

The Public Library of the Township of Mahwah  
Minutes of the Board of Trustees Meeting  
April 15, 2020

**Call to Order:**

Ms. Clarkin, President, called the regular monthly meeting to order at 7:46 PM.

- In compliance with the Open Public Meeting Act, this meeting was announced in the Bergen Record, on the Library's website and on signs posted at the Library entrances.
- This meeting is taking place on-line in accordance with New Jersey state statute 10:4-8B which authorizes local units to conduct public meetings through the use of streaming services and other on-line meeting platforms.
- Information on accessing this public meeting has been posted on the library's website, members of the public are welcome to participate only during the public portions at the beginning and end of the meeting by voice, telephone or webcam using the "chat" feature in the conferencing software.

**Present:**

Ms. Cassotis  
Ms. Clarkin  
Mr. Grob  
Mr. Koster  
Mr. Lee  
Mr. Orlich  
Mr. Wendrychowicz  
Mr. Wolf  
Mr. Hadeler  
Mr. Liden  
Ms. Senedzuk  
Ms. Mercadante

**Absent:**

Dr. Schoen  
Mayor Roth

**Pledge of Allegiance**

**Public Present:** Robert Ferguson, Township Council Liaison

**Public Comment:**

A *motion* was made at 7:47 PM by Mr. Wolf and seconded by Mr. Wendrychowicz to go into public session. *Motion* passed unanimously.

- Mr. Ferguson commended and thanked Mr. Hadeler as well as the entire library staff for serving the community while the library has been closed due to COVID-19. He stated he follows the library on Facebook: there are many online activities which have been well received by the community. He stated that he is happy to continue to help in any way that he can.
- Mr. Hadeler thanked Mr. Ferguson for his help in getting the check from Town for the remaining balance of the first quarter appropriation, which was picked up today and deposited.
- Mr. Ferguson asked Mr. Hadeler if the library has thought about curbside pick-up for materials. Mr. Hadeler responded currently libraries are not allowed to provide curbside pick-up because one of the governor's executive orders specifically shut down public libraries. We cannot do much

until executive orders 104 and 107 are lifted or eased. In preparation for re-opening, our head of lending services has been tasked with defining and planning curbside pick-up.

A motion was made at 7:50 PM by Mr. Wolf and seconded by Mr. Wendrychowicz to close public session. Motion passed unanimously.

**President's Report:**

**Committee Reports:**

**Secretary's Report:**

A motion was made by Mr. Wendrychowicz and seconded by Mr. Wolf to accept the minutes from the February 19, 2020 monthly meeting as presented. Motion passed unanimously.

**Treasurer's Report:**

Mr. Lee reported that we received the check for \$ 91,097 from the Township, the remaining balance of the first quarter appropriation.

A motion was made by Mr. Lee and seconded by Mr. Wendrychowicz to accept the operating budget, account balances and reconciliations in the February and March 2020 Treasurer's Report.

Roll Call:

Ms. Cassotis – yes  
Ms. Clarkin - yes  
Mr. Grob - yes  
Mr. Koster - yes  
Mr. Lee – yes  
Mr. Orlich - yes  
Mayor Roth - yes  
Mr. Wendrychowicz - yes  
Mr. Wolf – yes  
Dr. Schoen - absent

Motion passed unanimously.

**Bills for Payment -**

- Mr. Wendrychowicz questioned if the bills are current. Mr. Hadelier confirmed all bills are up to date.
- Mr. Wolf questioned whether the library could be refunded the cost of purchased museum passes due to museum closing. Mr. Hadelier responded most passes were renewed in March and April but refunds can be explored since most of those centers are not open.

A motion was made by Mr. Wendrychowicz and seconded by Ms. Cassotis to approve the March and April 2020 Bills for Payment.

Roll Call:

Ms. Cassotis – yes  
Ms. Clarkin - yes  
Mr. Grob - yes

Mr. Koster - yes  
Mr. Lee – yes  
Mr. Orlich - yes  
Mayor Roth - absent  
Mr. Wendrychowicz - yes  
Mr. Wolf – yes  
Dr. Schoen - absent

Motion passed unanimously.

2019 Draft Audit – Mr. Hadeler stated that the audit is preliminary until the State releases GASB 68, pension information. Since that information is required to finalize the audit but does not change the results, he recommended conditional approval of the draft audit. The audit will be finalized when the information is released by the State and copies will be distributed to the board and Township.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Lee to accept the draft audit for 2019 conditionally upon release of GASB 68 from the State.

