

The Public Library of the Township of Mahwah  
Minutes of the Board of Trustees Meeting  
May 20, 2020

**Call to Order:**

Ms. Clarkin, President, called the regular monthly meeting to order at 7:35 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 7:37 PM by Mr. Wendrychowicz and seconded by Ms. Cassotis to go into public session. Motion passed unanimously.

A motion was at made at 7:37 PM by Mr. Wendrychowicz and seconded by Ms. Cassotis 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. Lee to accept the minutes from the April 15, 2020 annual meeting as presented. Motion passed unanimously.

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

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

#### Library Operations -

- Programs - Mr. Hadelier reported that the staff continues to work from home. A number of online programs are offered to the community, from story times to adult programs.
- Reopening – The Governor posted a five-phase reopening plan: libraries are included in the second stage. We are hoping for an announcement very soon from the Governor on starting phase two so the library can begin their staged re-opening plan, referenced on page 39 – 49 of the packet.

**Statistical Reports:** The statistical reports for April 2020 were acknowledged. Mr. Hadelier noted:

- The use of eBooks and other on-line services are up 100% from the previous month.
- Virtual program attendance was respectable:
  - 577 kids participated in children's programs
  - 213 kids participated in teen program.
- Adult programs have taken longer to transition over to on-line. We are preparing for adult live programming in the fall, including streaming concerts.
- Future reports will include footnotes explaining changes in statistics due to COVID-19.

### **Committee Reports:**

Security measures – Mr. Hadelier reported that the security committee met to review, discuss and prioritize the security measures introduced at the April meeting. The Committee recommended:

- Installing panic buttons.
  - We received two proposals for panic buttons or emergency 911 notification systems.
  - Johnson Controls offers traditional panic buttons for \$4,800, plus annual monitoring fees.
  - Eastern Datacomm proposed a system integrated with the new phone system for \$4,100.
- Replacing the key alarms on four emergency exits with punch key alarms. The estimated cost is \$200/door, or \$800 total.
- Numbering the windows and rooms in the building to better direct emergency responders to the right area in the library. The cost is estimated at no more than \$500.
- Setting up privacy screening on some windows and doors to provide areas which can be used to shelter in place. The cost to add frosted privacy screening to selected windows is estimated not to exceed \$500.
- Installing card access locks.
  - There are multiple rooms that can be secured using card access locks.
  - The cost is estimated at \$700/door based on the card access locks used elsewhere in the library. The cost can be staged over multiple years by prioritizing areas most likely to be used to shelter in place.
- Establishing remote closing and locking of entrance doors.
  - The Committee did not investigate the cost of this security measure, but recommended it be included as an option when the doors are replaced this year as a separate capital project.
- Installing a license plate recognition camera. The Committee recommended this option be included with the ongoing security camera project.

Mr. Orlich expressed concern with the panic button transmission going out through the phone lines and recommended integrating with a cellular connection. Mr. Hadelier responded the new phone system has a cellular redundancy option available and agreed to price that option.

Mr. Orlich asked about liability insurance coverage for arming the security guard. Mr. Hadelar requested information from the insurance carrier on the topic and we are awaiting a response.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Lee to approve the budgetary items in the security measures report dated May 14<sup>th</sup>. Discussion followed. Mr. Hadelar noted the following in response to explain the total cost and timeframe.

- The cost of automatic locking of the front and rear doors is not known at this time. This measure will be included as an option with the door replacement, for the board's consideration.
- The cost to add a dedicated license plate recognition camera to the system is negligible and can be included with the current security camera project.
- The below items for 2020 will cost approximately \$5,550:
  - \$4,100: Emergency 911 notification system integrated with the phone
  - \$800: Alarms for the emergency exits
  - \$500: Identifying the doors and windows
  - \$150: Privacy screening on selected doors and windows
- Card access locks can be staged over multiple years, starting in 2021. The cost to install card access locks is estimated at \$700/door. However, not all doors would require card access locks and doors would be prioritized based on their importance as shelter-in-place locations.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Koster to approve the budgetary items in the security measures report dated May 14<sup>th</sup> for the following items:

- installing alarms on the emergency exits
- identifying the doors and windows
- setting up privacy screening on selected interior doors and windows

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.

