

The Public Library of the Township of Mahwah  
Minutes of the Board of Trustees Meeting  
April 19, 2017

**Call to Order:** Mr. Lee, President, called the meeting to order at 7:30 PM.

**Present:**

Mr. Koster  
Mr. Spiech  
Mr. Lee  
Mr. Wolf  
Mr. Hadelar  
Ms. Mercadante  
Mr. Shaver

**Absent:**

Mr. Alderisio  
Ms. Clarkin  
Mr. Wendrychowicz  
Mayor Laforet  
Dr. Schoen

**Pledge of Allegiance**

**Public Comment:**

**Secretary's Report:**

A motion was made by Mr. Koster and seconded by Mr. Spiech to accept the minutes from the annual and regular meeting on March 23 with one revision to the regular meeting minutes - Mr. Spiech was present at the regular monthly meeting. Motion passed unanimously.

**President's Report:**

- Mr. Wolf reported that for personal reasons Ms. Clarkin tendered her resignation as treasurer, subsequently the board will need to nominate and elect a replacement.

A motion was made by Mr. Grob and seconded by Mr. Lee to appoint Mr. Wolf as acting treasurer on a temporary basis until a new treasurer is elected.

Roll Call:

Mr. Alderisio - absent  
Ms. Clarkin - absent  
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.

- After skimming through the By-laws Mr. Hadelar reported that they do not prohibit appointing Mr. Wolf as interim treasurer. Mr. Hadelar stated that the By-Laws have not been reviewed in several

years and it is advisable that be reviewed periodically. Mr. Wolf requested that Mr. Hadelier add appointing a committee to review the By-Laws to the agenda for next month.

- On behalf of the board, Mr. Wolf congratulated Mr. Shaver for accepting his new position as director of the Northvale Public Library and wished him much success.

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

Mr. Wolf reviewed the March 2017 Treasurer's Report and highlighted the following;

- Revenues for the month were small but slightly over budget due to donations.
- Expenses for March: Salaries were down due to the maintenance position remaining unfilled; also, e-content is underspent. Mr. Hadelier reported that this will change since staff recently received training on purchasing e-content, additionally next month we will be receiving a \$9,000 bill from BCCLS.

A motion was made by Mr. Lee and seconded by Mr. Koster to accept the March 2017 Treasurer's Report.

Roll Call:

Mr. Alderisio - absent  
Ms. Clarkin - absent  
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.

A motion was made by Mr. Wolf and seconded by Mr. Spiech to approve the April 2017 Bills for Payment.

Roll Call:

Mr. Alderisio - absent  
Ms. Clarkin - absent  
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:**

Capital Projects:

Quiet Study Rooms – Mr. Hadelers reported that we have not yet entered into an agreement with Catcorde Construction. We are waiting for the plaintiffs' attorney to file a dismissal for the case. After the case has been dismissed, we will go ahead and give Catcorde a notice to proceed, letter of award and the contract. Mr. Hadelers stated that the contractor has 120 days to complete the project, if work starts in early May it should be complete by early September.

CCTV Security Cameras - Mr. Hadelers explained the quotes he received for the CCTV security cameras. OSI is the ESCNJ contract vendor who we received the initial quote and if selected we do not need to go out to bid. Intelynet is the company that installed our existing cameras 10 years ago; their quote came in \$13,500 less than OSI, mostly because of the labor and installation costs. However, the \$47,000 from Intelynet is still above our public bid threshold. Mr. Hadelers reported that he is considering buying the cameras from CDWG on state contract and getting quotes for only the installation in order to keep the project under the bid threshold

#### Library Operations:

- Valley Health programs – Mr. Lee questioned if the Valley Health programs in the library are being put on by the same Valley Health that is building the new facility on McArthur Blvd., if so do we know if they will continue to use the library for their programs when it is complete. Mr. Hadelers stated when they initially approached us about holding the programs in the library a reason cited was that people like and are comfortable coming to the library.

