

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
April 20, 2016

Call to Order: Mr. Lee, President, called the meeting to order at 7:45 PM.

Present:

Mr. Alderisio
Ms. Clarkin
Mr. Koster
Mr. Grob
Mr. Lee
Mr. Wolf
Mr. Hadelers
Mr. Shaver
Ms. Mercadante
Ms. Jukniewicz

Absent:

Mayor Laforet
Dr. Schoen
Mr. Wendrychowicz

Public: Mr. Jukniewicz, Ms. Tursi

Pledge of Allegiance

- **Public Comment:** Ms. Tursi thanked Ms. Jukniewicz for the library's robotics program that was and is being offered to the younger children this year, it has given them the opportunity to learn and compete in a robotics competition.

Secretary's Report:

A motion was made by Mr. Spiech and seconded by Ms. Wolf to accept the minutes from the March 16, 2016 monthly meeting as presented. Motion passed unanimously.

A motion was made by Ms. Clarkin and seconded by Mr. Spiech to accept the updated 2016 board of trustees list as presented. Motion passed unanimously.

President's Report:

Treasurer's Report:

Mr. Wolf reviewed the March 2016 Treasurer's Report and highlighted the following;

- Income year to date is slightly over budget due to patron revenue and credit from BCCLS for reciprocal borrowing. The next payment from the town is expected to be received in May.
- Mr. Spiech questioned why miscellaneous revenue was up \$2,000 year to date. Mr. Wolf reported most of the additional revenue was from coming from reciprocal borrowing and room rentals.
- Expenses year to date are down slightly due to open positions and library materials. Library materials increased this month, likely due to the reallocation of the monthly budget based on the last three years average spending for the month. For the month, programming was in-line with the budget, furniture & fixtures and buildings & grounds were under budget and operating expenses are a little higher this month but lower year to date.

A motion was made by Mr. Spiech and seconded by Ms. Clarkin to accept the March 2016 Treasurer's Report.

Roll Call:

Mr. Alderisio - yes
Ms. Clarkin - yes
Mr. Grob - yes
Mr. Koster - yes
Mr. Lee - yes
Mr. Spiech - yes
Mr. Wendrychowicz - absent
Mr. Wolf – yes
Mayor Laforet – absent
Dr. Schoen - absent

Motion passed.

- The April 2016 bills for payments were reviewed.

A motion was made by Ms. Clarkin and seconded by Mr. Spiech to accept the April 2016 Bills for Payment.

Roll Call:

Mr. Alderisio - yes
Ms. Clarkin - yes
Mr. Grob - yes
Mr. Koster - yes
Mr. Lee - yes
Mr. Spiech - yes
Mr. Wendrychowicz - absent
Mr. Wolf – yes
Mayor Laforet – absent
Dr. Schoen - absent

Motion passed.

Director's Report:

Mr. Hadelar gave a report of his trip to the Public Library Association conference in Denver and his vacation visiting twelve libraries along the Front Range in Denver, Highlands Ranch, Lane Tree, Castle Rock, Colorado Springs, Boulder, Golden, Fort Collins and Thorton. Mr. Hadelar stated that he had read and heard of all the great things they were doing, because of the explosion in population growth in that area their libraries have been strategically placed in densely populated areas where they are used heavily.

- Some common elements among the libraries
 - Open and spacious, with bright and bold colors, offering a high end book store feel.
 - Merchandising displays and a concierge when you walk in
 - Stacks are relatively low and have private seating nooks throughout
 - PR marketing graphics and publicity materials were consistently graphics heavy, not text heavy. Many had three or four large posters when you walk in announcing what was going on that month.
 - Staff were stationed at small pods and not seated behind a monolithic desks, many of them had a sign “ask” in place of “reference”.

