

Montville Township Public Library
Minutes of the Board of Trustees Special Meeting
November 30, 2023
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

<i>MEMBERS PRESENT</i>
Ms. Linda Peskin
Mr. Larry Hines
Mr. Robert Donahue
Ms.. Debbie Kozell
Mr. Charles Grau
Mayor Kayne
Mr. David Tubbs
Mrs. Dianna Paradise
Ms. Deborah Nielson

Catherine LaBelle, Library Director – Present

Mary Grace Zaccaria, Assistant Library Director - Present

Liz Johansen, Board Recording Secretary – Present

I. Call to Order

The meeting was called to order by Mr. Hines, at 7pm.

II. Open Public Meetings Act Statement

Secretary Johansen 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

IV. Public Comments

None

V. Committee Reports

Finance: 2024 Budget –Operating Budget

The total proposed revenue for 2023 is \$1,940,765.00. Director LaBelle would like to request additional donations in 2024. This will include a letter campaign and letters to the local banks requesting donations.

B-1 - COMPENSATION: increased from \$1,242,101.00 in 2023 to \$1,296,200.00 in 2024. Health benefits have been increased from \$142,500.00 to \$162,500.00. This number also includes the employees that currently waive medical benefits.

B-2 - COLLECTION: Increased from \$126,800 in 2023 to \$142,300 in 2024. There is an increase in Adult books, ebooks, eaudio and streaming. There is a new line item for Library of things and Non-English Material since the State form addresses this category.

B-3 – PROGRAMS: Increased from \$36,500 in 2023 to \$44,855 in 2024. There is an increase In Adult, Young Adult and Children’s programs and also in Summer Reading.

B-4 - SUPPLIES: Increased from \$14,400 in 2023 to \$15,000 in 2024. There is a large increase in postage due to a mailer and survey that will be sent out. Patron Services will discuss this further.

B-5 – PUBLIC RELATIONS: Remained the same at \$2,100 in 2024.

B-6 – STAFF DEVELOPMENT: Increased from \$3,400 in 2023 to \$10,400 in 2024. There is an increase in Conference Travel.

B-7 – UTILITIES: Increased for \$85,900 in 2023 to \$89,900 in 2024. There will be an increase in Electric and Natural Gas.

B-8 – PHYSICAL PLANT: Increased from \$91,000 in 2023 to \$94,900 in 2024. This increase includes the monitoring system for the Fire and Burglar alarm system and an increase in carpet cleaning. There will also be a slight increase in Landscape Maintenance.

B-9 – EQUIPMENT/MAINTENANCE: Increased from \$30,300 in 2023 to \$34,175 in 2024. Envisionware Annual Contract for M.A.I.N. added.

B-10 – EXPENSED EQUIPMENT: Increased from \$300 in 2023 to \$600 in 2024.

B-11 – PROFESSIONAL SERVICES: Increased from \$85,450 in 2023 to \$93,885 in 2024. There was a slight decrease in the M.A.I.N. assessment. A new IT company has been hired so there is a large increase in Computer Support & Service. ELL grant covers the cost of the ELL Teacher. A Strategic Plan Consultant fee is added for 2024. The Strategic Plan is required by the State to qualify for State Aid.

B-12 – OTHER EXPENSES: Increased from \$87,067 in 2023 to \$89,950 in 2024.

B-13 – GRANT EXPENSES: Increased from \$0 in 2023 to \$3,500 in 2024. The grant covers the cost of the ELL teacher.

TOTAL EXPENSES INCREASED FROM \$1,805,318.00 IN 2023 TO \$1,917,765 IN 2024.

Capital Budget

Remodeling of the Children’s Area will be completed. There will be new seating that includes adult seating. \$25,000 is already set aside for this project.

TOTAL CAPITAL EXPENSES INCREASED FROM \$10,150 IN 2023 TO \$23,000 IN 2024.

TOTAL OPERATING AND CAPITAL EXPENSES \$1,940,765 FOR 2024.

RESOLUTIONS

A. A motion was made by Ms. Peskin to approve the Library’s 2024 Capital Improvement Plan and submit it to the Township of Montville in accordance with the January 1, 2022 through December 31, 2025 Township Agreement. Seconded by Mr. Tubbs. All in favor

Mr. Grau yes; Mr. Tubbs yes; Ms. Paradise yes; Mayor Kayne yes; Ms. Nielson yes; Ms. Peskin yes; Ms. Kozell yes; Mr. Hines yes; Mr. Donohue yes; Motion passed

B. A motion was made by Ms. Peskin to approve the 2024 budget, seconded by Mr. Donohue. All in favor

Mr. Grau yes; Mr. Tubbs yes; Ms. Paradise yes; Mayor Kayne yes; Ms. Nielson yes; Ms. Peskin yes; Ms. Kozell yes; Mr. Hines yes; Mr. Donohue yes; Motion passed

VI Old Business

Roof Repair – Ms. Nielson stated that they are waiting to receive a quote on roof repairs. Once a quote is received they can request funds from the Township. Director LaBelle will follow up with Township Engineer, Nick Marucci.

VIII New Business

Mr. Grau thanked Director LaBelle and the staff for all their work on the 2024 Budget.

IX Adjournment

Motion to adjourn was made by Mr. Grau, seconded by Ms. Nielson; meeting was adjourned at 7:41pm.