

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

Call to Order: Mr. Wendrychowicz, President, called the regular monthly meeting to order at 7:30 PM.

In compliance 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. Cassotis
Ms. Clarkin
Mr. Grob
Mr. Koster
Mr. Lee
Mr. Orlich
Mayor Roth
Mr. Wendrychowicz
Mr. Wolf
Mr. Hadelers
Ms. Mercadante

Absent:

Dr. Schoen

Pledge of Allegiance

Public Present: Robert Ferguson

Public Comment:

A motion was made by Mr. Wolf and seconded by Mr. Grob to go into public session at 7:31 PM. Motion passed unanimously.

A motion was made by Mr. Wolf and seconded by Mr. Grob to close the public session at 7:31 PM. Motion passed unanimously.

Secretary's Report:

A motion was made by Ms. Clarkin and seconded by Mr. Lee to accept the minutes from the November 20, 2019 regular meeting minutes as presented. Motion passed.

Treasurer's Report:

Financial Reports

- Mr. Hadelers reported the 2019 library finances will be roughly close to budget. He explained there are two batches of bill payments in December: one batch prepared and available for the evening's board meeting and a second batch for bills received through December 30th, to be paid out of this fiscal year's budget. The \$35,000 in the packet covers the majority of the operating expense bills through the end of the year. The \$35,000 on page 18 is the final and only payment out of capital to Lime Energy.
- The board discussed the following about the operating and capital budgets:
 - Mr. Roth asked if revenue matched expenses for the year. Mr. Hadelers responded that revenue and expenses closely matched with the \$50,000 transfer to the capital fund.

- Mr. Roth stated his discomfort with transferring funds into the capital account without a specified purpose. Mr. Hadelers responded the strategic plan identifies proposed purposes. Mr. Roth stated that the strategic plan is a vision in the future, rather than a justification to set aside excess operating dollars.

Mr. Hadelers explained that the strategic plan includes designated capital projects approved by the board, such as

- replacing
 - the telephone system
 - the HVAC system
 - existing lighting with energy-efficient LEDs
 - the duct work in the Winter Room
 - the entrance doors
- repaving the driveway

Mr. Roth stated he felt the capital plan should specify a yearly project breakdown and specified funding source. Mr. Hadelers explained that a yearly list of projects with cost projections is included on the last page of the strategic plan.

- Mr. Orlich stated he believes the Mayor was requesting a capital projects list (correlated to the strategic plan) showing project funding timeline, with separate project-specific capital budgets to be tracked monthly. Mr. Hadelers agreed that Library capital expenditures reports could be improved, to include the budget and spend for active projects in the monthly financials.
- Mr. Roth stated that surplus funds should be returned to the township for property tax relief. Mr. Hadelers responded that the transfer to capital is something that the board reviews carefully each year: if the board decides not to transfer the money into the capital fund, it would be considered surplus and may be returned to the township, as required by law. Mr. Wolf reminded everyone any funds transferred to capital must be supported by a strategic plan. Mr. Hadelers confirmed a capital fund is not allowed if it is not supported by a strategic plan.
- Ms. Clarkin questioned if money goes back to the Township from the board of education and the town council. Mr. Hadelers stated that the provision only applies to libraries.
- Mr. Orlich asked if the capital budget in the strategic plan is reviewed annually. If the capital fund balance is \$430,000, the Board should evaluate it with respect to upcoming projects. Mr. Hadelers responded that the capital projects are outlined in the strategic plan and reviewed annually. In 2019, the library completed renovations to the children's room, installation of new rooftop HVAC units, installation of energy-efficient LED lights and a new telephone system.

Typically, approved projects not completed in one year are carried over to the next year. Mr. Hadelers reminded the Board that it is prudent to plan for emergencies and unanticipated repairs to be funded from the capital reserve, such as \$25,000 required to repair leaks in the bump out over the five window seats facing Ridge Road.

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

Roll Call:

Ms. Cassotis – yes
Ms. Clarkin - yes
Mr. Grob - yes
Mr. Koster - yes
Mr. Lee – yes
Mr. Orlich - abstain
Mayor Roth - yes

Mr. Wendrychowicz - yes
Mr. Wolf – yes
Dr. Schoen - absent

Motion passed unanimously.

