

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
February 15, 2017

Call to Order: Mr. Lee, President, called the meeting to order at 8:12 PM.

Present:

Ms. Clarkin
Mr. Grob
Mr. Lee
Mr. Wendrychowicz
Mr. Wolf
Mr. Hadelers
Ms. Mercadante
Mr. Shaver

Absent:

Mr. Alderisio
Mr. Koster
Mr. Spiech
Mayor Laforet
Dr. Schoen

Pledge of Allegiance

Public Comment:

Secretary's Report:

A motion was made by Mr. Wendrychowicz and seconded by Mr. Grob to accept the minutes from the January 18, 2017 monthly meeting. Motion passed unanimously.

President's Report:

Treasurer's Report:

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

- On the revenue side, \$3,500 was received in income, mostly from overdue fines. A BCCLS payment of \$3,000 for reciprocal borrowing was received and will be recorded in February.
- Expenses were low in January as expected. Mr. Hadelers noted that the employee flexible spending accounts are fully funded by at the beginning of the year but reimbursed by employees through payroll deductions during the course of the year.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Grob to accept the January 2017 Treasurer's Report. Motion passed unanimously.

Roll Call:

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

Motion passed.

Mr. Wolf reported that the \$26,000 payment to BCCLS is for the first half the year. Mr. Hadelar explained that the total BCCLS bill for the year is \$52,000, this is the first of two payments. A second payment will be made in April or May. The \$3000 check received is for being a net lender in BCCLS.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Lee to approve the February 2017 Bills for Payment.

Roll Call:

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

Motion passed.

Director's Report:

- Mr. Hadelar reported that he has been busy with BCCLS meetings this month, in addition to the BCCLS Billing Committee he is working with the BCCLS By-Law Committee and the Executive Board Finance Committee.
- Ms. Clarkin questioned if the changes to the BCCLS billing structure will be more economical. Mr. Hadelar replied that the billing task force is focusing on making the billing structure more equitable among the member libraries by basing it on relevant metrics, including the 1/3 of a mill, population served, number of items in the catalog, number of computers, etc., rather than the existing antiquated formula which looks primarily at the number of "productivity shares."

Committee Reports:

Nominating Committee – Mr. Lee reported that he has asked Mr. Koster and Ms. Clarkin to be on the nominating committee in preparation for the annual meeting next month. Ms. Clarkin has agreed and he is waiting to hear back from Mr. Koster.

Buildings & Grounds:

Monthly Statistical Reports: The January 2017 statistical reports were acknowledged. Mr. Hadelar noted that there are corrections to the January 2017 report that will be included in next month's packet. Mr. Lee stated that the annual statistical report is worthy of discussion and will be tabled until the March meeting.

Old Business:

New Business:

- Compliance with BCCLS By-Laws - Mr. Hadelers presented the BCCLS certification agreement certifying that Mahwah is in compliance with BCCLS Bylaws, it was signed by Mr. Hadelers and Mr. Lee.
- Revised capital projects projection – Mr. Hadelers explained the revised capital projects projection shows that we are spending \$305,000 in 2017 and their completion will be dependent on him having enough time to get them done.
 - Mr. Hadelers noted on page 30 of the packet, the construction costs for the quiet study rooms went from \$80,000 to \$165,000 however; we will need to see what the bids come back at.
 - The second revision is to the CCTV upgrade, which was initially estimated at \$15,000 and has been changed to \$65,000 based on the proposal included in the board packet.
 - Mr. Hadelers stated that the children’s room project by take longer to complete due to the design elements that are involved.
 - Ms. Clarkin questioned if we could get grants to help fund some of the capital projects. Mr. Hadelers explained that it may be possible to get corporate sponsors for the children’s room project but it is unlikely that sponsors would be willing to fund any of the other projects.
 - Mr. Hadelers stated that the board will need to consider at some point in the future the degree of access to the CCTV system that law enforcement agencies will be permitted and remain in compliance with NJ library law that protects patron privacy as is relates to borrowing records.
- Proposal for security cameras - Mr. Hadelers reviewed the security camera proposal; he pointed out the location and scope of the exterior and interior cameras. The equipment includes new 4 & 5 megapixel cameras, Cat6 cabling, Cisco Meraki network switch and server, plus engineering and management fees. The cost is \$60,000 plus a server and networking that will total about \$70,000. Mr. Hadelers stated that the proposed system is the upper tier of what is available; the company is the ESCNJ vendor so we would not need to go out for public bid.
 - Mr. Wolf questioned what the value of the system is to the library. The board discussed that the purpose is to protect the liability of the library.
 - Mr. Wolf stated that he would like to see another bid for comparison and all agreed.
 - Mr. Wendrychowicz recommended that we check the company’s references.
 - Mr. Hadelers stated that he could reach out to companies that we have dealt with for similar work in the past to find out if they do CCTV work and get a proposal from them.
 - No action taken.

Trustee Education:

Upcoming Meeting Dates:

The next regular monthly meeting will be held on Wednesday, March 15, 2017 at 7:30 PM.

Executive Session:

A motion was made by Mr. Wendrychowicz and seconded by Mr. Grob to go into executive session at 9:00 PM to discuss Mr. Hadelers’s annual evaluation. Motion passed unanimously.

A motion was made by Ms. Clarkin and seconded by Mr. Wendrychowicz to come out of executive session at 9:20. Motion passed unanimously.

No further action taken.

Adjournment:

A motion was made by Mr. Lee and seconded by Ms. Clarkin to adjourn the meeting at 9:20pm.

Respectfully submitted,

Angela Clarkin
Secretary