

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
February 21, 2018

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

Mr. Wolf stated that in accordance with the Open Public Meeting Act adequate notice of the meeting has been given to the *Record*, posted in the library and on the library website and filed with the Township Clerk.

Present:

Ms. Clarkin
Mr. Grob
Ms. Javer
Mr. Lee
Mr. Wendrychowicz
Mr. Hadelier
Ms. Gilbert
Ms. Mercadante

Absent:

Mr. Koster
Mr. Spiech
Mayor Laforet
Dr. Schoen

Pledge of Allegiance

Public Present: Janet Ariemma – liason to the Township Council, Eileen Dinice, unknown member of the public

Public Comment:

A motion was made by Mr. Wolf and seconded by Mr. Lee to open public session at 7:37 PM. Motion passed unanimously.

Ms. Ariemma requested that as liason to the council that she be added to the distribution list for notification when meetings are cancelled and rescheduled. Mr. Wolf replied that Ms. Ariemma would be added to the distribution list to receive notifications of meeting cancelations and rescheduling.

A motion was made by Mr. Wendrychowicz and seconded by Ms. Javer to close public session at 7:34 PM. Motion passed unanimously.

A motion was made by Mr. Wolf and seconded by Ms. Clarkin to open public session at 8:09 PM. Three votes for, two votes opposed, one vote abstention. Motion passed.

Ms. Ariemma stated that she had a question about the ESL program. Mr. Wolf requested that Ms. Ariemma discuss any questions about the ESL program with Ms. Gilbert after the meeting, she agreed.

Ms. Dinice thanked the board for the changes that were made, adding the by-laws to the website, posting the meetings on the sign and putting the agenda on the web-site. Ms. Dinice requested more transparency by having the meetings videotaped and posted on the web-site, stating that this would follow what the Board of Education and Town Council are doing. Mr. Wendrychowicz stated that the Board of Education and the Town Council meetings are not videotaping their meetings, people that attend the meetings are recording them making them available on-line.

Ms. Ariemma stated that the Town Council has hired a company to videotape their meetings for the public.

Ms. Clarkin suggested having the same company videotape the Library's meetings. Ms. Ariemma responded that the cameras are being installed in the court room and use of the equipment would require holding the meetings there.

An unknown member of the public had a question about donating volunteer hours. Mr. Wolf requested that she talk to him after the meeting.

Mr. Hadelier requested clarification from the board what they want to have posted for the meetings. Mr. Wolf confirmed that the board agenda should be expanded with no additional attachments.

A motion was made by Mr. Lee and seconded by Ms. Javer to close public session at 8:15 PM. Motion passed unanimously.

Secretary's Report:

A motion was made by Ms. Javer and seconded by Mr. Wendrychowicz to accept the minutes from the January 25, 2017 monthly meeting. Motion passed unanimously.

President's Report:

Treasurer's Report:

Mr. Wendrychowicz reviewed the January 2018 financial reports, stating that being the start of the year January is the easiest month to review, he reported that he verified the amounts in the report with the amounts in the budget.

Mr. Wolf requested that the FSA bill be included in the budget. Mr. Hadelier explained that it is a liability that is reduced each payroll as money is deducted from the employee's pay.

A motion was made by Mr. Lee and seconded by Ms. Javer to accept the January 2018 Treasurer's Report. Motion passed unanimously.

Roll Call:

Ms. Clarkin - yes
Mr. Grob - yes
Ms. Javer - 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. Wendrychowicz reviewed the February 2018 bills for payment. Mr. Wendrychowicz noted that Martha Elaina Sgambati was paid a total of \$900 in two payments for separate programs, Valley Hospital was reimbursed \$170 for two cancelled room rentals.

A motion was made by Mr. Wendrychowicz and seconded by Ms. Javer to approve the February 2018 Bills for Payment.

Roll Call:

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

Motion passed

Staff Reports:

Revisions to the ESL programs

- Mr. Wendrychowicz questioned Ms. Gilbert about the changes she anticipates making to the ESL program and what the results will be. Ms. Gilbert explained that right now everything is status quo with our tutors and students which requires a lot of her time scheduling/ coordinating their sessions. Ms. Gilbert's recommendation to streamline the process is to hold classes of up to six students with one tutor. There will be three levels of classes, beginner intermediate and advanced/ conversation held once a week for three months. We currently have thirteen unpaid tutors. Mr. Wendrychowicz asked if the 41 sessions that were held last month were the number of people that were tutored. Ms. Gilbert explained that most of those sessions are one on one but some have more than one student.
- Mr. Lee questioned if the tutors have been notified of the proposed changes. Ms. Gilbert responded that she planned to meet with them next week, some have expressed concern about the number of people on the wait list so she believes some of the tutors will be excited because they want to help other people.
- Ms. Clarkin stated that she saw that the school started to offer an ESL class and that fifty people showed up. Ms. Gilbert confirmed that the schools did start a class for parents of students, the feedback she received was that it was not helpful.
- Mr. Wendrychowicz questioned where the classes would be held. Ms. Gilbert explained that the classes will be held in quiet study room #5, the largest quiet study room. Only the students on the waiting list will be assigned to the newly formed classes, current students and tutors will continue to meet as they have been.
- Ms. Javer questioned if it was considered opening up the conversational level to everyone. Ms. Gilbert stated from the feedback received when the class sizes exceed 6 people they become unmanageable.
- Mr. Wolf asked Ms. Gilbert about the ESL program at the Ridgewood Public Library. Ms. Gilbert stated that Ridgewood's program is bigger and more robust, they have classes run by paid tutors with up to twelve students.
- Mr. Hadeler explained that Montvale houses the Literacy Volunteers of Packstack Valley which is a type of parent organization for a number of libraries that run ESL programs. We can refer our tutors to their program for training and instruction, in addition they hold an awards ceremony and thank you dinner for the tutors.
- Mr. Wolf concluded since there are no negative comments, he recommended proceeding with the proposed changes to the program.

