

The Public Library of the Township of Mahwah  
Minutes of the Board of Trustees Meeting  
December 14, 2016

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

**Attendance:**

**Public:**

**Present:**

Mr. Alderisio  
Ms. Clarkin  
Mr. Koster  
Mr. Wendrychowicz  
Mr. Wolf  
Mr. Hadelers  
Mr. Shaver  
Ms. Mercadante

**Absent:**

Mr. Grob  
Mr. Lee  
Mr. Spiech  
Mayor Laforet  
Dr. Schoen

**Pledge of Allegiance**

**Public Comment:**

**Secretary's Report:**

Ms. Clarkin made the following revisions to the November 16, 2016 meeting minutes:

- Personnel - "Mr. Hadelers agreed and added that Ms. Laforme's has retooled all of the printed flyers, . . . ."
- 2017 Preliminary Budget – "Mr. Spiech questioned if the amounts in furniture and fixtures can be taken out of the capital budget."

A motion was made by Ms. Clarkin and seconded by Mr. Wendrychowicz to accept the minutes from the November 16, 2016 as amended. Motion passed unanimously.

**Treasurer's Report:**

- Mr. Wolf reviewed the November 2016 financial reports.
  - The fourth quarter appropriation was received from the Township and the other revenue is as planned.
  - Operating expenses for the month were \$5,000 under budget, with the exception of furniture and fixtures. Year to date expenses are \$82,000 under budget. \$110,000 was transferred to the capital reserve account this year.

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

**Roll Call:**

Mr. Alderisio - yes  
Ms. Clarkin - yes

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

Motion passed.

- The December 2016 bills for payment were reviewed. Mr. Hadelers stated that there will be a second round of bills for payment in December that will include any invoices remaining through the end of the year.

A motion was made by Mr. Wendrychowicz and seconded by Ms. Clarkin to accept the December 2016 bills for payment.

Roll Call:

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

Motion passed.

#### **President's Report:**

#### **Committee Reports:**

#### 2017 Draft Budget

- Mr. Hadelers presented a revised 2017 draft budget with updated employee medical costs that were recently received from the Township, medical insurance is increasing 20% next year. The board discussed the increase and were perplexed that the library's expense is apparently increasing at a greater percentage rate than the Town's. This is of particular concern since the plan selected for the library was developed to be more cost effective.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Wolf to approve the 2017 draft budget as presented.

Roll Call:

Mr. Alderisio - yes  
Ms. Clarkin - yes  
Mr. Grob - absent

Mr. Koster - yes  
Mr. Lee - absent  
Mr. Spiech - absent  
Mr. Wendrychowicz - yes  
Mr. Wolf – yes  
Mayor Laforet – absent  
Dr. Schoen - absent

Motion passed.

## **Director's Report:**

### BCCLS

- Mr. Hadel reported that much of his time this month has been spent working on BCCLS business for next year. He had several meetings this month; one to discuss a library that is in non-compliance with the by-laws, a meeting with a task force that is working on how BCCLS bills libraries, a meeting to with the strategic planning task force and a meeting to set up the seventeen BCCLS task forces/committees for the year.

### Library Operations

- Mr. Hadel reported that he is working with Paul to coordinate and improve our volunteer program, which has historically done a poor job of recruiting, training, managing and recognizing volunteers.
- Mr. Hadel stated that he met with Joy to discuss having the website re-designed and the scope of work that a web-developer would do in preparation for getting quotes. We need our website to be able to scale down since 60% of people open library emails on their phone and 30% of our web traffic is via phone or tablet.

### Capital Projects

- Quiet Study Rooms – Mr. Hadel reported that he received the final set of plans for the quiet study rooms and anticipates going out for public bid in early January. We are moving the collections in preparation for the quiet study rooms and for a reading area by the windows at the south end of the building.
- CCTV Security Camera Upgrade – Mr. Hadel reported that he continues to work with the ESCNJ security camera vendor. He requested a breakdown of equipment, software and installation costs. If this is not received, he may look for another vendor.

**Monthly Statistical Reports:** Mr. Hadel reported that we continue to see a decline in circulation along with other libraries across BCCLS, next month's packet will include a report of all BCCLS statistics for the year. Mr. Hadel stated that people are still coming into the library but they are not borrowing as they did in the past. He is hopeful that the quiet study rooms will continue to bring people into the library. Additionally, in January we will advertise for a technology assistant and we will be sending out a post card to market newer services.

### **Old Business:**

Valley Hospital Health Program: Mr. Hadel reported that the program scheduled in March for parents of children with Down Syndrome are proposing a registration fee for attendees of \$25 per person to cover expenses, they reported that they are not making a profit.

A motion was made by Mr. Wendrychowicz and seconded by Ms. Clarkin to approve the request to allow Valley Hospital to charge attendees a registration fee for their program in March with the understanding that they are not making a profit. Motion passed, all were in favor except for Mr. Wolf who was opposed.

**New Business:**

Mr. Wendrychowicz reported that he received a list of libraries in Bergen County that have Friends of the Library groups, including their activities and the money raised. He pointed out that they work hard for the money that is raised.

**Trustee Education:**

- Mr. Koster reported that he and Mr. Wendrychowicz attended the Chamber of Commerce holiday luncheon, Patricia Langdale of Boiling Springs Savings Bank was honored for her work in the community.
- Mr. Wendrychowicz reported that he attended a workshop at the Teaneck library on long range strategic planning, it was presented in a way to make it easy for libraries to follow. The speaker Leslie Berger did an excellent job of explaining the role of trustees and he encouraged everyone to attend upcoming workshops to stay informed.

**Adjournment:**

A motion was made by Mr. Wolf and seconded by Mr. Alderisio to adjourn the meeting at 8:47 PM. Motion passed unanimously.

**Upcoming Meeting Dates:**

The next regular monthly meeting will be held on Wednesday, January 18, 2017.

Respectfully submitted,

Angela Clarkin  
Secretary