

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
June 17, 2020

Call to Order:

Ms. Clarkin, President, called the regular monthly meeting to order at 7:30 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. Wendrychowicz
Mr. Wolf
Mr. Haderler
Mr. Gallina
Mr. Liden
Ms. Senedzuk
Ms. Mercadante

Absent:

Mr. Orlich
Mayor Roth
Dr. Schoen

Pledge of Allegiance

Public Present: Township Council Liaison: Robert Ferguson, Mahwah residents: Rola Salloum, Joy Laforme

Public Comment:

A *motion* was made at 7:34 PM by Mr. Koster and seconded by Ms. Wolf to go into public session. *Motion* passed unanimously.

A *motion* was made at 7:34 PM by Mr. Wendrychowicz and seconded by Mr. Wolf to close public session. *Motion* passed unanimously.

Secretary's Report:

A *motion* was made by Mr. Lee and seconded by Mr. Wolf to accept the minutes from the May 20, 2020 meeting as amended with the correct spelling of Mr. Wendrychowicz. *Motion* passed unanimously.

Treasurer's Report:

- Operating Budget vs Actual as of May 31

- Mr. Wolf reported that year to date income is as budgeted. Expenses are lower than expected at \$725,000 versus \$860,000 budgeted, due to the library closing down. Many expenses are expected to go back up upon reopening but we will need to evaluate later in the year if additional funds should be moved to the capital fund.
- Mr. Hadeler reported that he expects many of the costs to go back up now that we have returned to the building but not all. Programming is not expected to return to budgeted amounts, since programs have been moved on-line or cancelled.
- Mr. Wolf stated that we will need to evaluate when the library re-opens the unexpected expenses that were not planned but related to COVID-19. The required changes to our operation may result in the investment of the dollars that were saved to be spent on unexpected expenses.

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

Roll Call:

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

Motion passed unanimously.

Bills for Payment -

Mr. Hadeler stated that there is an additional bill out of capital funds for approval from SHI International Corp. for RFID tags and readers for \$13,032.

A *motion* was made by Mr. Wendrychowicz and seconded by Mr. Lee to approve the June 2020 Bills for Payment.

Roll Call:

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

Motion passed unanimously.

Director & Staff Reports:

Library Operations -

- Mr. Hadelers updated the board on progress for re-opening.
 - Department heads and the administrative team were back in the building this week.
 - Full staff came back in the building today, most of them took advantage of the COVID town wide testing.
 - All staff are required to take their temperature when clocking in upon arrival.
 - Curbside pickup up and home delivery will begin on Monday, June 22nd.
 - The policy and procedures were reviewed for receiving deliveries from BCCLS and taking books in from the book drop.
 - Furniture has been moved out of the library in anticipation of when we can re-open to the public.
 - The code of conduct has been amended to make the library less hospitable to patrons, restrictions on the number of people in the building.
 - Staff are encouraged to be involved with taking steps needed for their health and safety.
 - Public is expected to re-enter the building early to mid-July, the date is dependent on when the governor lifts the restrictions.
 - RFID tagging by staff is expected to begin early next week and should be completed before Labor Day. Mr. Hadelers noted that the balance of the tags will be purchased before the next meeting.
- Ms. Cassotis questioned if there are plans for the frequency of when staff should be tested for COVID, whether it be weekly or monthly, for a sense of security.
 - Mr. Hadelers responded that we have not discussed regular COVID testing for staff, the cost would need to be borne by the library. He agreed to find out if the township is regularly testing their employees.
- Updates to the re-opening plan include the following:
 - Changes were made taking current guidelines and best practices from BCCLS, the Township, and State organizations into consideration.
 - The computers will remain upstairs, spacing them out with partitions between them.
 - Limiting quiet study rooms to individuals for one hour
 - Temporary amendments to the code of conduct that include limiting the number of people in the Library at one time

Temporary Amendments to the Code of Conduct –

- Mr. Hadelers reported that the changes to the code of conduct are temporary amendments intended to promote the health of our community while we address the ongoing COVID-19 crisis. The amendments will remain in place over the summer and may be extended through the fall depending on circumstances.
- The board reviewed the proposed temporary amendments and discussed the challenge of managing social distancing when the public re-enters the building and after Labor Day when students return after school.
 - There was a consensus that using the space in the front forecourt would provide additional space to accommodate library patrons.
 - Mr. Hadelers recommended purchasing outdoor tables for the front forecourt but had not thought about extending the space the front parking lot, he agreed that it would provide additional space for patrons.
 - A special board meeting was scheduled for Wednesday, August 19 to discuss changes to the temporary code of conduct after Labor Day.
- The temporary amendments to the code of conduct were agreed upon as follows:

1. Face coverings that completely cover the mouth and nose are required while in the Library. Masks, bandanas or scarves are acceptable. Hands, shirts, or other clothing are not acceptable face coverings.
2. Maintain physical distancing of at least 6 feet from other patrons and staff at all times.
3. No one under age 14 may enter the Library without a parent, guardian or other responsible adult who will supervise their behavior while in the Library.
4. No more than 50 patrons are allowed in the Library at one time. Only three members of a household may enter at one time.
5. No more than two people may occupy a quiet study room at the same time.
6. No individual may remain inside the Library building for more than one hour.
7. Public computer sessions are limited to 30 minutes.
8. Outside furniture may not be brought into the Library.

