

The Public Library of the Township of Mahwah  
Minutes of the Board of Trustees Meeting  
January 20, 2016

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

**Present:**

Mr. Alderisio  
Ms. Clarkin  
Mr. Grob  
Mayor Laforet (left 8:00 PM)  
Mr. Lee  
Mr. Wendrychowicz  
Mr. Wolf  
Mr. Hadelers  
Mr. Shaver  
Ms. Mercadante

**Absent:**

Mr. Spiech  
Dr. Schoen

**Pledge of Allegiance**

**Public Comment:**

**Secretary's Report:**

A motion was made by Mr. Wendrychowicz and seconded by Mr. Koster to accept the minutes from the December 16, 2015 monthly meeting as presented. Motion passed unanimously.

**President's Report:**

Mr. Lee welcomed Mayor Laforet to the meeting on behalf of the board. Mayor Laforet reported that he expects rates will be flat this year due to tax appeals that have been addressed and updated the board on potential economic developments within the community that may impact the Library in the future. The board thanked Mayor Laforet for attending the meeting.

Appointment of Trustee: Mr. Lee congratulated Mr. Wolf on his appointment to the Library Board for a five year term, December 31, 2015 through December 31, 2020. Mr. Wolf took the Trustee oath of office that was administered by Mr. Lee.

**Treasurer's Report:**

Mr. Wolf reviewed the December 2015 Treasurer's Report and highlighted the following;

- Total revenue for the month was \$900 lower than budgeted but for the year it was \$5,000 higher than budgeted due to patron revenue and donations.
- Total expenses for the month were below budget, specifically salaries and withholdings due to open positions which was off-set by spending on library materials. Operating expenses were up slightly for the month, primarily due to \$4,000 in technology expenses incurred, however year to date they were \$2,000 under budget. Under buildings and grounds, the electricity rate was up \$2,500 for the month, Mr. Hadelers attributed this may be due to the lighting. Maintenance supplies were up for the month but on budget for the year.
- Mr. Wolf reported that the \$80,000 transferred to the capital account during the year covered capital spending for the year.

- Mr. Wendrychowicz acknowledged and thanked Mr. Hadelers and Mr. Wolf for keeping the budget on track for the year.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Wolf to accept the December 2015 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 - absent  
Mr. Wendrychowicz - yes  
Mr. Wolf – yes  
Mayor Laforet – absent  
Dr. Schoen - absent

Motion passed.

- Mr. Wolf explained that there are two list of bills for payment one for remaining bills from December and a separate list for January. The January bill includes a portion of the bill from BCCS for the year, about 60%. Mr. Hadelers noted that there are two electricity related bills, one from Rockland Electric for \$1,700 from December and a bill from Direct Energy for \$2,763 paid in January.
- Mr. Wendrychowicz questioned the bill for Wah Sing Chinese Restaurant. Mr. Hadelers responded that it is for a teen program celebrating Chinese New Year.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Wolf to approve the December 2015 Bills for Payment.

Roll Call:

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

Motion passed.

#### **Director's Report:**

##### Personnel

- Mr. Hadelers reported that he received a disability claim for a former employee. Mr. Hadelers consulted with Brian Campion and legal counsel on how to respond. The paperwork has been

returned to the State notifying them that we have no knowledge of any disability at the time of termination.

- Mr. Hadel reported that Lori Milach, our new children's manager is working on coming up with new programs while successfully managing being down three people in the department. The response from parent to the new programming has been phenomenal; parents are seeing positive changes and are getting involved. Ms. Milach's challenge ahead will be reviewing applications, interviewing, selecting people and getting them started before she leaves in March on maternity leave for six weeks. Paul Shaver, the new supervising librarian, is scheduled to start work on February 1<sup>st</sup> so he can assist with the hiring process.
- Barbara Schuldiner one of our full-time circulation staff will be retiring next month. Her position will be maintained as full-time position.

#### Library Operations

- Mr. Hadel reported that he met with Denise Jukiewicz , Caitlin Siciliano and Wayne Monica to develop a plan to better manage disruptive after-school behavior, ensuring that bad behavior is addressed by enforcement of the rules in the lower level. Mr. Hadel noted that many of the more rambunctious children are 4<sup>th</sup> and 5<sup>th</sup> grade, but they tend to settle down once spoken to. A few 6<sup>th</sup> and 7<sup>th</sup> graders can be disruptive and require more attention from staff to ensure appropriate behavior.

#### BCCLS

- Mr. Hadel reported that the BCCLS 2016 committee assignments were posted. Paul Shaver will be serving on the BCCLS foreign language committee and supervisory task committee. Lori Milach will be serving on the youth services committee.

#### Community Outreach & Partnerships

- ESL - Mr. Hadel reported that Denise Laude started running the ESL program and it has been well received. There are about twelve volunteers that have completed their training through the Literacy Volunteers of Pascack Valley program and Denise has begun to assign tutors to students. Paul Shaver will be taking over coordinating ESL in February.
- Mr. Hadel reported that he was approached by a patron who is working with the boy scouts on one of their eagle projects, they are interested in setting up "little libraries", which are mail box size libraries that people can put on their front lawn or at the train station where people can take and leave books. Mr. Hadel explained that he is not sure if the idea will go anywhere since it will require permission from the NJ Department of Transportation and the Town to allow the placement of the boxes, however if approved it could be a place for our discarded books. Mr. Hadel reported similarly during the summer months we maintain a supply of books at the Mahwah pool that is replenished weekly.

