

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
February 19, 2020

Call to Order: Mr. Wendrychowicz, President, called the regular monthly meeting to order at 7:30 PM.

In compliance with the Open Public Meeting Act, adequate notice of the meeting has been given to the Record, posted in the library, on the library website and filed with the Township Clerk.

Present:

Ms. Cassotis
Ms. Clarkin
Mr. Grob
Mr. Koster
Mr. Orlich
Mayor Roth
Mr. Wendrychowicz
Mr. Wolf
Mr. Hadelers
Ms. Mercadante

Absent:

Mr. Lee
Dr. Schoen

Pledge of Allegiance

Public Present:

Public Comment:

A motion was made by Mr. Orlich and seconded by Mr. Wolf to open the meeting to public session at 7:33 pm. Motion passed unanimously.

A motion was made by Mr. Wolf and seconded by Mr. Orlich to close the meeting to public session at 7:33 pm. Motion passed unanimously.

Secretary's Report:

A motion was made by Ms. Clarkin and seconded by Mr. Orlich to accept the minutes from the January 15, 2020 regular meeting as presented. Motion passed unanimously.

Treasurer's Report:

Financial Reports

- Mr. Hadelers reviewed the financial reports. He noted that spending is on track for this time of year.
- Revenue:
 - The first municipal appropriation check should be ready for pick up on Friday.
 - We have not yet received the grant from BCCLS and unsure when it will arrive.
 - The Friends of the Library donated \$5,000 to underwrite the 2020 summer reading program.
 - Other revenue is at expected levels.
- On the expense side:
 - We are lower than expected for the salary line item for the month because neither the 2020 pay increases nor new budgeted positions have gone into effect.
 - Typical for January, we have not spent money to acquire library materials during the month. We try to pay as many of the 2019 bills in 2019 as possible.

- Programming is about where it should be, which starts at the beginning of the year.
- Professional services will begin to hit the budget in March, when we receive bills from our auditors and accountants.
- Building and grounds maintenance is under budget since we have not started our HVAC maintenance contract yet.
- We are saving about 25% every month in energy use, due to the LED lights. The savings will not be sustained year-round, though, when the HVAC units run during the summer.
- Other spending is largely as expected for this time of year.

A *motion* was made by Mr. Grob and seconded by Ms. Clarkin to accept the operating budget, account balances and reconciliations in the January 2020 Treasurer's Report.

Roll Call:

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

Motion passed.

Bills for Payment

Mr. Hadeler reviewed the bills for payment. He stated that they are typical for the month and noted that the BCCLS bill for \$13,649 is a quarterly payment which includes delivery, technology, shared part of the catalog and communication.

A *motion* was made by Mr. Wolf and seconded by Ms. Cassotis to approve the January 2020 Bills for Payment.

Roll Call:

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

Motion passed.

Director's & Staff Reports:

Mr. Hadeler highlighted the following from his report.

Personnel Issues –

- Mr. Hadel reported that over the past two weeks, he worked on first and second rounds of interviews for the head of youth services and head of adult services. He is down to two promising finalists per position.
- Mr. Hadel stated we are working with a library intern from Valdosta State University on two projects: a collection management project with the adult audio visual and helping develop a new request for proposal (RFP) for a new library website.

Capital Projects

- There are no capital projects in progress. Mr. Hadel noted the need to reprioritize replacement of the front and rear doors. Mr. Koster suggested this be discussed as new business.

Buildings & Grounds –

- Based on the board's request at the last meeting, administration solicited quotes for HVAC duct cleaning, which was discussed later in the meeting.
- A staff member was stuck in the elevator for about fifteen minutes. Likely due to the time of day, no one heard the alarm from the elevator car. The fire company responded to the emergency call from the elevator telephone. The elevator was inspected the next business day but nothing wrong was found. We requested a quote from the elevator company to relocate the bell upstairs and install traveling cable so a security camera can be installed promptly.
- Mr. Hadel reported 50% of the LED bulbs over the staircase are out. He reached out to the electrician to investigate.
- Mr. Hadel stated that he would like to discuss the escalating number of problems with the rear entrance doors.
 - The locking mechanism on the exterior door is starting to wear due to constant use.
 - The interior automatic door operator has failed again, last replaced in 2018 during the power surge. He suspects the cost will either be \$5,000 to replace the interior operator or \$1,000 to repair.
 - In the strategic plan, we already outlined the need to replace all the doors since they are falling apart. We will still need to have the operator repaired but ultimately will need to replace all the interior and exterior doors with new sliding doors.

Community Relations and Outreach –

- Mr. Hadel noted that the recently distributed postcard highlighted how we engage citizens/residents and boost library registration. This is the first year the school district centralized kindergarten registration and included library registration.

This postcard, targeted to the kindergarten registration packet, was similar to post cards sent to new residents and new parents. Typically, the response rate from new residents and new parents is about 4 to 6%, though we hope uptake will be higher for new kindergarten registrations.

- We have been contacted by David Warshaw, president of Bergen Volunteers and Mahwah resident, interested in boosting Mahwah's participation in the 2020 Census. Mahwah was undercounted in the 2010 Census, with only 74% to 75% of the population counted. This year, they are trying to get a higher count by partnering with the Mayor, town administration, the library, school district and other local organizations to get volunteers to spread the word about the importance of the census. We have been working closely with this volunteer group.
- Mr. Hadel reported that he was recruited to chair another BCCLS task force, the Mandated and Opt-in Services Task force (MOIST).
- Mr. Hadel stated that he will attend the Public Library Association conference in Nashville, leaving Tuesday morning and returning late Friday.