- Self-check out with RFID with staff stationed nearby to assist patrons if needed. At least half of the libraries had automated return and sorting systems, several of the libraries had drive-up pick up and return.
- Self-service holds, allowing patrons to pick-up holds without involving staff.
- Mr. Hadelers stated that he visited one of the Anythink libraries, they are nationally known for having customer friendly shelving schemes and do not use Dewey and are very much a bookstore model with consistent signs. The director of this library has become nationally known for her focus on customer service and hospitality, they do not have fines or late fees. Mr. Hadelers had the opportunity to meet with the director who reported that non-fiction circulation increased with the change in the shelving scheme.
- Mr. Hadelers reported that Library 21 C, located in Pike's Peak library district, is becoming well known for what they are doing with maker spaces. The maker space rooms could be describes as a high tech high school shop classes, one room had a 3-D printer, vinyl cutters, banner printers, laser plasma cutters, high end Dell work stations and conversion stations for LP to CD. In a separate room were sewing machines, button makers and knitting machines all available for community use.
- Mr. Hadelers stated that we can take some of the ideas from these libraries and incorporate them into what we do:
 - We already offer great customer service
 - Hospitality/greeters we can do that
 - Open airy interior we have that
 - Bold and bright colors we are doing this each time we re-paint an area
 - Attractive merchandising, we have started down that road, once we have the quiet study rooms the plans to use the space where the computers currently are will be used for that.
 - Customer friendly shelving we can do that
 - Clear consistent marketing materials are part of the new strategic plan
 - Self-service check-outs and holds are in the new strategic plan
 - We can incorporate some elements from maker spaces that are aligned with computers and technology in our existing space that would be useful to the public such as large format scanner, conversion station to convert VHS tape to DVD, a banner and vinyl printer, there are ways to do that within the existing space.
 - Staff pods will be looked into
 - Automated material handling would require money and space.
- Mr. Hadelers explained that with respect to their funding, Pikes Peak is a huge district system that is multi-township. Most of the other libraries were contained in one county with three to 16 branches that are funded by a millage rate that is approved by the tax payers. Depending on the size of the district there are 3 to 16 branches strategically placed libraries with a district wide levy, one central administration, board and PR marketing department.
- Mr. Hadelers reported that when you look at the cost per population served, our cost per capita is \$80, Boulder is the only one that is close to us at about \$ 72. We spend more per capita on collections on our materials than any of those libraries expect for Douglas County. From the information collected in 2013, Mahwah's total circulation per capita was the same as Boulder, Jefferson County and Pikes Peak.
- Mr. Hadelers concluded that a lot of these things that are being done in these libraries are aspirational but looking at the information collected we are doing well in comparison and if we take some of these things and incorporate them into our organization it is possible to do even better.

Library Operations:

Teen Derartment - Mr. Hadelers stated at the request of the board he invited Denise Jukniewicz to discuss the programs and events that are going on in the teen department and the behavior of the teens during the after school hours.

- Ms. Jukniewicz reported that the kids after school are full of energy and talking, understandably it gets loud but there are no fist fights and occasionally there are issues that need to be addressed.

- The board asked Ms. Jukniewicz if she believed there is a need for increased support to enforce the code of conduct.
- Ms. Jukniewicz stated that she does need an additional staff member to assist in conducting the regular teen programming which is a priority but does not see a need for additional staff to address behavior. She stated that the new space has been wonderful for the teens and they truly have their own space in the library and she gave an overview of the summer programs that are planned for this year.
- Ms. Jukniewicz also reported on some of the teen volunteers that have been reliable and helpful, the importance of volunteer recognition was discussed and the board expressed their support in recognizing volunteers.
- On behalf of the board Mr. Lee thanked Ms. Jukniewicz for attending the meeting.

Committee Reports:

Buildings & Grounds:

Monthly Statistical Reports: The March 2016 statistical reports were acknowledged.

- Mr. Hadeler noted that circulation was down 15% compared to March of last year, a possible explanation for the decline is being closed 3 days in March for Easter holiday, which occurred in April last year. In addition the mild weather in March may have effected circulation.
- Mr. Hadeler stated that before the end of the year he will be analyzing our collections in terms of the money we put towards them and the shelf space that they have to ensure if we have a high circulating collection has the shelf space that it deserves.

Old Business:

New Business:

Mr. Spiech discussed re-activating the Friends of the Library group and the benefits it could bring to the library, specifically participating in the program at Boiling Springs Savings Bank offered to non-profit organizations. The board expressed their support in re-activating the Friends group.

Trustee Education:

Executive Session:

A motion was made by Mr. Spiech and seconded by Mr. Grob to go into executive session at 9:15 p.m. to discuss a personnel matter.

A motion was made by Mr. Koster and seconded by Mr. Spiech to come out of executive session at 9:17 p.m.

A motion was made by Mr. Spiech and seconded by Mr. Grob to approve Ellen Sirianni's request for a one month unpaid leave of absence to care for a family member. Motion passed unanimously.

A motion was made by Mr. Lee and seconded by Mr. Wolf to go into executive session at 9:20 p.m. to discuss the director's 2015 evaluation.

A motion was made by Mr. Koster and seconded by Mr. Grob to come out of executive session at 9:45 p.m..

A motion was made by Mr. Lee and seconded by Ms. Clarkin to approve Kurt Hadeler's 2016 evaluation and annual increase. Motion passed unanimously.

Upcoming Meeting Dates:

The next regular monthly meeting will be held on May 18, 2016 at 7:30 pm.

Adjournment:

A *motion* was made by Mr. Lee and seconded by Mr. Wolf to adjourn the meeting at 9:45 PM.

Respectfully submitted,

Angela Clarkin
Secretary