

The Public Library of the Township of Mahwah  
Minutes of the Board of Trustees Meeting  
April 17, 2019

**Call to Order:** Mr. Wendrychowicz, President, called the regular monthly meeting to order at 7:34 PM.

In accordance 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. Clarkin  
Mr. Grob  
Mr. Koster  
Mr. Orlich  
Mayor Roth  
Mr. Wendrychowicz  
Mr. Wolf  
Mr. Hadelers  
Ms. Gilbert  
Ms. Mercadante

**Absent:**

Ms. Cassotis  
Mr. Lee  
Dr. Schoen

**Pledge of Allegiance**

**Public Present:** Robert Ferguson, Township Council representative.

**Public Comment:**

**President's Report:**

**Secretary's Report:**

A motion was made by Mr. Wolf and seconded by Ms. Clarkin to accept the minutes from the March 20, 2019 annual meeting as presented. Motion passed unanimously.

A motion was made by Mr. Wolf and seconded by Mr. Orlich to accept the minutes from the March 20, 2019 regular meeting with the following correction under Call to Order: "Mr. Wendrychowicz, President, called the regular monthly meeting to order at 7:44 PM." Motion passed unanimously.

**Treasurer's Report:**

Financial Reports - Mr. Hadelers stated that overall the budget is going according to planned. This month the salary line is slightly over budget due to the salary increases and retro pays for January, February and March that hit payroll at the same time. Year to date payroll is at 98% of the budgeted amount, through the rest of the year it should continue to run as budgeted. Buildings and grounds is under budget for the month and for the year due to not receiving January, February or March's electric bill from either Rockland Electric or Direct Energy. Both companies have been notified of the issue, we were told that the delay in billing is due to the installation of new smart meters by Rockland Electric. We can expect to receive four or five months of electricity bills at one time, which will be about \$15,000 to \$20,000.

Mr. Hadelers noted that that on page 11, the report shows the two capital projects that are active, he has reached out to our accountant for assistance to improve the format of the report.

A motion was made by Mr. Wolf and seconded by Ms. Clarkin to accept the operating budget, account balances and reconciliations in the March 2019 Treasurer's Report.

Roll Call:

Ms. Cassotis – absent  
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 - A motion was made by Mr. Wolf and seconded by Ms. Clarkin to approve the April 2019 Bills for Payment.

Roll Call:

Ms. Cassotis – absent  
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.

**Staff Reports:**

**Friends Report:**

**Director's Report:**

Mr. Hadeler highlighted the following items from his monthly report:

- The progress on the children's room is going well and on schedule. We do not have the painting of the ceilings finalized, if we cannot accept the lowest quote due to the required paperwork or scheduling, we may need to the next lowest quote which will put us over budget for the painting. Another item that may cause the project to go over budget is the relocation of nine electrical outlets and two lights. The two items may cause the project to come in a slightly over budget, everything else is where it should be.
- As part of the strategic plan, the Department of State has been contacted to begin the process of becoming a U.S. Passport Acceptance Agency. We are looking to offer the service in the evening and Saturdays when it is convenient for our residence, will likely start by September.

- The lower level air conditioning is not working as well as it should be, we continue to work with our HVAC service contractor to get it fixed.
- After attending the quarterly safety meeting at Town, he was reminded that the NJ Municipal Excess Liability Joint Insurance Fund offers a discount if we meet certain tier criteria for computer safety. Mr. Hadelers stated that he is looking into what we can do to meet Tier 1 and possibly Tier 2. He should be able to implement Tier 1 by September which will reduce our deductible should we get hit by a cyber-crime.
- A patron approached him about starting up a Repair Café site in Mahwah and questioned if the library would be interested in this type program. The program brings together local experts who volunteer to help the community repair items that would otherwise be thrown away, such as simple electrical appliances or clothing to bicycles and more. Mr. Wolf stated that the Environmental Commission is interested in the program since it promotes reuse versus trash, reducing the amount of impact on the environment, but they were looking for space which they do not have. Mr. Wolf stated that from the library's perspective this type of program is in line with the library's strategic plan since it is community centered activity where the participants tend to be families which promotes intergenerational interaction within the community in a social environment. He explained that the two issues he sees with the program is that they do not have insurance and developing a policy of why do we choose this group and not another group. Mr. Hadelers stated that for him the question is, this type of program is not one that we would ordinarily sponsor and he is concerned with tying up one of our rooms every other month indefinitely. The board discussed the issue and identified the liability risk and lack of appropriate location as their primary concerns, there was no overall support for the program.

A motion was made by Mr. Wendrychowicz and seconded by Mayor Roth to close the conversation for the library to become a Repair Café site. Motion passed unanimously.

- Mr. Wendrychowicz stated that Kara, Joy and Caitlin issued a save the date for Saturday, June 8<sup>th</sup> for the children's grand reopening. The school administration and HSOs will be notified.
- Mr. Wendrychowicz questioned if the licensing for the cameras is a one-time charge.

