

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
January 16, 2019

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

Present:

Ms. Clarkin
Ms. Cassotis
Mr. Grob
Mr. Koster
Mr. Lee
Mayor Roth
Mr. Wendrychowicz
Mr. Wolf
Mr. Hadelers
Ms. Gilbert
Ms. Mercadante

Absent:

Dr. Schoen

Pledge of Allegiance

Public Present: Robert Ferguson

Public Comment:

A motion was made by Mr. Wendrychowicz and seconded by Mr. Lee to open public session at 7:32 PM. Motion passed unanimously.

Mr. Robert Ferguson introduced himself, as a member of the Town Council he has been appointed as liaison between the Library and the Council for the year.

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

Secretary's Report:

A motion was made by Mr. Lee and seconded by Mr. Wendrychowicz to accept the minutes from the December 19, 2018 monthly meeting as presented. All were in favor, except Mr. Wendrychowicz who abstained. Motion passed.

President's Report:

Mr. Wolf welcomed new trustee, Ms. Zoe Cassotis, and Mr. Frank Orlich, the Mayor's alternate.

Treasurer's Report:

Mr. Lee questioned on the revenue side if there was an intention to adjust the forecast for interest and reciprocal borrowing. Mr. Hadelers responded that the budgeted amount was not adjusted for interest or reciprocal borrowing. It will be prudent to adjust reciprocal borrowing for 2020 since it may be eliminated as a result of changes by BCCLS. Mr. Lee questioned if we are fully staffed. Mr. Hadelers responded, we are fully staffed for the year personnel expenses were 98% of the budgeted amount.

Mr. Roth asked for clarification of the accounting in the reports, the budget vs. actual report shows revenue on the money and expenses are within 2.5%. How is it possible that net income is not in that range? Mr. Wolf stated that there is \$100,000 in the capital fund that comes out of the income statement. The \$100,000 of revenue was transferred out of the operating account to the capital account, reflecting the transfer in the net income.

A motion was made by Mr. Wolf and seconded by Mr. Wendrychowicz to accept the December 2018 Treasurer's Report. Motion passed unanimously.

Roll Call:

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

Motion passed

Bills for Payment:

Mr. Wendrychowicz questioned the J.C. Electric bill. Mr. Hadelar explained that there were a few projects that were completed. The costliest was replacing the LED and metal halide lights over the stair case, which required two men for two days and a scissor lift to reach the lights.

A motion was made by Mr. Wendrychowicz and seconded by Ms. Clarkin to approve the operating bills for payment list for the remainder of December 2018 and January 2019.

Mr. Hadelar stated that the CDW-G bill was for the server, additional cameras and mounting brackets. The Open Systems Integrators bill is for the bulk of the cameras and the software license. Mr. Wendrychowicz noted that by installing the cameras, Mr. Hadelar will save the library \$30,000 in installation costs.

A motion was made by Mr. Lee and seconded by Mr. Wendrychowicz to approve the capital bills for payment for January 2019.

Roll Call:

Ms. Clarkin - yes
Mr. Grob - absent
Ms. Cassotis - 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.

Staff Reports:

Friends Report:

Director's Report:

Mr. Hadelar stated that he has been busy getting the cameras up and running as well as working on the BCCLS committees for the year. He received the final technical drawing for the children's room and we are now ready to go out to bid for fabricators. Due to the timeline required for the bidding process, we should be able to award the contract in March and have it completed for summer reading. We received an invoice from Janice Davis for \$6,000 that will be paid with the next round of payroll checks.

Committee Reports:

Strategic Planning Committee – Mr. Hadelar stated that the committee is scheduled to meet on January 28th, he will draft the plan and share it with the committee at the meeting.

Buildings & Grounds:

Monthly Statistical Reports: Mr. Hadelar reported that the statistics that were included in the packet show year over year change, the information that was distributed provides a detailed comparison between Mahwah and the other BCCLS libraries. Mr. Hadelar noted the following:

- For the year across the board there has been a tremendous drop off in media, DVDs and CDs use as the community finds other ways to get that information. Overall circulation in comparison between 2017 to 2018 was impacted by problems with the statewide delivery service.
- Mahwah's circulation dropped 9.6%, physical circulation dropped 9%. The average across the board was a 7.4% decrease for all libraries.
- Notable increases in circulation of other BCCLS libraries include Paramus and Fort Lee.
 - Paramus was closed in 2017 for construction which skewed their statistics for 2018.
 - Fort Lee's increase in circulation is likely a result of having a relative new director that is taking on new projects and the addition of providing service to Englewood Cliffs.
- Mahwah is ranked 7th in circulation among the BCCLS libraries.

Old Business:

New Business:

Trustees Oath of Office - Mr. Wolf administered the trustee oath of office to Mr. Grob, Mr. Wendrychowicz, Ms. Cassotis and Mr. Orlich. Ms. Zoe Cassotis was appointed for term ending December 2020, Mr. William Grob and Mr. Peter Wendrychowicz reappointed for terms ending in 2023 and Mr. Frank Orlich appointed as Mayor's alternate for 2019.

