

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
August 19, 2020

Call to Order:

Ms. Clarkin, President, called the special 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. Orlich
Mr. Wendrychowicz
Mr. Wolf
Mr. Hadelier
Mr. Gallina
Mr. Liden
Ms. Mercadante

Absent:

Mayor Roth
Dr. Fitts

Pledge of Allegiance: Mr. Grob led the pledge of allegiance.

Public Present:

Public Comment:

A motion was made at 7:33 PM by Mr. Wolf and seconded by Ms. Cassotis to open the meeting to the public. Motion passed unanimously.

A motion was at made at 7:33 PM by Mr. Lee and seconded by Ms. Clarkin to close the meeting to the public. Motion passed unanimously.

Secretary's Report:

A motion was made by Mr. Grob and seconded by Mr. Wendrychowicz to accept the minutes from the June 17, 2020 meeting as presented. Motion passed unanimously.

Treasurer's Report:

- Operating Budget vs Actual as of July 31, 2020

- Mr. Wolf reported that year to date revenue is slightly below budget, due to the patron revenue line. Year to date, expenses are down almost \$200,000; we will need to determine if the additional funds are needed for the year or if they should be set aside for future capital projects. In October, we will have a better idea of what additional expenses are needed.

A *motion* was made by Mr. Wendrychowicz and seconded by Mr. Lee to accept the operating budget, account balances and reconciliations in the August 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. Fitts - absent

Motion passed unanimously.

Bills for Payment -

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

Roll Call:

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

Motion passed.

Director & Staff Reports:

- Mr. Hadelier reviewed a few additional items not included in the packet:
 - Request to host a community event – We were approached by a Mahwah resident asking about using the library parking lot for a community spirit day in late September. After discussing the request with Ms. Clarkin, we did not feel that the library was the right fit since we are not yet doing our own programs and lack space required for the event. We politely declined to host the event.
 - Student access to Overdrive eContent collection through Sora app – When the library closed in March, we had signed an agreement allowing Mahwah school students and teachers to

access BCCLS Overdrive eContent collections seamlessly using their eBook app called Sora. It was great for students to access the collection from March through June when the library was closed.

- Because one of the BCCLS committees believes this was in violation of by-laws, the executive board decided to terminate these agreements until they can be reviewed.
 - The schools have been informed we cannot continue to provide the service.
 - We will continue to do what we can for the students since any student who is eligible for a library card can access all the library materials through the library's Libby app.
- Mr. Hadeler reviewed the following items from his report included in the packet:
 - Request for Assistance – We applied for FEMA funds to pay for about \$4,000 of COVID related supplies that were purchased (plexi-glass, cable, disinfectant wipes, hand sanitizer station, wipes, etc.).
 - We are eligible to get 75% of the money spent back from FEMA, 25% of that money back from CARES through Bergen County.
 - We are researching whether we qualify for assistance for the self-check-out machines, to help stop the spread of COVID.
 - On-line newspaper subscriptions – Due to health concerns of potentially transmitting COVID-19 ton newspapers, we suspended our subscriptions to all print newspapers and subscribed to an on-line database, as an alternative. US Major Dailies provides full-text access to the New York Times, Wall Street Journal, Washington Post, Los Angeles Times, and Chicago Tribune.
 - Lower level HVAC controls -The Carrier iVue system that controls the lower level HVAC has been operating erratically: we are not looking to replace it at this time but in the future may look into a system that will control all the HVAC units.
 - New web-site – It is expected the website will be 75% to 80% finished by the September board meeting, at which time, it will be demoed.
 - RFID tagging – We purchased and received 100,000 RFID tags: of those, about 88,000 have been applied to a collection of 130,000 items.

Statistical Reports: The statistical reports for July 2020 were acknowledged.

Committee Reports:

Meet the Candidates Night –

- Mr. Hadeler reported that the committee discussed how the ongoing pandemic and amended Code of Conduct will impact Meet the Candidates Night: the presentation will be on-line due to the Executive Order that restricts the number of people to 25 in attendance.
- The board discussed the event and agreed details will be finalized after August 31st when the number of candidates that are running is known.

Friends of Mahwah Library Report: The Friends have not met recently due to the ongoing health crisis.

Correspondence:

Old Business:

New Business:

Extending the Temporary Amendments to the Code of Conduct –

- Mr. Hadeler stated that in consideration of the ongoing pandemic, and with the health and welfare of library staff, patrons and the larger community, Administration recommends extending the amendments to the Code of Conduct through December.

- The schools are making every effort to prevent the spread by having a morning and afternoon in person and virtual groups: having students come together in the library would defeat the purpose.
- If the extended temporary amendments to the code of conduct are approved, the message to parents will be that the extension addresses the health and safety of the children and the larger community.
 - We will be working hard to communicate the following message: The library is still here to serve you, provide materials, references, on-line services. We are going to do everything to help your children succeed, except provide a place for them to hang out after school.
 - Next Wednesday, the school is having a meeting of the major impacted stakeholders, including the library. Mr. Hadelier stated he is planning to go with Ms. Senedzuk, to hear their plans and relay to that
 - children under fourteen years of age cannot be in the library without a guardian
 - older children cannot stay in the library for more than an hour
 - Social media will also be used to communicate the message.

A *motion* was made by Mr. Wendrychowicz and seconded by Ms. Cassotis to extend the temporary amendments to the Code of Conduct through December 31st. *Motion* passed unanimously.

Trustee Education: Mr. Wendrychowicz reported that BCCLS is offering a virtual webinar on October 1st and October 13th. On October 1st will be Trustee 101, basic information of what it means to be a trustee. On October 13th will be Trustee 201, which will provide more in depth information.

Public Session:

Executive Session:

Upcoming Meeting Dates:

- Wednesday, September 16, 7:30 PM: Board of Trustees regular monthly meeting.
- Tuesday, October 13, 7:30 PM: Meet the Candidates for Mayor
- Tuesday, October 20, 7:30 PM: Meet the Candidates for Town Council.
- Wednesday, October 21, 7:30 PM: Board of Trustees regular monthly meeting.

Adjournment:

A *motion* was made by Mr. Wendrychowicz and seconded by Mr. Lee to adjourn the meeting at 8:30 PM. *Motion* passed unanimously.

Respectfully submitted,

Zoe Cassotis
Secretary