Roll Call:

Ms. Cassotis – yes  
Ms. Clarkin - yes  
Mr. Grob - yes  
Mr. Koster - yes  
Mr. Lee – yes  
Mr. Orlich - yes  
Mayor Roth - absent  
Mr. Wendrychowicz - yes  
Mr. Wolf – yes  
Dr. Schoen - absent

Motion passed unanimously.

#### **Director & Staff Reports:**

- Personnel - Mr. Hadeler introduced two new additions to the staff. They have both gone through two weeks of virtual orientation training.
    - Mark Liden is the new head of adult services, relocating from Arizona.
    - Kate Senedzuk is our new head of youth services, previously the head of youth services at the Hasbrouck Heights Public Library. Kate will unify teen and children's services.
  - Library Operations - During the COVID-19 health crises starting mid-March, we have been working to keep staff as engaged as possible. We have moved as many programs as possible on-line and continue to identify additional children's, teen and adult virtual programs.
    - We are discussing services we can provide or modify when restrictions are eased, such as:
      - Curbside pickup
      - Borrow by mail
    - Programs – Mr. Hadeler stated that we do not know when the stay at home orders will be lifted and can return on-site.
      - Programs have been cancelled for April and May.
      - We are considering cancelling programs for June, July and August.
- When we re-open, he expects the community will be reluctant to return to group settings and big events until early fall. He stated it would not be prudent to have our regular larger

programs, such as the Sunday concerts. We are considering canceling in-person programs over the summer and moving them on-line, until September or early fall.

- New Cards - We are registering people for on-line cards, giving them access to our e-content. In comparing from the day after we closed, March 14 through April 14, to the same time last year, our e-content circulation has increased as follows:
  - Libby: 55%
  - Kanopy: 95%
  - Hoopla: 58%
- Library Materials – We have shifted \$15,000 in the budget from physical material to on-line content, to provide more on-line content.
- Partnerships – We are making it easier for students to use our on-line collections.
  - We reached out the high school librarian and given Overdrive (the company from whom we buy most of our e-books from) permission for high school students to access our collections right from the high school app using their school ID.
  - We have temporarily opened our on-line collections to Ramapo College students and faculty.
- Updating documents – We are working on updating our internal guidelines and documents such as:
  - Personnel policy & procedure
  - Emergency manual
  - Brochures
- New Passport Service – The passport acceptance agent training is underway with selected staff.
- Building – We have minimized building usage and services to save money
  - Everything has been turned down to save energy, including turning off lights and HVAC and unplugging computers.
  - The cleaning crew was asked to stop services in mid-March.
  - The landscaping company will be asked to start service in May, one month later.
- Security walk through – On March 9, we had a security walk through with two detectives from the Mahwah Police Department. The packet contains recommendations, most of which are not terribly expensive, such as installing card access locks on the interior doors for \$2,500 to \$3,000, which may be worth to address a life safety issue. After drafting this document, we did not do any further work on it with the police. The following are items that the board will need to consider:
  - The following suggestions are all being incorporated into our active shooter and emergency response plan. They are being taken seriously. As soon as we are back in the building, we will hold drills to practice the active shooter and emergency response plans.
  - Mr. Hadeler asked if he should start pricing the following items out and formalizing a plan.
    - Remote locking for the front and rear doors. If the board is interested, it is recommended we solicit an RFP or for bid for our new sliding entrance doors, to be incorporated into centralized locking as an add-on option.
    - Card access lock on interior doors, which can be done as a separate project.
    - Panic buttons at critical locations
    - Alarms on emergency exits
    - Privacy screening on selected locations
    - License plate recognition cameras

- Identifying doors and windows
- Armed security
- Double doors leading to the lower level front corridor
- There are two considerations the board will need to decide as part of the plan:
  - Providing access to the security cameras to the police, which would require a memo of understanding and intercommunications across the board.
    - We rarely know what is going on with our neighbors, the high school and middle school along Ridge Road. If an active shooter is trying to get in the schools, the library is an incredibly soft target.
    - Mr. Hadelers stated we have tried to resolve this repeatedly.
    - Mr. Ferguson stated that the biggest problem is who is going to be the alerting agency. He has mentioned it to the business administrator and agreed to follow-up.
    - Mr. Hadelers agreed to work together with Mr. Ferguson on how to make those inroads.
  - Having our security guard armed, which would require board clearance.
    - The past three security guards have all been retired police officers, all trained and certified to carry guns legally. It would not be open carry; it would be concealed.
- After discussion by the board, a committee was formed by Ms. Clarkin to discuss the recommended security measures.
  - Mr. Wendrychowicz, Ms. Cassotis and Mr. Grob volunteered to be on the committee with Mr. Hadelers.
  - The committee will first decide which recommendations will go before the board formally and then determine legal and insurance liability of those measures.