Friends Report:

Director's Report:

Library Operations

- Mr. Hadel reported being involved in a lot of BCCLS work this month. The delivery vendor reported that the Rockaway warehouse has been cleared, old holds that were frozen are being filled and on Monday we anticipated turning hold request are scheduled to be turned back on.
- Ms. Javer questioned what they have promised in the way of facilitating delivery and what has changed. Mr. Hadel reported that suspending holds gave the delivery company three weeks to clean out the sorting facility, add drivers and take other steps to coordinate delivery. There is no guarantee that this will not happen again but BCCLS is going to stage turning hold request back on. The last step will be to return the floating collection to their home library. BCCLS has no control over the delivery service but is working closely with Library Link NJ. A new RFP was reissued and NJ Library Link is working on getting a new delivery service.

Committee Reports:

Nominating Committee

- Mr. Wolf reported that in preparation for the annual meeting next month he asked Mr. Koster and Mr. Spiech to serve on the nominating committee. Mr. Koster has accepted and he is waiting for a response from Mr. Spiech. Mr. Wolf inquired if anyone has interest in serving as an officer let him know, the terms for the officers are one year except for the president who can serve up to two years. Ms. Javer stated that she can help if needed, her term as trustee ends this year but she notified Mr. Koster that she is interested in being re-appointed next year.
- Mr. Hadel explained that the format for the March meeting will be to hold the annual meeting first which includes a summary of annual statistics, finances and election of officers then immediately following the regular monthly meeting is held with the new officers.

Buildings & Grounds:

Monthly Statistical Reports: The January 2018 statistical reports were acknowledged.

- Ms. Javer referred to the report following the statistical report that included a break-down of the reference and informational questions by type or query, she was disturbed with the top statistic that most of the questions asked were about program information, if that many people are looking for programming information, what are we not doing.
- Mr. Hadel stated that he has already asked Ms. Gilbert to analyze this data not only by the types of questions that were asked but also where the information is coming from since it may be that questions are being recorded incorrectly.
- Mr. Lee questioned the door count and commented that it is nice to see an increase in patron registration. Mr. Hadel explained that the door count number has been wonky due to the problems that we had last year with the door counter and agreed that patron registration is up, both could be attributed to the interruption in delivery service causing a decrease in traffic in general but getting patrons in that do not usually come to Mahwah.

Old Business:

Information distributed to the public for the library board meetings

- Mr. Wolf stated that as a result of the discussion at last month's meeting about posting the meetings for the public, the board decided that in addition to posting the meeting in the Record, in the library, on the library's website calendar of events, on the Town's web-site calendar, the meeting dates will be

listed separately on the library website and displayed on the LED sign in front of the library. In addition, the meeting agenda will be posted on the library's website.

- Mr. Wolf reported that there is no real guidance of what information/material should be posted for the public meetings, some organizations do nothing others distribute some information. However, in the interest of openness and transparency in addition to the agenda being posted we can include action items to be voted listed as part of the agenda or displayed on the screens. Mr. Wolf opened the discussion up to the board and stated that we must keep in mind we are charged with directing the library not the public.
- Mr. Lee stated that the level of detail in the board packets does not need to be disclosed but the agenda items and those items relevant to what we vote on if they were included would be consistent with what the Town and the Board of Education include.
- Mr. Hadelers stated that it was brought to his attention by Mr. Wendrychowicz and in reviewing the Township council agendas, embedded in the agenda for their meetings are the action items that will be voted on. Our agenda covers what we are discussing but we could provide a more detailed agenda with the inclusion of any action items. Another suggestion by Mr. Hadelers is to post a draft copy of the minutes after review by the secretary before the next meeting when they will be approved.
- After discussion the board was in agreement to include a more detailed agenda that includes the action items that will be voted on at the meeting.

New Business:

Proposed revision to the quiet study room use policy

- Mr. Wolf reviewed the proposed revision to the quiet study room use policy to address the situation when people leave the rooms for 20 – 30 minutes or more, leaving their belongings behind in the rooms.
- Ms. Javer questioned how do you enforce the policy if someone leaves their belongings and the procedures in place to prevent accusation of theft. Ms. Gilbert explained that we have been telling people if they are leaving to take their belongings and leave us the key. There have been occasions when we do not see people leave for an extended time and there are others who are waiting to use the rooms.
- The board discussed the issue and agreed that there needs to be notification in the policy that we are not responsible for personal belongings and handling of the personal belongings that are left in the rooms.
- Mr. Hadelers stated that the requested changes to the policy will be included and presented to the board for final review and approval at next month's.

