

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
December 20, 2017

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

Present:

Mr. Javer
Mr. Koster
Mr. Lee
Mr. Spiech
Mr. Wendrychowicz
Mr. Wolf
Mr. Hadelers
Ms. Gilbert

Absent:

Ms. Clarkin
Mr. Grob
Mayor Laforet

Pledge of Allegiance

Public Present: Janet Ariemma, Eileen Dinice (arrived 7:50 PM)

Public Comment:

A *motion* was made by Mr. Spiech and seconded by Mr. Wendrychowicz at 7:55 PM to go into public session. *Motion* passed unanimously.

Ms. Eileen Dinice stated her name and questioned who appoints the board of trustees of the Library and if trustees are required to be Mahwah residents. Mr. Wolf responded that the Mayor appoints the trustees and they are required to be Mahwah residents. Mr. Wolf questioned if she is interested in becoming a trustee since the board does make recommendations to the Mayor. Ms. Dinice expressed interest in becoming a trustee and stated that she will speak to Mayor Laforet.

Ms. Dinice questioned the \$50,000 that was moved to the capital reserve account and if it will be used for the HVAC. Mr. Wolf explained that money transferred into the capital reserve account is used to fund the long term capital maintenance of the building, one of which is the HVAC as well as other objectives and projects identified in the current strategic plan that we want to accomplish over the next three to five years. The purpose of reserving funds for specified capital projects in the strategic plan is to ensure that the 1/3 mill appropriation, received from property tax that the Town collects is used for both operating and capital expenses. At the end of the current strategic plan projections show that the balance of the capital fund will be close to zero, for this reason when there are additional funds in the operating fund they are moved to the capital fund. Mr. Spiech explained that we cannot arbitrarily move money around, there is a format that is mandated by the state that specifies how much we can allow to go to the capital fund.

Mr. Hadelers stated that in addition to HVAC the capital funds are used for projects such as the teen room renovation in 2013 and 2014, the quiet study rooms that were renovated this year, the new carpet that was installed in 2012 and the roof replacement. Ms. Denise questioned the RFID project. Mr. Wolf stated that RFID is a project that is included in the current strategic plan, it involves placing chips in the books that will allow you to scan them more efficiently through self-checkout, the plan is that staff will be re-directed to focus on customer service and away from mundane tasks. Mr. Hadelers explained that the current strategic plan that runs through the end of next year is available on our website, it was developed based on a community survey taken in 2015 and includes the RFID self-check-out and the addition of thematic elements in the children's department.

A motion was made by Mr. Spiech and seconded by Mr. Wendrychowicz at 8:00 PM to end the public session. Motion passed unanimously.

Secretary's Report:

A motion was made by Mr. Koster and seconded by Ms. Javer to accept the minutes of the regular monthly meeting on November 15, 2017. Motion passed unanimously.

President's Report:

Committee Reports:

Treasurer's Report:

Mr. Wolf reviewed the November 2017 Treasurer's Report.

- The municipal appropriation was received in December, showing in transit on the bank reconciliation.
- Year to date we are about \$10,000 ahead of budget on the income lines.
- For the month on the expense side, payroll is still trending down and library materials is under budget \$7,000 and year to date the line is down \$37,000. Mr. Hadelers stated that early next year he will meet with staff responsible for purchasing materials to be aggressive with collection development, purchase the latest and greatest and the latest and greatest two years ago.
- For the month overall expenses are under budget \$ 16,000 driven by library materials and payroll. Year to date expenses are \$156,000 under budget again mostly due to payroll and library materials which allowed us to transfer an additional \$100,000 to the capital budget this year.

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

Roll Call:

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

Motion passed

Mr. Wolf questioned the Faronics and CDW-G purchases. Mr. Hadelers stated that Faronics is the security software we use to lock down all the computers, any change that are made will be wiped out when the computer is re-started. We spent just under \$1,500 to move 10 computers off the BCCLS network and purchase the licenses with a small recurring annual fee. The CDW-G purchase of \$4,800 under the capital expenditures was for five new staff computers, one more computer will probably be purchased.

A motion was made by Mr. Lee and seconded by Ms. Javer to approve the December 2017 Bills for Payment.

Roll Call:

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

Motion passed.

2018 Revised Draft Budget:

- Mr. Wendrychowicz reported that the cost for employee health benefits next year will be \$154,000 based on previous claims. Mr. Spiech questioned if it the cost is reasonable and if there has been any feedback from staff. Mr. Hadelers responded that staff have not complained and coverage is better than satisfactory. Mr. Hadelers stated that he met with Quentin Weist to review the medical insurance costs. In comparison to the cost of the town plan and the popular state Direct 10 plan, the library's plan is still significantly less expensive and the commercial market is likely to be even higher.
- Mr. Wendrychowicz reported that Mr. Hadelers revised the budget to adjust for the medical insurance costs. Adjustments were made in utilities, programming, adult fiction, none of the cuts are severe and he recommended the revised budget for approval.
- Mr. Wolf asked if there were any questions regarding the budget, he noted that comparisons are budget to budget. The payroll is off \$80,000 as mentioned due to the open positions last year, so we can get to where we need to be next year to be fully staffed. The medical benefits are up \$40,000 as discussed, programming is up \$10,000 which is reasonable, operating expenses are up \$15,000 and professional services is down \$ 7,000 because of the litigation for the quiet study rooms and building & grounds is up \$5,000.
- Ms. Javer questioned if the line for patron revenue is all fines. Mr. Hadelers explained that the line for patron revenue is not only fines but also includes lost items, lost cards, public printing/copying/faxing and paid cards. Ms. Javer questioned if the NJ state aide needs to be allocated or if it is discretionary. Mr. Hadelers responded that state aid is discretionary but the state requires that we report how the money is used, historically we have reported its use for the purchases of materials.

