

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
January 15, 2020

Call to Order: Mr. Koster, Vice President, called the regular monthly meeting to order at 7:41 PM.

In compliance with the Open Public Meeting Act, adequate notice of the meeting has been given to the Record, posted in the library, on the library website and filed with the Township Clerk.

Present:

Ms. Cassotis
Ms. Clarkin
Mr. Grob
Mr. Koster
Mr. Wolf
Mr. Hadelers
Ms. Mercadante

Absent:

Mr. Lee
Mr. Orlich
Mayor Roth
Mr. Wendrychowicz
Dr. Schoen

Pledge of Allegiance

Public Present: Robert Ferguson, Liaison to the Township Council.

Public Comment:

Secretary's Report:

A motion was made by Mr. Wolf and seconded by Ms. Cassotis to accept the minutes from the December 17, 2019 regular meeting minutes as presented. Motion passed unanimously.

Treasurer's Report:

Financial Reports

- Mr. Hadelers reported that the 2019 financials will be reviewed by our accountants before the annual audit, scheduled for February 14th. Overall, 2019 financials were very good.
 - Income was about \$2,000 more than expected, due to room rentals doing better than budgeted.
 - Expenses were close to the annual budgeted amount, broken down as follows:
 - Salaries 99.83%
 - Personnel benefits 96.4%
 - Library materials 99.95%
 - Programming 98.5%
 - Operating expenses 95%
 - Professional expenses were 110% of budgeted due to attorney fees incurred for policy review. In May, the board decided not to have the monthly board packets reviewed by counsel which will help control costs going forward.
 - Furniture fixtures and equipment 89%
 - Utilities 90%
 - Overall expenses were 98% of budget. The balance, totaling about \$30,000, was part of the \$100,000 that was transferred to capital for the year.
- Mr. Koster thanked Mr. Hadelers, on behalf of the trustees, for good financial management throughout the year.

- Mr. Hadelier reviewed the capital project report which was emailed on Friday, replacing the report on page 13 of the packet. The following was noted:
 - The report lists all capital projects either worked on or planned for 2018 and 2019 or included in the strategic plan for 2020. The report includes what was planned, amount spent and progress.
 - An approved project not included on the report is renovation of the five window seats facing the front forecourt. The project, estimated at \$10,000 in the strategic plan, entails removing the existing tables and installing a work surface with comfortable chairs and receptacles. Roof leaks in these windows seats will also need to be fixed, as a capital repair.
 - Mr. Ferguson inquired about repaving the parking lot. Mr. Hadelier stated that the parking lot is budgeted and planned for 2023:
 - \$100,000 was budgeted for repaving
 - \$95,000 for additional parking spaces, diagonal spaces along the entrance.
 The board discussed the possibility of coordinating the repaving with the town's bid for repaving. Mr. Hadelier agreed to reach out to Glenn Dowson and the engineer to possibly repave the lot in 2021.
 - Mr. Hadelier will include the capital expenditure report in the board packet to reflect updates or changes.

A motion was made by Mr. Wolf and seconded by Ms. Clarkin to accept the operating budget, account balances and reconciliations in the December 2019 Treasurer's Report.

Roll Call:

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

Motion passed.

Mr. Hadelier asked the board if they would like more detail shown in the monthly operating budget report. The board agreed that the detail for each line item was not necessary but asked that any large fluctuations be reported with an explanation.

Bills for Payment

A motion was made by Mr. Wolf and seconded by Ms. Cassotis to approve the January 2020 Bills for Payment.

Roll Call:

Ms. Cassotis – yes
 Ms. Clarkin - yes
 Mr. Grob - yes
 Mr. Koster - yes
 Mr. Lee – absent
 Mr. Orlich - absent
 Mayor Roth - absent

Mr. Wendrychowicz - absent
Mr. Wolf – yes
Dr. Schoen – absent

Motion passed.

Director's & Staff Reports:

Mr. Hadelar highlighted the following from his report.

Personnel Issues –

- Mr. Hadelar reported that he has received responses for the two new advertised positions, the head of youth services and head of adult services.
- Mr. Hadelar stated that he and Ms. Gilbert have been discussing how to handle the ESL program when she leaves. Ms. Gilbert will train one of our part-time employees before leaving. The ESL position was budgeted for 10 to 20 hours a week. Currently, the program has forty students which we hope to grow in the future.
- Mr. Hadelar reported that Mahwah Library hosted an active shooting presented by the Bergen County prosecutor's office, which was well received. Officers from Mahwah police department attended, along with officers from four other police departments and Bergen County SWAT team.

The topics included building security, planning and recommended actions to take if an active shooter in the building. We were able to open up a conversation with one of the Mahwah police lieutenants.

Capital Projects

Buildings & Grounds – A roofing company checked the roof and will return to repair the leaks, which are covered under the manufactures warranty for the roof. However, the warranty does not include repair above the five window seats.