The new members of the board, Mr. Orlich and Ms. Cassotis introduced themselves. Frank Orlich has lived in Mahwah for twenty years, he is an accountant working for Citi Group. Ms. Cassotis has been a resident of Mahwah for fifty years, her career has been in IT and healthcare. The current trustees and staff members introduced themselves to the new members.

2019 Resolutions for Professional Service contracts and award of Non-fair and Open contracts for library materials - Mr. Hadelar noted increases in the hourly rates for accounting and legal services for the year, however the estimated annual cost for service remains the same. The board discussed if it would be

prudent for next year to shop around and get additional quotes. Mr. Hadelers responded that we have been using the same companies for quite some time, the attorney and accountant are larger firms that can provide expertise in different areas and the auditor has experience working with libraries. Mayor Roth advised the board when considering shopping around for these services to keep in mind the quantitative and qualitative issues involved. You can always find someone cheaper, however if you have an expert who knows your business and you have established a relationship with, they are important factors to consider in addition to cost.

- A *motion* was made Mr. Wendrychowicz and seconded by Mr. Koster to approve Resolution 2019-01, professional services contract with HBK CPAs and Consultants as accountants for the Library from January 1, 2019 through December 31, 2019.

Roll Call:

Ms. Clarkin - yes
Mr. Grob - yes
Ms. Cassotis - 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 made by Mr. Wendrychowicz and seconded by Mr. Koster to approve Resolution 2019-02, professional services contract with Price Meese Schulman and D'Arminio as General Counsel for the Library from January 1, 2019 through December 31, 2019.

Roll Call:

Ms. Clarkin - yes
Mr. Grob - yes
Ms. Cassotis - 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 made by Mr. Wendrychowicz and seconded by Mr. Lee to approve Resolution 2019-03, non-fair and open contract with Baker & Taylor to supply Library Materials from January 1, 2019 through December 31, 2019.

Roll Call:

Ms. Clarkin - yes

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

- A motion was made by Mr. Wendrychowicz and seconded by Mr. Koster to approve Resolution 2019-04, non-fair and open contract with Amazon.com to supply Library Materials from January 1, 2019 through December 31, 2019.

Roll Call:

Ms. Clarkin - yes
Mr. Grob - yes
Ms. Cassotis - 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 made by Mr. Wendrychowicz and seconded by Mr. Lee to approve Resolution 2019-05, non-fair and open contract with Midwest Tape to supply Library Materials from January 1, 2019 through December 31, 2019.

Roll Call:

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

Motion passed unanimously.

- A motion was made Mr. Wendrychowicz and seconded by Mr. Roth to approve Resolution 2018-06, authorization to use state contract vendors for purchases during the period of January 1, 2019 through December 31, 2019.

Roll Call:

Ms. Clarkin - yes
Mr. Grob - yes
Ms. Cassotis - 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 made Mr. Wendrychowicz and seconded by Mr. Lee to approve Resolution 2018-07, authorization to use cooperative pricing with the ESCNJ (Educational Services Commission of New Jersey) for purchases during the period of January 1, 2019 through December 31, 2019.

Roll Call:

Ms. Clarkin - yes
Mr. Grob - yes
Ms. Cassotis - 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.

2019 Compliance with BCCLS By-Laws – A motion was made by Mr. Koster and seconded by Mr. Lee to approve the certification of agreement that the Mahwah Public Library is compliant with BCCLS By-Laws for 2019. Motion passed unanimously.

Trustee Education:

Mr. Wendrychowicz reported that this weekend he went to the NJLTA (New Jersey Library Trustee Association) meeting in Hamilton.

- Delivery was one of the topics that was discussed. Mr. Hadelar explained that the state library introduced a last minute request to the legislature for an additional \$370,000 in funding for delivery. The request appears to undermine NJLTA long standing attempt to get full per capita state aid restored, something they have been working on for many years. It appears that the state will not be successful.
- The state minimum wage legislation was discussed and the impact that an increase to \$15.00 per hour will have on libraries. Mr. Hadelar stated that he has a plan if this happens and how we will deal with it.

Mr. Wendrychowicz thanked Mr. Hadelers for getting him involved in the BCCLS Advocacy and Trustee training committee. Mr. Wendrychowicz reported that the committee is working on a trustee workshop for March 15th at the Roselle Park Library civic center. They will have panelists including Loretta Weinberg, Gordon Johnson of the Johnson amendment, and Holly Schepisi. The topic will be "What makes you sponsor a bill and how the process works". On April 30th there will be a workshop on "Getting support for the library at the local level". Mr. Wendrychowicz encouraged the trustees to attend.

Executive Session:

Public Session:

Upcoming Meeting Dates:

The next regular monthly meeting will be held on Wednesday, February 20, 2019 at 7:30 PM. The regular March and annual meeting is scheduled to be held on March 20, 2019 at 7:30 PM.

Adjournment:

A motion was made by Mr. Koster and seconded by Mr. Wolf to adjourn the meeting at 8:45 PM.

Respectfully submitted,

Curtis P. Koster
Vice President