- The Board requested Mr. Hadelar research and provide information about cellular redundancy for the telephone system before deciding on the emergency 911 notification system.
- The recommendation of having an armed security guard was discussed by the committee and by the board.

Mr. Hadelar explained that library guards are retired police officers licensed to carry firearms. The question was not whether the guards were qualified to carry firearms but rather, public perception of the action: is it better to establish a proactive, preventative measure or will the public perceive the library as a hostile environment requiring armed security? The security guard would carry a concealed weapon to mitigate the perception the library is a hostile environment.

- Mr. Koster, Mr. Grob, Ms. Cassotis and Ms. Clarkin agreed it is prudent to be cautious, with the intent to prevent an incident, agreeing to ensure the security guard is a former police officer, licensed to carry, fully trained and that the weapon is concealed.
- Mr. Orlich stated we need to know the liability before a decision can be made.

A *motion* was made by Mr. Koster and seconded by Mr. Orlich to table the discussion of having an armed security guard until the June board meeting. *Motion* passed unanimously. The Board directed Mr. Hadelor to contact the insurance carrier for information.

- Ms. Clarkin thanked Ms. Cassotis, Mr. Wendrychowicz, Mr. Grob and Mr. Hadelor for the report which clarified the security measures giving us a strategy to move forward.

#### **Treasurer's Report:**

- Mr. Hadelor reviewed the financial reports from April 2020 and reported that overall revenue and expenses for the month were as expected. We are looking to get back to operating as normal and are waiting for the governor to begin stage two, which will allow the library to re-open.
- Mr. Wolf stated that some expenses are down due to library closure: when we re-open we will need to reassess the new demands.

A *motion* was made by Mr. Wendrychowicz and seconded by Mr. Orlich to accept the operating budget, account balances and reconciliations in the April 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 - absent  
 Mr. Wendrychowicz - yes  
 Mr. Wolf – yes  
 Dr. Schoen - absent

*Motion* passed unanimously.

#### Bills for Payment -

A *motion* was made by Mr. Wendrychowicz and seconded by Ms. Cassotis to approve the May 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.

Capital Expenses Reporting – Mr. Wolf reviewed the capital expense reporting developed by Mr. Orlich. The board approved the new format for reporting capital projects and thanked Mr. Orlich.

Reallocating Material Budgets to Online Service –

A motion was made by Mr. Wolf and seconded by Mr. Orlich to accept the redistribution of material budgets to eContent as presented on pages 22 and 23 of the board packet as changes to our detailed budget.

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.

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

#### **Correspondence:**

#### **Old Business:**

Winter Room lighting – Mr. Hadelier recommended replacing the faulty light fixtures with 6' Visa Lighting Sequence: the total additional cost for replacement compared to retro fitting the existing fixtures is approximately \$6,000. The board discussed costs and benefits between retro-fitting the existing fixtures and replacement with the recommended new fixture, considering maintenance, safety concerns, energy savings and the impact of COVID-19 on future funding.

A motion was made by Mr. Wendrychowicz and seconded by Ms. Cassotis to accept option #2, replacing the existing globe pendant lights with 6' Visa Lighting Sequence.

Roll Call:

Ms. Cassotis – yes  
Ms. Clarkin - yes  
Mr. Grob - yes  
Mr. Koster - yes  
Mr. Lee – yes  
Mr. Orlich - no  
Mayor Roth - absent

Mr. Wendrychowicz - yes  
Mr. Wolf – yes  
Dr. Schoen - absent

Motion passed.

Mr. Hadelers asked whether the board would like to replace the light fixture in the children's story tower, with a globe of the same design and vintage as those in the Winter Room.

A motion was made by Mr. Wendrychowicz and seconded by Ms. Cassotis to replace the lighting in the children's story tower.