Bills for Payment –

A motion was made by Ms. Clarkin and seconded by Mr. Wolf to approve the December 2019 Bills for Payment.

Roll Call:

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

Motion passed unanimously.

Director's & Staff Reports:

Mr. Hadelер highlighted the following from his report.

Personnel Issues – Mr. Hadelер stated that due to Ms. Gilbert's resignation, we should act with urgency on the personnel issues discussed in November.

- Mr. Hadelер reported that he spoke at length with Ms. Gilbert about her decision to leave the Library. She prefers to work more directly with children, having accepted a position as head of the children's department in Bergenfield.
- Mr. Hadelер reviewed proposed changes to the organizational structure, including integrating children's and teen services into a single youth services department. Mr. Hadelер stated if the board does not approve the proposed restructuring, he will recruit another supervising librarian. Mr. Lee questioned if there are any internal candidates. Mr. Hadelер responded one person expressed interest.
- Mr. Hadelер stated that we have been successful at identifying, cultivating and mentoring good employees. He stated that some people realize they do not want to pursue a career in library administration after serving as a supervising librarian or assistant director.
- Mr. Orlich questioned if the proposed intern is a paid or unpaid internship. Mr. Hadelер stated that it is an unpaid internship: they met with the gentleman on Friday. Mr. Orlich asked if he lived locally since the candidate is attending school in Georgia. Mr. Hadelер responded that the candidate is local and most library school programs are conducted on-line. The candidate has worked in libraries in Rockland County for several years and decided to go back to get his Master's degree.

Capital Projects – Telephone System

- Mr. Wendrychowicz asked about the progress of the telephone system installation. Mr. Hadelер reported that the telephone system is done: the new phone service provider, Ringleader, has been a

very good partner. Testing had been conducted over the past week, with training scheduled for the next day. The old system will be taken down by the end of the week.

Community Relations and Outreach

- Mr. Grob reported that Bob and Diane Adler from the museum expressed their great appreciation for all the help they received with the train display. Mr. Hadelers stated that they were very nice people and super to work with.

Computers & Technology

- Mr. Orlich stated that he wanted to understand the patron fax payment process. Mr. Hadelers stated the process will be the same as photocopier process, with the computer is attached to a coin box. The coin box is locked: every morning when the bookkeeper is on-site, cash from photocopies and computer print outs is taken out and deposited as income, which is noted as a budget line item.

Monthly Statistical Reports:

The statistical reports were acknowledged.

- Mr. Wendrychowicz reported that we were open one additional day over last year and came out strong, with a 4% increase over last year. He asked whether it was normal to spend \$10,000 on programs on the previous month but \$7,000 in the current month. Mr. Hadelers stated that this spend pattern is typical: our big program months are October, November and December and then in January: programs taper off by April and May.

Committee Reports:

Friends Report:

New Business:

2020 Draft Budget – Mr. Wendrychowicz stated that this is the second reading of the 2020 draft budget. Mr. Hadelers reported that there were minimal changes from last month and highlighted the following:

- On the revenue side, as discussed last month, overdue fines were reduced and a line item was added for passport processing.
- On the expense side, the payroll was reduced by about \$30,000. Mayor Roth questioned how payroll was reduced. Mr. Hadelers explained the first draft of the budget included open, projected positions: however, one of those positions will not be filled. In addition, minor adjustments were made.
- The reduction of about \$11,000 to the town for medical benefit payment, based on actual medical premiums, constituted a big change.
- Staff involved in collection management suggested slight reductions to some of the materials line items.
- Programs were increased slightly, based on strategic plan increase in programming in the coming years.
- As discussed last month, line items covering computer hardware, furniture and fixtures were reduced dramatically, since they would come out of capital.
- Building and grounds was changed slightly: the transfer to capital is \$84,065.
- Mr. Orlich reviewed an email he sent to the Board the previous evening, comparing personnel costs in previous years based on previous audits.
 - He was concerned a 70% allocation of the operating budget for staffing would not leave sufficient funds to cover an emergency. Mr. Hadelers responded an emergency would be

covered in one of two ways: an emergency with the physical plant would be covered as a capital project; or, if we have an unexpected reduction in income and need to close or reduce staff, we have the unemployment reserve account. Most other expenses experienced in the past would not rise to the level of an emergency and would come from the operating account.

