



BOARD OF TRUSTEES MONTHLY MEETING

Wednesday, January 15, 2020 at 7:30pm  
**Meeting will be held in the Large Meeting Room**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ANNOUNCEMENT OF OPEN PUBLIC MEETING NOTICE
  - a. In compliance with the New Jersey Open Public Meetings Act, this meeting was announced in the Bergen Record, on the Library's website, and on signs posted at the Library entrances.
4. PUBLIC PORTION
5. SECRETARY'S REPORT
  - a. Approval of Minutes of Prior Meetings: ACTION
    - i. Minutes of the regular meeting held Tuesday, December 17, 2019, in the Mahwah Public Library.
6. TREASURER'S REPORT
  - a. Approval of Financial Reports: ACTION

*Financial reports for 2019 are subject to change pending the accountant's year-end review.*

    - i. Operating Budget vs Actual as of December 31, 2019.
    - ii. Capital Budget vs. Actual as of December 31, 2019.
    - iii. Operating & Capital Account Balances as of December 31, 2019.
    - iv. Operating & Capital Account Reconciliation as of December 31, 2019.
  - b. Approval of Bills for Payment: ACTION
    - i. Bills for payment from the Operating Fund for December 2019 totaling \$21,766.13.
    - ii. Bills for payment from the Operating Fund for January 2020 totaling \$29,073.49.
7. DIRECTOR & STAFF REPORTS INFORMATION
  - a. Library activities, December 2019/January 2020. Updates on community relations, budget and finance, personnel issues, technology, facilities, status of capital projects and other library operations.
8. STATISTICAL REPORTS INFORMATION
  - a. Statistical summary, December 2019.
  - b. Program details with attendance and cost, December 2019.
9. COMMITTEE REPORTS INFORMATION
10. FRIENDS OF MAHWAH LIBRARY REPORTS INFORMATION

- a. The Friends of Mahwah Library presented the Library with a donation of \$5,000 to be used to sponsor Summer Reading in 2020. The donation will cover the cost of publicity, prizes, and a new summer reading management software. The Library is very grateful for the support of the Friends this year.

**11. CORRESPONDENCE** **ACTION**

**12. OLD BUSINESS** **INFORMATION/ACTION**

- a. Revised list of holidays and closing for 2020. Changes include the elimination of summer hours and the addition of one holiday that was overlooked when the closing schedule was previous approved.
- b. Review of personnel costs in previous years' operating budgets. As requested by the Board, Library administration prepared a summary of operating expenses by budget category for the previous ten years, highlighting the cost of personnel (salaries and benefits). In addition, administration compiled data about the cost of personnel from other libraries.

**13. NEW BUSINESS** **ACTION**

- a. Resolution 2020-01 authorizing the award of a professional services contract for financial accounting services to HBK CPAs and Consultants in Clark, NJ.
- b. Resolution 2020-02 authorizing the award of a professional services contract for general legal counsel to Price, Meese, Shulman & D'Arminio Attorneys at Law in Woodcliff Lake, NJ.
- c. Resolution 2020-03 authorizing the award of a professional services contract for financial auditing services to Garbarini & Co. P.C. Certified Public Accountants in Carlstadt, NJ.
- d. Resolution 2020-04 authorizing the award of non-fair and open contact for library materials to Amazon.com.
- e. Resolution 2020-05 authorizing the award of a non-fair and open contract for library materials to Baker & Taylor, LLC.
- f. Resolution 2020-06 authorizing the award of a non-fair and open contract for library materials to Midwest Tape, LLC.
- g. Resolution 2020-07 authorizing the award of a non-fair and open contract for library materials to Overdrive.
- h. Resolution 2020-08 authorizing the Library to enter into a cooperative pricing agreement with the Educational Services Commission of New Jersey for the purchase of goods and services.
- i. Resolution 2020-09 authorizing the Library the use of New Jersey State contracts for the purchase of goods and services.

**14. TRUSTEE EDUCATION** **INFORMATION**

**15. PUBLIC PORTION**

**16. ADJOURNMENT**

**UPCOMING MEETINGS & EVENTS** **INFORMATION**

- a. Thursday, 1/9, 9am - staff development seminar, active shooter training provided by the Bergen County Prosecutor's Office, Library open to the public at 11 am.
- b. Monday, 2/16, all day – Library closed for President's Day.
- c. Wednesday, 2/19, 7:30pm - Board of Trustees regular monthly meeting.
- d. Wednesday, 3/18, 7:30pm – Board of Trustees annual meeting and reorganization.
- e. Wednesday, 3/18, 8pm – Board of Trustees regular monthly meeting, immediately following the annual meeting.