feedback for Mr. Della Pia.

Mr. Mazzaccaro yes, Mr. Tubbs yes, Mr. King yes, Mr. Allora yes, Mr. Lefkowitz yes, Mr. D'Oench yes, Mayor Gallopo yes: Motion Carried

IX Old Business

- A. Carmen Allora made a motion to approve the 2014 IRS 990, seconded by Larry D'Oench. Peter King made motion to table this resolution to the October meeting. Seconded by Robert Lefkowitz

Mr. Mazzaccaro yes, Mr. Tubbs yes, Mr. King yes, Mr. Allora yes, Mr. Lefkowitz yes, , Mayor Gallopo yes, Mr. D'Oench No: Motion Carried

- B. Audio recordings on Website –Robert L would like the audio recordings uploaded to the website. Allan would like this to be discussed at the Technology Committee meeting.
- C. Scott suggested that questions be asked and answered in between meetings so that tabling discussions does not have to occur.

X New Business

- A. Larry made a motion to accept the RSC Building Condition Assessment as guidelines for Capital Budget planning and on-going maintenance. Seconded by Peter King

Mr. Mazzaccaro yes, Mr. Tubbs yes, Mr. King yes, Mr. Allora yes, Mayor Gallopo yes, Mr. D'Oench yes: Mr. Lefkowitz abstained: Motion Carried

XI Executive Session

None

XII Executive Session Minutes

XIII Adjournment

Motion to adjourn was made by Peter King, seconded by Robert Lefkowitz; meeting was adjourned at 9:00pm.

Approved by the Library Board of Trustees, September 21, 2015