**Statistical Reports:** The statistical reports for February and March 2020 were acknowledged. Mr. Hadelers stated that March is down 53% for the number of days open. April will most likely be 100% down. Overall, at the end of the year, we expect 1/6<sup>th</sup> decrease in circulation and programs.

#### **Committee Reports:**

By-Laws Committee – Mr. Wolf reported that next month he will be updates to the By-laws for the board to review.

#### **Friends of Mahwah Library Report:**

#### **Correspondence:**

#### **Old Business:**

- LED bulbs over the staircase – Mr. Hadelers reported that the LED bulbs burned out over the stairs: the manufacturer has agreed to replace them and pay for most of the re-installation labor.
- Elevator repair – Mr. Hadelers reported a third incident where someone was stuck in the elevator. The elevator has since been repaired and is working.
  - The current contract for repair and maintenance of the elevator ends in July.
  - We have notified the current vendor we will not renew the contract and will be sending out an RFP for a new elevator service company.

#### **New Business:**

- Winter Room Lighting Safety Concerns – Mr. Hadeler showed the board where the large pendant light fixtures in the Winter Room failed, leaving the fixture suspended by the electrical wiring.
  - The manufacturer has been responsive and offered two solutions: fabricate retrofit mounting kits at no cost or provide new, energy efficient lights.
    - The manufacturer would provide the retrofitted parts free of charge but we would need to pay electricians to retrofit the parts and reinstall the lights.
    - The manufacturer agrees to provide new lights at just above their cost and we would pay the electrician to install them.
  - Mr. Hadeler recommended replacing the existing lights with new LED lights to improve energy efficiency, as well as largely eliminate the maintenance and reduce cleaning associated with the existing globes.
    - Mr. Hadeler identified the fixture he selected, as well as other available options.
    - The total anticipated cost to replace all nine fixtures will be approximately \$15,000, including the lights and shipping.
    - The board discussed the issue. Mr. Wendrychowicz asked Mr. Hadeler to proceed with checking the specifications of the circular lights and come back to the board with a recommendation next month.
- 2020 Landscape Maintenance Service –

The board discussed accepting Green Meadows' quote for landscaping maintenance service for pro-rated amount of the full cost of \$7,650 since service would begin in May rather than April, one month later. Mr. Hadler agreed to go back to the contractor to request a pro-rated amount.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Orlich to accept the landscaping agreement with Green Meadows Landscaping. Motion passed.

Roll Call:

Ms. Cassotis – yes  
 Ms. Clarkin - yes  
 Mr. Grob - yes  
 Mr. Koster - yes  
 Mr. Lee – yes  
 Mr. Orlich - yes  
 Mayor Roth - absent  
 Mr. Wendrychowicz - yes  
 Mr. Wolf – yes  
 Dr. Schoen - absent

Motion passed unanimously.

- COVID-19 Response – The board discussed the impact of COVID-19 on the library and the need for potential changes to operation and services to address them.

Mr. Clarkin formed a committee to deal with changes as a result of the COVID-19 virus. Mr. Koster, Mr. Orlich, Mr. Liden and Mr. Hadeler agreed to be on the committee.

**Trustee Education:**

Mr. Wendrychowicz reported that the BCCLS trustee education sub-committee will be offering a webinar sometime in May to discuss personnel issues in libraries that trustees are concerned with.

**Public Session:**

A *motion* was made by Mr. Wolf and seconded by Ms. Cassotis to go into public session at 9:21 PM.  
*Motion* passed unanimously.

A *motion* was made by Mr. Wolf and seconded by Ms. Cassotis to close the public session at 9:21 PM.  
*Motion* passed unanimously.

**Upcoming Meeting Dates:**

Wednesday, May 20, 7:30 PM: regular monthly meeting of the Board.

Wednesday, June 17, 7:30 PM: regular monthly meeting of the Board.

**Adjournment:**

A *motion* was made by Ms. Cassotis and seconded by Mr. Grob to adjourn the meeting at 9:24 PM.  
*Motion* passed.

Respectfully submitted,

Zoe Cassotis  
Secretary