

The Public Library of the Township of Mahwah  
Minutes of the Board of Trustees Meeting  
February 17, 2016

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

**Present:**

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

**Absent:**

Mayor Laforet  
Dr. Schoen

**Pledge of Allegiance**

**Public Comment:**

**Secretary's Report:**

A motion was made by Mr. Wendrychowicz and seconded by Ms. Clarkin to accept the minutes from the January 20, 2016 monthly meeting as presented. Motion passed unanimously.

**President's Report:**

**Treasurer's Report:**

Mr. Wolf reviewed the January 2016 Treasurer's Report and highlighted the following;

- Total revenue for the month was small, the first quarterly appropriation payment from the Township is expected in February. Mr. Hadelers explained that miscellaneous revenue includes money received back from BCCLS for reciprocal borrowing and percentage back from the vending machines.
- Total expenses for the month were under budget for January and are expected to even out over the next few months.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Wolf to accept the January 2016 Treasurer's Report. Motion passed unanimously.

**Roll Call:**

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

Dr. Schoen - absent

Motion passed.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Spiech to approve the January 2016 Bills for Payment.

Roll Call:

Mr. Alderisio - yes

Ms. Clarkin - yes

Mr. Grob - 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 highlighted the following items from his report.

#### Personnel

- Mr. Hadelers reported that over the past few weeks much of his time has been spent with training Paul Shaver, the new supervising librarian, and also with Lori Milach, the children's manager, interviewing candidates for three vacancies in the Children's department: one full-time library assistant, one twenty hour a week and one every other Sunday position. A total of about 50 applicants responded to the advertised positions and from those applicants the initial interviews were completed.
- Mr. Hadelers reported that Caitlin Siciliano, teen assistant, will be interning with the Library as part of her coursework for her MLS degree. The 150-hour internship will be divided equally between reference, technical services and the children's department. At the reference desk she will be working with Paul and bringing back Tech Tuesdays, meeting one-on-one with people to help them with getting their tablets and devices set up with eBooks, the sessions are by appointment only and are already booked through March. She will also help with processing new books, and performing story times in the children's room.
- Mr. Hadelers confirmed that Barbara Schuldiner is retiring, her last day is February 29<sup>th</sup>. Barbara has been a full-time library assistant for 13 years and will be missed by staff and patrons greatly. Mr. Wendrychowicz agreed that Ms. Schuldiner is always pleasant and will be missed by all. Mr. Hadelers stated that her position will be re-filled.

#### Library Operations

- Mr. Hadelers reported that for the past few days he was taking the adult public computers off the BCCLS network and reconfiguring them. We can now integrate the adult and teen computers, so they are using the same reservation and printing system.
- Mr. Lee asked about the new digital signage system. Mr. Hadelers explained that the monitors around the building are run off one computer using PowerPoint. While it works, there is very limited control over scheduling information, or scheduling department-specific information around the building. Mr. Hadelers is looking for new software will allow for greater control, including the

ability to schedule displays in advance, scheduling different information on different displays, and the ability for staff in each department to load and schedule information.

#### Community Outreach & Partnerships

- ESL - Mr. Hadelers reported that Denise Laude was successful in getting the ESL program up and running and it has been well received. There are about twelve volunteers that have completed their training through the Literacy Volunteers of Pascack Valley and Denise has begun to assign tutors to students. Based on his background and experience with ESL, Paul Shaver started over coordinating the program in February.

#### **Committee Reports:**

Nominating Committee – Mr. Lee reported that Mr. Spiech and Mr. Grob have accepted the invitation to serve on the nominating committee for the election of officers in preparation for the annual meeting next month.

Strategic Planning Committee – Mr. Hadelers reported that the Strategic Plan for 2016 – 2019 will be drafted and presented to the board.

#### **Buildings & Grounds:**

**Monthly Statistical Reports:** The January 2016 statistical reports were acknowledged.

- Mr. Hadelers reported that this January overall circulation dropped by 4%, a mix of being down in several areas, on-line services continues to increase. Mr. Hadelers noted that there will be a change in the reference statistics for the teen and children's departments, reference questions are now being recorded more accurately than in the past. Program attendance is up, teen programming takes place mostly after school and children's programs occur in the mornings, afternoons, evenings and on Saturdays. The early literary program was re-formatted this year and is now being led by a certified teacher and the parent's response has been very positive.
- Mr. Hadelers explained that there are few new data points that started in January, including Tutor.com and Mango Language sessions and new statistics for the ESL program, the total number of sessions and contact hours. Ms. Clarkin questioned if you need to be a Mahwah resident to be take part in the ESL program. Mr. Hadelers confirmed that our ESL program is currently limited to Mahwah residents.

#### **Old Business:**

- Mr. Lee questioned if Mr. Hadelers and Ms. Milach met with the schools about Tutor.com. Mr. Hadelers reported that they did meet with one of the elementary schools and he individually met with one of the middle schools and high school. They have all responded very positively and are pushing the information out to their communities.
- Mr. Hadelers explained that he has started to advertise Tutor.com and Zinio on Facebook now that we can use the procurement card for payment.

#### **New Business:**

**Trustee Education:** Mr. Lee questioned if we are maintaining the required trustee education hours. Mr. Hadelers noted that in the past BCCLS would supplement the various conference and programs with monthly updates. He will contact the Committee chair to see if this will continue. Mr. Hadelers thought that we will need to scope out our own trustee education material this year. Mr. Wendrychowicz noted that there is a

trustee education webinar available through the state library, though it is the same as offered in previous years.

**Adjournment:**

A *motion* was made by Mr. Lee and seconded by Mr. Wendrychowicz to adjourn the meeting at 8:09 PM.

Respectfully submitted,

Angela Clarkin  
Secretary