#### Personnel:

- Mr. Hadelers stated that due to Mr. Shaver's resignation and Ms. Praino's retirement we will be short staffed for the next few weeks. He plans to use this opportunity to evaluate how the library is staffed and anticipates re-hiring a supervising librarian, again looking someone like Allison and Paul that is enthusiastic and energetic who wants to grow.
- Mr. Hadelers reported to fill Ms. Praino's position, he will look to hire a replacement librarian that will focus on collection management. This person would be more of the bookstore person who can understand our community and use tools like CollectionHQ to build a strong collection that reflects their interests. Additionally this person will be involved in helping to better display and market our collections.
- Mr. Hadelers reported that he would like to staff the information desk, formerly known as the reference desk, with paraprofessionals since the majority of patron questions do not require the skills of a professional librarian.

#### BCCLS & Professional Development:

- Mr. Spiech recommended that staff who attend training should receive a bonus for continuing education, serving as an incentive for staff to attend training. Mr. Hadelers stated that he is considering a system to give incentives to staff for training.
- Mr. Hadelers reported that he has been attending BCCLS small group meetings to review the proposed billing structure and he will plan to present the proposed plan to the board at next month's meeting.

#### Committee Reports:

#### Buildings & Grounds:

**Monthly Statistical Reports:** The March 2017 statistical reports were acknowledged. Mr. Hadelers stated that we have stopped buying children's and teen audiobooks and music, these lines will tend towards zero at the end of the year, next year they will be removed - this will be explained in a foot-note. Mr. Wolf

noted that total circulation is up 6%. Mr. Spiech noted the decline in Mango language use is down. Mr. Hadelers explained that the State came out with Rosetta Stone but they do not collect statistics of individual library use. Mr. Wolf noted that ESL sessions have increased. Mr. Hadelers stated that Paul is the driving force behind a good ESL program since he is leaving we will need to decide whether to bring in someone a couple hours a week to do it or eliminate the program.

**Old Business:**

**New Business:**

- Interlocal Agreement for Qualified Purchasing Agent: Mr. Wolf stated that this year's interlocal agreement for qualified purchasing agent includes additional wording under the terms of agreement, stating that the Township will not provide any legal services to the Library. Mr. Hadelers stated that he spoke with Rich Fricke regarding the agreement and decided that we need the agreement to raise our public bid threshold for day to day purchasing. Mr. Hadelers reported that there other options for acquiring QPA services, he reached out Jerry Volpe who offers different levels of QPA services.

A motion was made by Mr. Koster and seconded by Mr. Grob to approve the qualified purchasing agent shared services agreement with the Township. Motion passed unanimously.

- 2017 Draft Audit: Mr. Hadelers presented the second draft of the 2017 audit, it was revised from the first draft included in the packet with updated pension information. No recommendations were made for the year and the transfer worksheet shows that no funds will be transferred back to the Town. Mr. Hadelers reported that he will notify Rob Van Sweden to finalize the audit, a copy will then be filed with the State and the Township.

**Trustee Education:**

Mr. Hadelers reported that he attended BCCLS/NJLA breakfast on 4/7 to educate local legislators about the library construction bond currently being considered by legislature. There were a number of directors, representatives from Bergen County, state legislators and a federal legislator in attendance. The bond act, Bill A222/S2171 would authorize \$125 million in general obligation bonds to finance capital projects in public libraries, requiring a match from the municipality or county. The board discussed and requested that Mr. Hadelers send the attached resolution to the Town Council as an act of support for the bill.

**Upcoming Meeting Dates:**

The next regular monthly meeting will be held on Wednesday, May 17, 2017 at 7:30 PM.

**Executive Session:**

A motion was made by Mr. Wolf and seconded by Mr. Koster to go into executive session at 8:38 PM to discuss board concerns. Motion passed unanimously.

A motion was made by Mr. Koster and seconded by Mr. Spiech to come out of executive session at 8:49 PM. Motion passed unanimously.

**Adjournment:**

A motion was made by Mr. Wolf and seconded by Mr. Grob to adjourn the meeting at 8:50 PM. Motion passed.

Respectfully submitted,

Richard Lee  
Secretary