#### **Committee Reports:**

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

**Monthly Statistical Reports:** The December 2015 statistical reports were acknowledged.

- Mr. Wendrychowicz noted that teen pc use continues to increase. Mr. Hadel explained that the two new teen computers were added to meet high demand. Currently use of the teen computers is

recorded differently than the adult public computers, in the future statistics for all computer use will be recorded and monitored using the same process.

- Mr. Wolf questioned the rationale of why the door count was up while circulation remained down. Mr. Hadelers explained that he believes this is due to the increasing number of teens after school and adults that attend popular programs, they are coming into the library but are not checking items out.
- Mr. Hadelers reported that overall it was a quiet month with regard to circulation. Mr. Hadelers stated ebooks and videos are doing well, however the adult, teen and children's music collection are not. This will probably be the last year that the budget will support a children's and teen music collection so that the funds can be used to expand the highly used gaming collection.
- Mr. Hadelers reported that Mahwah continues to be a net lender with BCCLS, our net lending overall has increased 8% this year while successfully satisfying Mahwah residents demand for materials, facilitated by our "express books", additional copies of new popular books that do not circulate outside of Mahwah.

### **Old Business:**

### **New Business:**

#### Recommended change to lending policies:

- Mr. Hadelers proposed a change to the lending policy, increasing the loan length on older DVD feature films to 14 days instead of 7 days. This will continue to make our borrowing policies more consistent since all older DVDs will circulate for 14 days and may ease pressure on shelving that is reaching its capacity. Mr. Wendrychowicz questioned how our lending fees compare to other libraries. Mr. Hadelers explained that in regard to our loan lengths, renewals and overdue fines we are in the middle, BCCLS has set minimums which we meet. Overall with regard to renewals, fines and capping we are good.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Koster to approve the change in circulation policy, increasing the length of older DVD feature films to 14 days.

#### Roll Call:

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

Motion passed.

#### Professional service contracts for accountants and legal services:

- Mr. Hadelers reported that the only increase in rates this year is for legal services. Mr. Hadelers presented the retainer agreement from Price Meese, Shulman & D'Arminio, Attorneys at Law and noted that we primarily work with Rich Fricke who is of counsel. The hourly rate for partners and of

counsel increased from \$300 per hour to \$330 per hour. The firm's standard rates for 2016 range from \$450 for partners and of counsel. The board discussed the service that Price Meese has provided and how the law firm was initially selected.

- Resolution 2016-01; A motion was made Mr. Wendrychowicz and seconded by Mr. Wolf to approve Resolution 2016-01, Spire Group, CPA's and Consultants, as accountant for the Library from January 1, 2016 through December 31, 2016.

Roll Call:

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

Motion passed.

- Resolution 2016-02; A motion was made by Mr. Wendrychowicz and seconded by Ms. Clarkin to approve Resolution 2016-02, Price Meese Schulman and D'Arminio as general counsel for the Library from January 1, 2016 through December 31, 2016.

Roll Call:

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

Motion passed.

#### Non-Fair and open contracts for library materials from Baker & Taylor

- Resolution 2016-03; A motion was made by Mr. Wendrychowicz and seconded by Mr. Wolf to approve the Resolution 2016-03, Baker & Taylor, Award of Non-Fair and Open Contract to supply Library Materials.

Roll Call:

Mr. Alderisio - yes  
Ms. Clarkin - yes  
Mr. Grob - yes

Mr. Koster - yes  
Mr. Lee - yes  
Mr. Spiech - absent  
Mr. Wendrychowicz - yes  
Mr. Wolf – yes  
Mayor Laforet – absent  
Dr. Schoen - absent

Motion passed.

- Resolution 2016-04; A motion was made by Mr. Wendrychowicz and seconded by Ms. Clarkin to approve Resolution 2016-04, Amazon.com, Award of Non-Fair and Open Contract to supply Library Materials.

Roll Call:

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

Motion passed.

- Resolution 2016-05; A motion was made by Mr. Wendrychowicz and seconded by Mr. Alderisio to approve Resolution 2016-05, Midwest Tape, Award of Non-Fair and Open Contract to supply Library Materials.

Roll Call:

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

Motion passed.

- Resolution 2016-06; A motion was made by Mr. Wendrychowicz and seconded by Mr. Alderisio to approve Resolution 2016-06, Authorization to Use State Contracts.

Roll Call:

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

Motion passed.

- Resolution 2016-07; A motion was made by Mr. Wendrychowicz and seconded by Mr. Alderisio to approve Resolution 2016-07, Authorization to Enter Into Cooperative Pricing Agreement with Middlesex Regional Educational Services Commission.

Roll Call:

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

Motion passed.

**Trustee Education:**

**Upcoming Meeting Dates:**

The next regular monthly meeting will be held on Wednesday, February 17, 2016 at 7:30 PM.

**Adjournment:**

A motion was made by Mr. Lee and seconded by Mr. Koster to adjourn the meeting at 8:47 PM.

Respectfully submitted,

Angela Clarkin  
Secretary