

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
February 25, 2019

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 for the meeting has been published in the *Record*, posted in the library website, on the library website and filed with the Township Clerk.

Present:

Ms. Cassotis
Mr. Grob
Mr. Koster
Mr. Lee
Mr. Orlich
Mayor Roth
Mr. Wendrychowicz
Mr. Wolf
Mr. Hadelar

Absent:

Ms. Clarkin
Dr. Schoen

Pledge of Allegiance

Public Present: Robert Ferguson

Public Comment:

A motion was made by Mr. Lee and seconded by Mayor Roth to open public session at 7:33 PM. Motion passed unanimously.

Mr. Ferguson announced that the Township is celebrating its 75th anniversary this year, the council is in the process of putting together a subcommittee for the celebration. If anyone from the library would like to be involved they welcome.

A motion was made by Mayor Roth and seconded by Mr. Lee to close public session at 7:34 PM. Motion passed unanimously.

Secretary's Report:

A motion was made by Mr. Koster and seconded by Mr. Lee to accept the minutes from the January 16, 2019 monthly meeting as presented. Motion passed unanimously.

President's Report:

Mr. Wolf stated that next month is our annual meeting when we will elect officers for the year. Mr. Koster is helping to put together a list, if you are interested in any of the positions let us know.

Treasurer's Report:

Mr. Lee questioned under personnel benefits if the expense is pre-paid for the year. Mr. Hadelar explained that for staff flexible spending accounts (FSA) there is a \$10,000 liability paid to the town at the beginning of the year that is reduced each payroll as money is deducted from employee's pay.

Mayor Roth questioned the cause for the revenue shortfall in January. Mr. Hadelar stated that it is due to not receiving money back for reciprocal borrowing, reimbursement money from BCCLS when we loan our materials to other libraries in the consortium. The money was received in February but was budgeted to be received in January.

Mr. Orlich questioned if the appropriation money that is received in February will go into an interest bearing account. Mr. Hadelar stated that the appropriation is deposited into the best interest bearing savings account that we could find at Boiling Spring Savings Bank. There are two larger interest bearing savings accounts that the library maintains, the operating reserve and the capital reserve accounts. We deposit money into these two accounts and as funds are used transfer it into a checking account. Mr. Hadelar explained that none of the capital funds show up in the budget versus actual report. Mr. Wolf and Mr. Hadelar have discussed how this information can be reported either on a monthly or quarterly basis so that there is a more comprehensive picture. Mr. Wolf explained that historically we have not reviewed capital on a monthly basis since it is projected centered. Mr. Hadelar stated that they are open to suggestions.

Mr. Orlich questioned what is the service charge in the electronic receipt account. Mr. Hadelar explained that the account that we receive payments by credit card. We have experienced very high monthly fees and this month it also includes the annual fees; we have worked to reduce monthly fees by half.

A *motion* was made by Mr. Wendrychowicz and seconded by Mayor Roth to accept the January 2019 Treasurer's Report. *Motion* passed unanimously.

Roll Call:

Ms. Clarkin - absent
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

Bills for Payment:

The list of the February bills for payment were reviewed.

- Mr. Orlich questioned what the fee that are paid to other libraries for fines. Mr. Hadelar explained that any time our patron loses or does not return an item, we have to reimburse the other library. Which also works in the other direction with our items that are not returned by our patrons.
- Mr. Hadelar reviewed the list of bills and their categories.
- Ms. Cassotis questioned the BCCLS eContent delivery. Mr. Hadelar explained that this is a quarterly payment that we pay to BCCLS that includes BCCLS telecommunication services,

eContent are eBooks and eAudiobooks, access to Libby app, Overdrive, etc. and delivery service. Ms. Cassotis questioned what the hardware/software computers was for. Mr. Hadelers stated that this was for computer monitors.

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

Roll Call:

Ms. Clarkin - absent
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.

Staff Reports:

Friends Report:

Director's Report:

Mr. Hadelers presented his report and welcomed any questions.

Mr. Orlich suggested that rather than letting parents know where they cannot park but rather indicate where they can park. Mr. Hadelers stated that there is an issue with parents parking in no parking zones when picking up their children.

Mr. Hadelers reported that we have had some staff turnover this month but will be filling the positions from within.

Mr. Hadelers reported that the bid opening for the proposals that are received for the children's renovation will be tomorrow at 10:30 am. On Saturday morning at 9 AM there will be a brief meeting to award the bid.