- Mr. Orlich stated the ratio of total expenses is 10% higher than the average. Mr. Hadelar stated that you cannot use the total because that includes capital projects.

For example, in 2010, expenses totaled \$3.7 million, which included over \$1 million in capital projects. Mr. Wolf stated the ratio staffing expense to the operating expense should be prepared when working on the strategic plan, while looking to maintain staffing to under 70% and keeping collections around 12.5%. Mr. Ferguson questioned if the staffing percentage can be validated against a BCCLS benchmark. Mr. Hadelar will report back to the board in January with information from BCCLS. One metric is the average for all libraries, which may include libraries who do not pay their own medical insurance or pension contributions. Mr. Wolf stated that the exact exercise was conducted about four or five years earlier, indicating we were in the middle. Mr. Hadelar stated that he will provide

- number of FTE every year
- the average cost of FTE each year
- a breakdown of personnel costs by salaries and benefits (which had some big swings through the years)

- Mr. Hadelar stated in the packet, on page 31 in the actual budget, the following was noted:
 - \$1,250.00 in gross payroll
 - \$168,000 in medical benefits
 - \$364,414 the total benefit expense

Mayor Roth asked about the increase in salaries year over year. Mr. Hadelar explained that our 2019 base salary was \$1,062,000:

- an average 3.5% increase adds \$37,000
- opening on Sundays year round adds \$8,000
- hiring a full-time youth services manager and an adult services manager adds \$140,000 (\$70,000 each)

- Mayor Roth questioned the raises and associated percentages. Mr. Hadelar responded that increases averaged 3.5%, but employee raises are based solely on individual performance evaluations. Mr. Hadelar reminded the Board there were many years that the staff received either a minimal or no increase. Mayor stated that he does not question the quality or quantity of the labor but struggles with a 3.5% increase while the state caps towns at 2%, with some provisions for exceptions. Ms. Clarkin questioned what is allowed outside the 2% cap because the budget goes up much more than 2% yearly and if the pension is outside the 2% cap, which does not apply to the library. She stated that library employees do not get overtime.
- Mr. Hadelar stated that as we lose staff, it has been difficult to recruit good management level candidates over the past 5 or 6 years. Labor competition is much fiercer now and our salaries may not be commensurate with the industry and associated responsibilities: we may be slightly underpaying people for similar jobs in other libraries. He reported other libraries are advertising similar positions at a similar rate. Mr. Ferguson stated that when you hire someone good, they expect raises or they leave and a 3.5% raise in business is reasonable. Ms. Cassotis agreed.
- Mr. Ferguson questioned the increase in electronic purchases is due to volume or pricing. Mr. Hadelar stated that the increase is due to pricing: we would like to ramp up volume to meet demand but we are being pressed by the publishers and content creators since the cost is three times that of a traditional book.

A motion was made by Mr. Wolf and seconded by Mr. Lee to accept the revised 2020 draft budget as presented.

Roll Call:

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

Motion passed unanimously.

Organization restructure:

- Mr. Ferguson asked for an overview of how the changes will affect patron experience in the children’s room. Mr. Hadelers responded that he expects that patron experience will improve with a new youth services manager in these key ways:
 - A much higher level of communication, coordination and collaboration of programs and services between the teen and children’s departments, serving children from birth through eighteen years old.
 - A single one department working seamlessly to maximize the use of resources, including rooms and space. The library assistants in both departments will be cross trained and will be able to work at either service desk, it will result in better staffing levels without increasing staff.
 - We will be able to do more with outreach by having one point of contact for all youth services across the community.
- Mr. Ferguson questioned the difference between circulation manager and a lending service manager. Mr. Hadelers explained it is a title change: circulation is an outdated term while lending services is more representative of the person’s duties. Also, the lending services manager reports directly to the director.