Library Operations

- Mr. Hadelers reported that the library discontinued the use of the “date due” stickers and is encouraging patrons to opt-in to electronic receipts. People seem to be happy with e-receipt options. In addition, automatic renewals went into effect last Friday, generating a positive response.
- Mr. Hadelers mentioned a recent incident where a library security staff member (at a library in a neighboring county) was stabbed and killed. He reported he contacted the Mahwah police to schedule a walk-through the library and devise a security plan. They will meet with us in early March and Mr. Hadelers anticipated having a completed plan this spring.

Monthly Statistical Reports:

The statistical reports were acknowledged.

- Mr. Wendrychowicz noted that physical circulation took a beating.
- Mr. Hadelers pointed out that with the exception of music, on-line circulation continues to increase by double digits every month, including eBooks, eAudiobooks and video streaming.
- Tutor.com went up, but there is no rhyme or reason for the fluctuations in this service.

Committee Reports:

Friends Report: Mr. Hadelers reported the Friends are in the process of revitalizing their website and setting up a new credit card processor, Stripe, which has a fee per swipe but no monthly fees. They are looking forward to growing membership in the spring and summer.

Correspondence:

Old Business:

Mr. Wendrychowicz reported that he was dealing with health issues since the holidays in December and that he just recently fully recovered.

New Business:

Nominating Committee - Mr. Wendrychowicz establish a nominating committee, asking Mr. Grob to chair and Ms. Clarkin and Mr. Lee to serve on it. Mr. Grob and Ms. Clarkin agreed. Mr. Wendrychowicz asked the committee to consider nominating trustees who have not held positions in the past.

Board of Trustee By-Laws – Mr. Wendrychowicz established a committee to review the by-laws. He asked Mr. Wolf to chair the committee and Ms. Cassotis to serve also. Both agreed. Mr. Wendrychowicz noted one change that should be included is a public portion to the agenda. Mr. Hadelers offered to forward recent discussions by other BCCLS libraries about their by-laws.

HVAC duct cleaning proposals - Mr. Hadelers recommended using DRX Duct Cleaning to clean the ducts, at a cost of \$12,550, which is \$6,000 less than the other company’s proposal. DRX has done work for other municipalities and police departments, who were satisfied with their service.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Wolf to accept DRX Duct Cleaning proposal at a cost of \$12,550.

Roll Call:

Ms. Cassotis – yes
Ms. Clarkin - yes

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

Motion passed.

Mr. Hadelers stated that the work will be scheduled over the Easter weekend when the library is closed and will not interfere with normal operating hours.

Automatic door replacement project –

A motion was made by Mr. Koster and seconded by Mr. Grob to move up the capital project to replace the automatic doors this year.

- Mr. Hadelers reported on the ongoing issues with the automatic openers and locking mechanisms on the public entry doors.
 - The door replacement project includes replacing both sets of double doors at the rear entrance and the doors facing Ridge Road.
 - The doors will be replaced with the same sliding doors, anticipating fewer repairs while increasing speed and safety. When developing the strategic plan, we received a quote from McKenzie Automatic Door for \$33,000. We will get updated quotes from at least three other companies.
 - Mr. Hadelers stated that we can afford both the door replacement project and the duct cleaning this year. The door replacement project was planned for 2022: if it is moved up to 2020, we can move the Winter Room HVAC duct work to 2021.
- After discussion, the board agreed to have Mr. Hadelers get updated quotes to replace the automatic public front and rear entrance doors.

Trustee Education:

- Mr. Wendrychowicz noted that Mr. Hadelers sent out an email about the upcoming NJLTA conference in October. Mr. Hadelers recommended attending the conference since it is focused on trustees and is a great networking opportunity to learn about activities in other libraries.
- Mr. Hadelers reported that Davis Hanson, the executive director of BCCLS, is doing a listening tour of the libraries. He is interested in meeting with the trustees to talk about the strategic plan, what BCCLS does and its value proposition. Mr. Hadelers stated that he sent out an email today with a list of dates and libraries where Mr. Hanson will visit. If you are interested, please respond to Darlene Swistock in the BCCLS office.

Public Session:

A motion was made by Mr. Wolf and seconded by Mr. Grob to open the meeting to public session at 8:11 pm. Motion passed.

A motion was made by Mr. Wolf and seconded by Mr. Grob to close the meeting to public session at 8:11 pm. Motion passed.

Executive Session:

Mr. Wendrychowicz requested that we move to executive session to discuss the director's annual evaluation and salary. Mr. Hadelers has received a Rice notice.

A motion was made by Mr. Grob and seconded by Ms. Cassotis at 8:24 pm to go into executive session to discuss the director's performance evaluation and compensation. Motion passed.

A motion was made by Mr. Koster and seconded by Mr. Wolf at 8:45pm to come out of executive session. Motion passed.

Upcoming Meeting Dates:

The next meeting is scheduled for Wednesday, March 18 at 7:30pm in the Library with the annual meeting preceding the regular monthly meeting.

Adjournment:

A motion was made by Ms. Clarkin and seconded by Mayor Roth to adjourn the meeting at 8:50PM. Motion passed unanimously.

Respectfully submitted,

Zoe Cassotis
Secretary