Mr. Wendrychowicz made a motion to amend the previous motion to replace the light fixture in the story tower with the same Visa Lighting Sequence.

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.

#### **New Business:**

##### Late Fee Free Summer –

Mr. Hadelers reintroduced the idea of doing away with overdue fines over the summer. He felt this motion was sensible: since we have been closed due to the health crisis, this policy might encourage residents to return to the library when we reopen. He reminded the Board fine income was deliberately lowered when the 2020 budget was introduced and approved.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Orlich to eliminate overdue fines during the summer. Motion passed unanimously.

##### Draft staged reopening plan –

Mr. Hadelers asked for the board's approval of the staged reopening guidelines included in the packet, which will be updated as we receive new information. The board discussed proposed procedures around the staff's return to the facility.

A motion was made by Mr. Wendrychowicz and seconded by Ms. Cassotis to approve the draft reopening guidelines. Motion passed unanimously.

##### Recommendations for RFID and self-service –

Mr. Hadeler recommended moving the Radio Frequency Identification (RFID) tagging and self-service forward to 2020.

- This is the perfect time to start tagging the collection and adding self-service to promote social distancing and reduce physical contact between staff, patrons and materials.
- The costs listed in the packet for tags will be enough to initiate the project: we only need to cover the cost of equipment.
- The two self-check-out machines, including Novelist recommendations and Calendar Integrations, were originally included in a later phase of the project but moved up to encourage self-service and limit personal contact via traditional checkout. Including payment options is not recommended since
  - we are moving away from overdue fines
  - lost item fines would need to be settled by staff
- The recommendation to move forward with a self- service mobile app was withdrawn until BCCLS decides on the use of self-service apps on patrons devices.
- Mr. Hadeler requested that the board approve spending \$37,000 for the initial purchase of RFID tags, tag readers and two self-service kiosks.

A motion was made by Mr. Wendrychowicz and seconded by Ms. Cassotis to approve spending \$37,000 on the RFID tags and two self-service kiosks.

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.

Meet the Candidates Night –

The board discussed hosting Meet the Candidates Night this year and the challenges due to COVID-19. Hosting an in-person event in October is uncertain: if it is decided that the library will hold the event, it will need to be conducted virtually. Mr. Hadeler agreed to reach out to Swagit Productions for the cost of hosting a virtual event so the board can decide at the June meeting.

#### **Trustee Education:**

Mr. Wendrychowicz reported that the BCCLS trustee development committee will be having a BCCLS webinar on May 27<sup>th</sup> between 11 AM to 12:30 PM, titled “What is your pandemic plan, preserving library funding and support”.

#### **Executive Session:**

A motion was made by Mr. Grob and seconded by Mr. Lee to go into executive session at 10:11 PM to discuss the Director’s annual salary and performance review. Motion passed unanimously.

A motion was made by Mr. Grob and seconded by Mr. Lee to close executive session at 10:22 PM.

A motion was made by Mr. Wolf and seconded by Mr. Koster to offer Mr. Hadelers a 3% increase from his current salary retroactive to January 1, 2020.

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

**Public Session:**

A motion was made by Mr. Koster and seconded by Ms. Cassotis to go into public session at 10:23 PM. Motion passed unanimously.

Mr. Hadelers stated while he genuinely appreciated the board for their ongoing support of his work, at this time, he cannot accept the offer of a pay increase in 2020. He expressed his gratitude to the board to keep the staff employed during this time, which is his priority. The board thanked Mr. Hadelers and expressed their deep appreciation for his work and concern for the staff.

Mr. Ferguson thanked Mr. Hadelers for his noble gesture and hopes the board will remember his gesture during next year's annual review. Mr. Ferguson also thanked Mr. Hadelers for looking after his staff, his excellence in communication, forward-thinking ability and strong leadership.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Orlich to close the public session at 10:27 PM. Motion passed unanimously.

**Upcoming Meeting Dates:**

Wednesday, June 19, 7:30 PM: regular monthly meeting of the Board.

**Adjournment:**

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

Respectfully submitted,

Zoe Cassotis  
Secretary