A motion was made by Mr. Spiech and seconded by Mr. Lee to approve the 2018 revised draft budget as presented.

Roll Call:

Ms. Clarkin - absent
Mr. Grob - absent
Ms. Javer - yes
Mr. Koster - yes

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

Motion passed.

Mr. Hadelers stated that last month when it was discussed moving \$50,000 to the capital fund he requested time to do a cash flow analysis to ensure the operating funds will cover expenses in January and February. Based on the analysis there is enough money in the operating reserve account to do the transfer.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Koster to transfer \$50,000 from the Operating Reserve account to the Capital Reserve account.

Roll Call:

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

Motion passed.

Director's Report:

Mr. Hadelers reported that the process for annual evaluations has been much smoother this year due to the changes that were made to the form and the new managers approaching the process differently than was done in the past.

Mr. Hadelers reported that this week most of the staff computers were moved off of the BCCLS network and onto our network.

Mr. Wolf questioned who is the notary at the library. Mr. Hadelers stated that there are two notaries on staff, Darlene Mercadante and Alexander Bickel, notary service is available from 10 AM to 5 PM during the week.

Mr. Wolf questioned the use of the rooms for the Valley Medical programs and if we know if the programs will shift to their new facility when it opens. Mr. Hadelers reported that from early discussions they plan to continue to work with us to coordinate health programs for the community after their new building opens.

Staff Reports:

Wireless Hot Spots - Ms. Gilbert showed the board one of the five hot spots available for borrowing, the hot spots that are available are all being used as well as the kindles and the go pro camera. Ms. Javer

questioned what is the expected life span for the hot spots before they need to be replaced. Mr. Hadelers reported that if and when the hot spots need to be replaced the cost for a device is minimal since they are made available through a donation and grant program called Tech Soup. The five hot spots cost \$50 each and the total cost for cellular service is about \$600.

Statistical Reports:

The November 2017 statistical reports were reviewed and acknowledged.

Old Business:

New Business:

2018 Cleaning and Janitorial Service – Mr. Hadelers reported that we received two cleaning service quotes in response to the RFQ that was sent out in November, one from Z & C Cleaning Service, LLC, the company that currently cleans the building, and another from AMAVA Janitorial located in Mahwah. AMAVA Janitorial provided the lowest responsive quote for a total annual cost of \$ 26,400. Mr. Hadelers reported that their references were checked and responded that there were no reservations with the service they provide.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Wolf to approve Resolution # 2017-13 to award the annual cleaning contract to AMAVA 5 Inc. for cleaning and janitorial services from January 1 through December 31, 2018 for a total cost of \$ 26,400 plus the additional window cleaning option at a cost of \$480 with the option of the board to extend the contract for 12 additional months.

Roll Call:

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

Motion passed.

Staff Copier and Printer – Mr. Hadelers reported that we purchased three networked copiers in December 2011, the largest unit is approaching the end of its useful life, requiring constant service. We reached out to Sharp, based in Montvale, and Konica Minolta, based in Ramsey, and asked for quotes for competing units that would be faster, more reliable and more cost effective than our current staff machine. Based on anticipated use next year our current machine Sharp MX-3610 will cost \$5,010. The recommended new machines were quoted as follows, the lease price for a new Sharp MX-5070 will cost \$7,700.24, the lease price for a new Konica Minolta C558 will cost \$6,671.36. Based on the higher speed, improved user interface and functionality, and lower costs, Mr. Hadelers recommends replacing the aging Sharp MX3610 with a Konica Minolta Bizhub C5518 leased for 48 months under ESCNJ.

Mr. Spiech questioned what the existing cost will be for the two Sharp machines that we will continue to use. Mr. Hadelers explained that the \$1,800 bill from Sharp is mostly for copies made on the staff machine and will be minimal for the remaining two machines.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Lee to approve the lease of the new Konica Minolta Bizhub C558 for the office copier.

Roll Call:

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

Motion passed.

Trustee Education:

Mr. Wendrychowicz reported that he received an email regarding the Johnson Bill, which allows communities to vote on the library millage is already saying that we are now in a lame duck. The only issue will be if Governor Christie vetoes the legislation since it is permissive legislation, meaning individual communities are allowed to vote on it. The Johnson Bill states that the requirement, to place the question on the ballot to increase the 1/3 mill funding for the library, is to get signatures of 15% of the registered voters. If it is voted up it lasts for ten years and if it is voted down it cannot be brought up for three years. Mr. Wendrychowicz stated that the next issue that he will be supporting will be for libraries to develop strategic plans.

Upcoming Meeting Dates:

The next regular monthly meetings will be held on Wednesday, January 17, 2018 at 7:30 PM and Wednesday, February 21, 2018.

Adjournment:

A motion was made by Mr. Spiech and seconded by Mr. Wendrychowicz to adjourn the meeting at 8:33 PM. Motion passed.

Respectfully submitted,

Mr. Lee
Vice President