#### **Buildings & Grounds:**

- Mr. Hadelers stated that Darlene is preparing the paperwork to go out to public bid to replace the HVAC unit that services the children's area and technical services rooms. Mr. Wolf questioned if the replacement of the unit can be done before the children's room renovation is complete. Mr. Hadelers stated that it is not possible to speed up the process due to the six to eight week lead time required to obtain the unit after it is ordered.

#### **Monthly Statistical Reports:**

The April 2019 statistical reports were acknowledged. Mr. Hadelers noted that in comparison to last year the numbers look better than they may have been due to the bad weather that negatively affected last March's counts. Mr. Wendrychowicz noted that new patron registration increased, ESL courses are up, quiet study rooms are flourishing and weeding has gone up. Looking at the bottom line cost for programs, the cost per program is \$.50 per person. Mr. Hadelers stated that programs with a few attendees are looked at carefully by staff to ensure that it has value to the community.

#### **Committee Reports:**

## Advocacy Committee –

- Mr. Wendrychowicz noted that the additional packet of information that was distributed. The Mayor met with us yesterday to discuss some of this information. A letter was sent to the president of the Town Council; we are on the agenda for the May 9<sup>th</sup> meeting. On the first page the graph shows the Town's and library's budget for the past 9 years, to show the information.
- Mayor Roth commented that the Town's budget has no bearing on this since there are so many variables incorporated in the Town budget which is not comparable to the library budget. The two variables that determine the library budget is the fixed millage rate and the Town's assessed evaluation. Mr. Hadelar stated that the important take away in the comparison demonstrates that the Town has the latitude to adjust the tax rate to account for increasing fixed costs due to inflation, the library is not able to do this and cannot keep up with inflation.
- Mr. Hadelar explained the second page, shows the library's income projecting modest growth in Town. By the end of 2025 we are looking at an overall increase of about 5.5% increase in income, driven by small incremental increases in property value. The next line shows the fixed expenses; operating and building we have been good at controlling them in the past with some items which cannot be controlled, salaries include a modest 2-2.5% increase a year, benefits may have been under budgeted with a 4% increase per year, the average is 7% going up 27% over the next 6 years. Overall our fixed expenses go up almost 16%. With income going up 5% and fixed expenses going up 16% the result is that the line for programs, collections and service and all capital repairs gets smaller and smaller. In order to balance our budget it will require a 50% reduction in the funds that we have to put towards those expenses.
- The Mayor emphasized that it must be clear what are you asking for and why are you asking for it. Mr. Hadelar explained that we are asking the Town to let the voters decide to increase our funding. To answer why, it is tied directly back to the goals of the strategic plan: maintaining good programs, great collections, increasing our on-line collects and maintaining a welcoming environment which is mostly capital projects. The short-fall ranges from \$75,000 this year up to \$400,000 at the end of the five-year projection. That is the gap we are trying to fill by increasing the millage rate increase from .33 to .38. Mr. Koster stated that it is important to show that our residual from operating is the source of capital funding.
- Mayor Roth stated that the Town Council will ask what are the must haves and would like to have. Mr. Ferguson recommended looking at revenue and fixed expenses you have a difference, show year after year that it is getting smaller and smaller, on top of that include collections that you want to continue to purchase and the programs that you want do, going negative at year 2021. The questions will be: Are there other sources of revenue that you can get, are there expenses that are over and above what they should be, what is your current reserve. He also recommended including the minimum wage increase.
- Ms. Clarkin questioned the benefits line should be increased since the projection is low and also explained that the shortfall will affect things like being able to repair the parking lot. Mr. Roth commented that it is important to break that down operating and capital expenses, stating why the money is needed.
- Mayor Roth questioned if the presentation to the Council in three weeks would be shown to the trustees beforehand. Mr. Koster stated the presentation needs to come before this board before going before the Council.
- Mr. Hadelar explained that originally the date to go before the Council was planned for June 23<sup>rd</sup>, which would have been time to go through with the advocacy group, get feedback, fine tune it, hone it, and bring it before the board before presenting to the Council. However, the timeline was changed, it is being presented to the Town Council on May 9<sup>th</sup>.
- Mayor Roth questioned if we are rushing going to the Council on May 9<sup>th</sup> with the presentation, since have one opportunity to go to the Council, put the document together, share it with the advocacy group for their review and then to the board.