Alternative Capital Projects

- Mr. Wolf reported now that quiet study rooms are finished, we have two major projects that are in the strategic plan that we would like to begin planning, RFID and enhancements to the children's room.
- Mr. Hadelers explained that the two projects are comparable in cost but are fundamentally different. The renovations to the children's room making it a destination is customer facing with the objective of attracting younger families with the goal of developing a life-long love of reading in their children. The RFID project is focused on efficiency, it involves incorporating radio frequency tags into the books that will increase operating efficiency and allow for self-service. Every item that gets checked out of the library requires about 4.9 seconds for check-out and 5.7 seconds for check in because of the detuning tags that are placed on each item. Staff will still be available at the check-out stations to assist patrons but it will allow us to redeploy existing staff to other areas, such as roving reference and helping with programs.
- Mr. Hadelers stated that there are two proposals included in the packet for the projects. One is from Bibliotheca a division of 3M for their self-service and RFID tags. The second proposal is for Janis Davis

Design LLC, Janice Davis is a designer who for the past 12 to 15 years has specialized in graphic design elements in children's rooms. Ms. Davis has worked in Upper Saddle River, Franklin Lakes, Cliffside Park and White Plain Public Library.

- Mr. Hadeler reported that we were expecting the state library construction grant guidelines to be available in the spring but that has been pushed back to the fall. The two projects were on hold until it was determined if one would possibly be eligible for the grant. Due to the delay we could begin work on one of the larger projects now and wait on the other project until the fall or begin working on smaller projects and wait on the two larger projects. The smaller projects include the security cameras, renovation to the five window seats and re-design of the library's web-site.
- Ms. Clarkin questioned if the grant would be for technology type projects. Mr. Hadeler stated based on the information from the state library the grant is for major renovations, like buying an old building and completely renovating it, or buying property to build a new library building or renovations for handicap access, in his opinion the project that may be eligible is the RFID since it focuses on operational efficiency. The board should be prepared with one of the projects when the guidelines are released.
- Mr. Wendrychowicz agreed that we should start the smaller projects such as the cameras
- Mr. Grob questioned if we have enough money for the children's and three of the smaller projects. Mr. Hadeler stated that we do have money the projects as budgeted for in the strategic plan. Mr. Grob recommended moving forward with the children's project since it is the least likely to qualify for the grant.

A motion was made by Mr. Wolf and seconded by Ms. Javer to begin the RFP process for the renovations to the children's room design and renovation.

Roll Call:

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

Motion passed

Concerns regarding suspended students being tutored in the Library

- Mr. Wolf reported that the library was made aware of concerns by parents on social media regarding a student that has been suspended by the school that is being tutored in the library. Mr. Wolf stated that according to what we know, there was an allegation of a threat back in October to shoot up the school on Friday, February 23rd, they were investigated and found to be unsubstantiated, recently the student was suspended from school through the end of the school year.
- Mr. Wolf raised the question if there are steps that we can take to protect the people that come to the library and the staff.
- Mr. Hadeler stated that we need to be sensitive that the library is open and available to the public but if someone violates our code of conduct we can take steps to ban a patron if they are in violation of the code of conduct.
- Mr. Wolf questioned if we can take the utmost security steps, such as requesting an increased police presence when the student is here and on February 23rd. Mr. Lee questioned if we know that the

school district directs the tutors to come to the library. Mr. Hadeler responded that he believes the location of tutoring is between the tutor and the student. Mr. Wendrychowicz recommended looking long term beyond this situation of what the board can do.

- Mr. Hadeler reminded the board that because the library is a free public library we are open to the public, we do not by nature investigate people before they enter our building. Mr. Hadler stated that he does not believe that there is anything wrong with formally requesting as a policy that the schools direct students and tutors to find a different location other than the library for tutoring students that have been suspended for behavioral or disciplinary actions.
- Ms. Javer asked what the next step is if these students do come to the library. Mr. Hadler responded that the policy is that the code of conduct is enforced.
- After discussion, the board was in agreement to request that the police walk through the building this week after school. Mr. Hadeler stated that he would request the police to have an increased presence in the library over the next few days after school.

A *motion* was made by Mr. Lee and seconded by Ms. Javer to adopt a policy to formally request that the Mahwah School District not direct students who have been suspended for disciplinary or behavioral reasons to be tutored in the public library during the course of their suspension, and instead identify a location that does not represent a potential threat to the safety of the community at large.

Roll Call:

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

Motion passed

Trustee Education:

Executive Session:

Public Session

Upcoming Meeting Dates:

The next annual meeting will be held on March 21, 2018 at 7:30 PM with the monthly meeting immediately following the annual meeting.

Adjournment:

A *motion* was made by Mr. Wolf and seconded by Mr. Lee to adjourn the meeting at 9:05 PM.

Respectfully submitted,

Richard Lee
Secretary