A motion was made by Mr. Lee and seconded by Mr. Koster to approve the proposed organization restructure.

Roll Call:

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

Motion passed unanimously.

HVAC routine maintenance and repair service for 2020 – Mr. Wendrychowicz questioned if the HVAC maintenance includes cleaning the duct work. It does not. Mr. Hadelier replied that the HVAC has never been cleaned before. We have priced the work several times in the past: two years ago, the lowest price from a vendor specializing in HVAC duct work cleaning was about \$12,000 to \$15,000.

Mr. Hadelier reported that Reiner did not respond in time. Armistead Mechanical, from Waldwick, provided a quote for routine maintenance of \$ 5,500 for the year, plus condenser coil cleaning for \$442.50 per unit, or \$1,780 for all nine units.

A motion was by Mr. Koster and seconded by Mr. Lee to accept Armistead Mechanical's proposal for routine maintenance of \$5,500 for the year and performing the coil cleaning for \$442.50 per unit as needed.

Roll Call:

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

Motion passed unanimously.

A motion was by Mayor Roth and seconded by Ms. Cassotis to amend the motion to accept Armistead Mechanical quote for annual service to include the coil cleaning on all nine units for a total of \$1,780.

Roll Call:

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

Motion passed unanimously.

Cleaning and janitorial services for 2020 – Resolution 2019-013 for authorizing the award of a non-fair and open contract for janitorial and interior cleaning services from January 1 through December 31, 2020 to Amava Janitorial of Mahwah, NJ for \$27,120 plus window cleaning, Option A, for \$820.

Mr. Hadelер noted that we have been very satisfied with the service that Amava Janitorial Inc. who is our current provider and that the proposal includes cleaning on Sundays during July and August, the additional summer hours.

A motion was by Mr. Wolf and seconded by Ms. Cassotis to approve Resolution 2019-013 authorizing the award of non-fair and open contract for janitorial and interior cleaning service to Amava Janitorial Inc. for service from January 1 through December 31, 2020 for a cost of \$27,120 plus Option A, \$820 for the window cleaning.

Roll Call:

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

Motion passed unanimously.

Request for leave of absence – Mr. Hadelер presented an employee’s request for a leave of absence for the month of January. Mr. Hadelер stated since the employee is part-time, there is no accrued time off so the time away is a leave of absence, as per library policy.

A motion was made by Mr. Koster and seconded by Mr. Grob to approve the part-time employee’s request for a leave of absence during the month of January. Motion passed unanimously.

Cash flow forecast – Mr. Hadelер presented a cash flow forecast to determine if there is enough money in the operating account to get us through February if we transfer the last \$50,000 into capital. If we do not receive the first quarter appropriation in mid-February, there may be a deficit in the operating account.

A motion was made by Mr. Koster and seconded by Mr. Grob to transfer the \$50,000 from the operating reserve account to the capital reserve account and address the deficit in the operating account as needed.

Roll Call:

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

Motion passed unanimously.

Trustee Education:

Mr. Wendrychowicz reported that the Mahwah library hosted the latest BCCLS trustee training. He handed out the packet of information distributed at the workshop. The program was well received and Mayor Roth was the first mayor to attend. Mr. Wendrychowicz reminded the trustees of the staff holiday party the following day at 1 pm. Mr. Ferguson questioned if there were any questions about the referendum at the event. Mr. Hadelers stated that one of the presentations was about the referendum, which interested the attendees. Mr. Hadelers stated although not confirmed, he was asked by the NJ Library Association to present at their May conference.

Public Session:

A motion was made by Mr. Wolf and seconded by Mr. Grob to go into public session at 8:47 PM. Motion passed unanimously.

A motion was made by Mr. Wolf and seconded by Mr. Grob to close the public session at 8:47 PM. Motion passed unanimously.

Upcoming Meeting Dates:**Adjournment:**

A motion was made by Mr. Wolf and seconded by Ms. Cassotis to adjourn the meeting at 8:48 PM. Motion passed unanimously.

Respectfully submitted,

Zoe Cassotis
Secretary