- After discussion of the need to finalize the presentation to the Town Council it was decided to move the introduction to the Town Council on it on the first June 13th meeting and vote on it at the second meeting, June 27th.
- Mr. Roth asked who will write what will be put on the ballot. Mr. Hadeler stated that the verbiage for the referendum is included in the local finance notice. The board decided that they will have the wording reviewed by Brian Campion before it is presented to the Council.
- Mr. Hadeler stated that we are recommending an increase to .38 mill, the projections factor in a minimal increase in ratables. If the vote is successful, the increase in the millage rate will be in effect for ten years. Mr. Ferguson noted that the increase will need to cover expenses for the next five years and possibly build a surplus at the end. Mr. Wolf stated that if .38 of a mill increase is approved by voters we still have a shortfall to implement the strategic plan, a shortage of \$50,000 a year. Consequently, asking for .38 of a mill is required to maintain the programs we have today at future costs. Mr. Hadeler explained that we do not have the savings that we did in the past, gone are the costs savings from retirement that we had in the past. If we look at technology for efficiency, self-service is not reducing the bottom line but reinvesting it.
- Mr. Koster recommended holding two special meetings to review the Council presentation. The board agreed, two special meetings were scheduled for May 8<sup>th</sup> and May 22<sup>nd</sup>.

### **Correspondence:**

Mr. Hadeler reported that the Friends of the Library received a letter from Boiling Springs Savings Bank that the total number of supporters in the Community Alliance Program dropped down below the 20 account minimum to be eligible to receive the credit for participation in the program. The Community Alliance Program is where Boiling Springs Savings bank donates a small fraction of the interest on designated accounts to the Friends of the Library which totaled about \$500 a quarter, \$2,000 a year. If you know of anyone that banks at Boiling Springs that is willing to designate the account to the Friends of the Library please do so, so that the benefit can continue.

### **Old Business:**

### **New Business:**

#### Landscape Maintenance Services

Mr. Hadeler reported that we received requested quotes for the landscaping, we only received a response from Green Meadows Landscaping, fortunately they are responsive and do a good job.

A motion was made by Ms. Clarkin and seconded by Mr. Grob to accept Green Meadows Landscape Contractors proposal for landscaping services for 2019 for \$7,120.

#### Roll Call:

Ms. Cassotis – absent  
 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.

Policy Review – Photography in the Library - Mr. Wendrychowicz stated that in the packet is a proposed new photography policy. He suggested changing under the introduction, the second paragraph to, “All photographic, video, or audio recordings made within the Library facilities must be authorized by the Director or his/her designee”.

Mr. Orlich made a suggestion, this policy is almost verbatim what Jersey City uses. He provided a copy of Pompton Lakes’ policy in one page covers the legalities, he stated that he is not sure that the one presented is legal. Mr. Hadelar stated that the proposed policy was reviewed by our attorney. Mr. Orlich stated that he doesn’t think that as a public place you can tell people what they can and can’t do. Mr. Hadelar stated that you can, the library is a limited public forum, the board as a governing body has the requirement and authority to set policy that governs what happens in the building. Mayor Roth stated that you can absolutely regulate the use of photography in a town building, the Town Council does not permit any recording devices including the use of cell phones, it is legal. Mr. Hadelar explained that once you establish a policy you are not making a judgment of who and who cannot do something, the policy is established for everyone. Mr. Orlich questioned where does it say in the policy if I rent out a room and want to film their presentation. Mr. Hadelar responded in his opinion that would fall under amateur photography section. Mr. Hadler stated that he can add a paragraph on room rentals.

A motion was made by Ms. Clarkin and seconded by Mayor Roth to accept the photography policy, presented by the Director and approved by the attorney, with the inclusion of the following paragraph.

*“The Community organizations holding scheduled events or meetings in the library study or meeting rooms may arrange for their own photography or video/recording of their event. Such photography and videotaping is restricted to the space reserved by the group, and the group is responsible for any necessary releases and permissions.”*

Roll Call:

Ms. Cassotis – absent  
Ms. Clarkin - yes  
Mr. Grob - yes  
Mr. Koster - no  
Mr. Lee – absent  
Mr. Orlich - abstain  
Mayor Roth - yes  
Mr. Wendrychowicz - yes  
Mr. Wolf – yes  
Dr. Schoen - absent

Motion passed.

**Trustee Education:** Mr. Wendrychowicz stated on April 30<sup>th</sup> at the Maywood Library there will be a library presentation called Mission Accomplished about dealing with local officials on advocacy.

**Public Session:**

A motion was made by Mr. Wolf and seconded by Mr. Lee to go into public session at 9:17 PM. Motion passed unanimously.

A motion was made by Mr. Wolf and seconded by Mr. Lee to close the public session at 9:20 PM. Motion passed unanimously.

**Executive Session:**

**Upcoming Meeting Dates:**

Wednesday, May 8 PM, 7:30 PM: special monthly meeting of the Board.

Wednesday, May 15, 7:30 PM: regular monthly meeting of the Board.

Wednesday, May 22 PM, 7:30 PM: special monthly meeting of the Board.

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

**Adjournment:**

A motion was made by Ms. Clarkin and seconded by Mr. Koster to adjourn the meeting at 9:46 PM.

Motion passed.

Respectfully submitted,

Curtis P. Koster  
Vice President