Mr. Lee questioned how many desks will have access to the cameras. Mr. Hadelers explained that all the public service desks and my own desk will have access, a total of seven computers. The service desks have access to view the live feed but do not have ability to look at history, our security guard is finding this very helpful. The video recordings are saved for 30 days which is in accordance with our policy. The lower level is going to be much more difficult due to wire than the main floor since there is not as much room above the ceilings.

Committee Reports:

Strategic Planning Committee – A draft copy of the strategic plan was included in the packet. Mr. Wolf stated that it is the result of a community survey and five meetings of the committee. Mr. Hadelers stated that this is the opportunity for the board's input to prepare for adoption at the March meeting. Mr. Hadelers explained that he is planning to go back and emphasize that the library is currently in a state of

equilibrium, we cannot do more without additional money. If you want more than that equilibrium is out of balance and we will need more money. In the next five years, estimates show that in income we are going up about \$65,000 and personnel benefits are likely to go up \$70,000. Based on these projections it will not allow us to maintain the collections and programs the way we would like to. The basic plan without an increase in appropriation funding show that we are looking at a \$50,000 a year reduction in what we can put into materials and programs. Mr. Hadelar explained that in 2009 at the library's peak funding we had \$300,000 additional in operating income than we have now. If we received that money back it would allow us to have additional programming and maintain our collections. Taking into consideration projections for income and expenses we are looking to increase the appropriation by that amount.

Mr. Orlich questioned if there is dialogue about the strategy for the investment in programming versus library materials. Mr. Hadelar stated on page 36 of the packet explains programming, it is the area the we have seen growth. We recognize that people are coming to the library more as a sense of place and community, for the programs. Mr. Orlich stated that programming expenses is relatively flat in 2018 and 2019, then it goes up 75% a year. Is there demand and something we are delivering right not that requires a 75% increase in spending, since it is only one year out. Mr. Hadelar stated that maybe we need to go back and communicate is that the result of the community survey is that residents wanted increased programming, which is mentioned in one of the appendices. We talked about reimaging the adult programming into a type of adult school which comes with additional administrative staff. Mr. Wolf explained that programming is an area of focus that has repeatedly been stated over the last few strategic plans as put more investment in this area as a result of the shift from demand for more programming. Mr. Hadelar reported that in the recent survey, 27% of the responses to the question "If you could make improvement to the library today" were for an increase in programs, classes, lectures and other activities. Mr. Hadelar stated what we are looking for is to have a bigger pie. Mr. Wolf stated in the plan the revenue will fund capital projects. Mr. Hadelar stated that some of the capital projects scheduled for 2023, 24 and 25 will not happen if we do not have additional funding.

Mr. Wolf stated that the strategic plan sets out the goals and then it is the board's job to execute them. We will come back at the next meeting to vote on and adopt the plan, if there are comments please send them to Kurt or me.

Buildings & Grounds:

Monthly Statistical Reports: The statistical reports for January 2019 were acknowledged and reviewed.

Old Business:

New Business:

Trustee Education:

Mr. Wendrychowicz reported that there are two programs coming up for trustees. One scheduled for March 15th is sponsored by BCCLS. It will feature Gordon Johnson of the Johnson amendment, that has empowered libraries to go out for a referendum to increase library funding above the 1/3 mil. There will be a panel that includes Weinberg, Johnson and Schepisi speaking on the topic, "What makes you sponsor a bill and how the process works", they will tell you how to approach legislatures and ask for something. The other program is sponsored by NJLTA has been offered for the past five or six years, it will not include any new information.

Public Session:

A motion was made by Mr. Lee and seconded by Ms. Cassotis to open public session at 8:32 PM. Motion passed unanimously.

A motion was made by Mr. Lee and seconded by Mr. Koster to close public session at 8:32 PM. Motion passed unanimously.

Executive Session:

A motion was made by Mr. Koster and seconded by Mr. Wendrychowicz to go into executive session at 8:33 PM to discuss the director's performance and salary. Motion passed.

A motion was made by Mr. Lee and seconded by Mr. Wolf to return to regular session at 8:50 PM. Motion passed.

A motion was made by Mr. Wolf and seconded by Mr. Koster to increase the annual compensation of the Director, Kurt Hadelar to \$136,500 effective January 1, 2019.

Roll Call:

Ms. Clarkin - absent
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.

Upcoming Meeting Dates:

The next meeting is a special meeting that will be held on Saturday, March 2, 2019 at 9:00 AM. 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. Lee and seconded by Mr. Wolf to adjourn the meeting at 8:55 PM.

Respectfully submitted,

Curtis P. Koster
Vice President