Community Relations and Outreach

Computers & Technology

Mr. Hadelar stated because we are at capacity with our networks switches, he will purchase a few additional network switches. These will be a capital expense since they cost more than \$1,000 each and have an anticipated usable life of more than three years.

Monthly Statistical Reports:

The statistical reports were acknowledged and Mr. Hadelar noted the following:

- On-line circulation was great; physical item circulation for latter part of the year dropped off.
- We reached a plateau of offered programs with the previous funding level. With the increased funding for 2020, more money will be allocated to programs.
- Mr. Hadelar stated that he would like to get the book circulation back up. He is hoping the increased 2020 funding allocation to on-line books will increase book circulation.

Committee Reports:

Friends Report:

Mr. Hadelar reported that the Friends donated \$5,000 to the library to underwrite the summer reading program this year. They have started discussing some fundraising ideas for 2020.

Correspondence:

Old Business:

Revised list of holidays and closings for 2020 - Mr. Hadeler presented a revised list of holidays and closing for 2020. Two changes from the previous list were approved: the addition of December 26th and eliminating the summer hours. The Saturday, December 26th closing will maintain parity for salaried staff.

Roll Call:

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

Motion passed.

Review of personnel costs in previous years' operating budgets – Mr. Hadeler noted the narrative report on page 30 and 31 and the numerical personnel costs analysis on page 32 for previous years. The report was prepared in response to the December discussion on personnel costs.

- The report reviews our revenue, operating expenses, capital expenses and how amount returned to the town from 2010 through 2019.
- The operating expenses are broken down and the following were noted:
 - Throughout the years' salaries have remained around 50% of our operating expenses.
 - We have seen a big change in benefits over the past 10 years as we have worked to drive the cost in this area down. In 2020, roughly 15% of expenditures will go to benefits, a marked decrease from 18% - 23% in previous years. Part of the savings resulted from benefit restructuring. Additional savings came from a policy change that curtailed post-retirement benefits for new hires.
- The report shows the number of FTEs employed over the years. Mr. Hadeler stated that our personnel expenses are not disproportionately higher from ten years ago and noted the following:
 - The average number of FTEs from 2010 through 2019 has been fairly consistent at 22 FTE
 - The hours worked and average cost per hour has been fairly consistent over the years.
 - The cost per FTE has gone down over the years, with 2019 closer to the low end.
- Mr. Hadeler stated that the second item requested was an analysis of the other Bergen County libraries, included on page 33. This report is useful for a broad comparison due to outliers on either end.

Viewing the data as a bell curve is helpful, especially if you trim the outliers:

- If you trim 20% off either end, the average library spends 67.67% on personnel costs
- If you trim off 10% either end, the average library spends 70% on personnel costs.
- Mahwah is the middle with 68% spent on personnel, including salaries and benefits.

New Business:

- Resolution 2020-01 authorizing the award of a professional services contract for financial accounting services to HBK CPAs and Consultants in Clark, NJ.

- Resolution 2020-02 authorizing the award of a professional services contract for general legal counsel to Price, Meese, Shulman & D'Arminio Attorneys at Law in Woodcliff Lake, NJ.
- Resolution 2020-03 authorizing the award of a professional services contract for financial auditing services to Garbarini & Co. P.C. Certified Public Accountants in Carlstadt, NJ.
- Resolution 2020-04 authorizing the award of non-fair and open contact for library materials to Amazon.com.
- Resolution 2020-05 authorizing the award of a non-fair and open contract for library materials to Baker & Taylor, LLC.
- Resolution 2020-06 authorizing the award of a non-fair and open contract for library materials to Midwest Tape, LLC.
- Resolution 2020-07 authorizing the award of a non-fair and open contract for library materials to Overdrive.
- Resolution 2020-08 authorizing the Library to enter into a cooperative pricing agreement with the Educational Services Commission of New Jersey for the purchase of goods and services.
- Resolution 2020-09 authorizing the Library the use of New Jersey State contracts for the purchase of goods and services.

A motion was made Mr. Wolf and seconded by Ms. Cassotis to accept all the resolutions presented in one vote.

Roll Call:

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

Motion passed.

Election of officers for 2020 – Mr. Hadelers stated that next month, Mr. Wendrychowicz will appoint a committee to present a slate of officers and the board will vote at the annual meeting in March.

Director's annual evaluation - Mr. Koster reported that he is working on Mr. Hadelers' annual evaluation and requested their feedback. Some of Mr. Hadelers' accomplishments were provided and it was requested that the board email Mr. Koster any additional comments.

Trustee Education:

Public Session:

Upcoming Meeting Dates:

The next meeting is scheduled for Wednesday, February 19 at 7:30pm in the Library.

Adjournment:

A motion was made by Mr. Wolf and seconded by Ms. Cassotis to adjourn the meeting at 8:50 PM.
Motion passed unanimously.

Respectfully submitted,

Zoe Cassotis
Secretary