These are not intended as permanent changes to the Code of Conduct, but temporary measures to promote the health of our community while we address the ongoing COVID-19 crisis. The amendments will remain in place throughout the summer.

A motion was made by Mr. Wolf and seconded by Mr. Lee to approve the temporary amended code of conduct as amended. Motion passed unanimously.

Statistical Reports: The statistical reports for May 2020 were acknowledged. The board questioned program attendance figures that appeared to be duplicates. Ms. Sendezuk agreed to verify the accuracy of the information.

Committee Reports:

Friends of Mahwah Library Report:

Correspondence:

Old Business:

Meet the Candidates Night –

Mr. Koster reported that Ms. Cassotis has agreed to join the committee. The board discussed this year's event and decided the following:

- Mayoral candidate night will be held on October 13th, Council candidate night will be held on October 20th. Both will begin at 7:30pm.
- The events will take place in the Winter Room, streamed to other areas of the library and to the general public.
- The format will remain the same as previous years:
 - Questions will come from surveying the public, no questions will be given to the candidates in advance.
 - Each candidate will have time for an introduction and closing statement.
- Mr. Hadel reported that the cost for Swagit Productions Streaming Media to provide streaming services for events were included in the packet and are high. He recommended purchasing our own live streaming device that would accomplish the same results, ranging in cost from \$1,000 and up and require more staff involvement.

Security measures –

- Mr. Hadel reported that he has not heard back from our insurance company regarding the liability of having our security guard carry a concealed weapon. Mr. Ferguson offered to reach out to the insurance company.

- Mr. Hadelер stated that the item to make a decision on is whether to add the emergency 911 system through the telephone system for \$4,100 or a panic button for \$4,800 plus monthly monitoring charges. Mr. Clarkin tabled the discussion until September when all the details of the 911 systems will be included.
- Ms. Clarkin tabled the two remaining security measures for discussion at the September meeting.

New Business:

- Recommendation to award contract for website design – Mr. Hadelер reported that the bid could not be awarded to Splendor Design since their proposal is over the bid threshold, the two options are to revise the RFP downward and lowering our expectations or work to develop our own website using WordPress.
 - Mr. Ferguson suggested looking into CivicPlus, the company that is redoing the townships website, the benefit is that it is a state approved vendor. They have done library websites and may be an option.
 - Ms. Cassotis stated that CivicPlus in comparison to other vendors they had the most professional and polished looked and know how to manage content. They have a quick turnaround time, which may be worth doing a hybrid approach.
 - Mr. Hadelер agreed to look at Civic Plus and begin working on our own this summer. He will come back in September with preliminary work or an RFP with lower specifications.
- Recommendation to award contract for elevator maintenance and repair services -

A motion was made by Mr. Wolf and seconded by Mr. Wendrychowicz to accept the elevator maintenance proposal from Kone, Inc.

Roll Call:

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

Motion passed unanimously.

- Mr. Wendrychowicz proposed a resolution to pay reasonable and customary bills during the summer months.

A motion was made by Mr. Wolf and seconded by Mr. Wendrychowicz to repeat the proposal from prior years to pay reasonable and customary bills during the summer months.

Roll Call:

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

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

Motion passed unanimously.

Outdoor tables –

- Mr. Hadelier asked the board if they are interested in purchasing picnic tables for the front forecourt out of capital funds. He presented a metal option for \$1,000 and a concrete option for \$1,400.

A motion was by Mr. Wendrychowicz to purchase three of the concrete round concrete tables for the forecourt.

A motion was by Mr. Wendrychowicz and seconded by Ms. Cassotis to purchase four of the rectangular concrete tables for the forecourt.

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

Motion passed unanimously.

Trustee Education:

Public Session:

A motion was made by Mr. Wolf and seconded by Mr. Wendrychowicz to go into public session at 9:24 PM. Motion passed unanimously.

A motion was made by Mr. Wolf and seconded by Mr. Wendrychowicz to close the public session at 9:24 PM. Motion passed unanimously.

Executive Session:

A motion was made by Mr. Wolf and seconded by Mr. Wendrychowicz to go into executive session at 9:25 PM to discuss a personnel issue. Motion passed unanimously.

A motion was made by Mr. Wolf and seconded by Mr. Lee to close executive session at 9:26 PM.

A motion was made by Mr. Wolf and seconded by Mr. Wendrychowicz to approve a leave of absence for one employee that made the request. Motion passed unanimously.

Upcoming Meeting Dates:

Wednesday, August 19, 7:30 PM: special meeting of the Board to discuss the temporary amended code of conduct.

Wednesday, September 16, 7:30 PM: regular monthly meeting of the Board.

Adjournment:

A motion was made by Mr. Wedrychowicz and seconded by Ms. Cassotis to adjourn the meeting at 10:28 PM. Motion passed.

Respectfully submitted,

Zoe Cassotis
Secretary