

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
January 25, 2018

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

Present:

Ms. Clarkin
Mr. Javier
Mr. Koster
Mr. Lee
Mr. Spiech
Mr. Wendrychowicz
Mr. Wolf
Mr. Hadelers
Ms. Mercadante

Absent:

Mr. Grob
Mayor Laforet
Dr. Schoen

Pledge of Allegiance

Public Present: Eileen Dinice

Public Comment:

A motion was made by Mr. Wolf and seconded by Mr. Spiech to open public session at 7:35 PM. Motion passed unanimously.

Ms. Dinice commented that the library board meeting dates are not easy to locate on the library website or displayed on the LED sign in front of the library; the meeting agenda is not posted on the website; the Bylaws are not posted on the website; and, the recent vacancy on the library board last year was not made known to the public.

Mr. Hadelers responded that the library board meetings are clearly listed on the calendar of events on the library's website and on the printed calendar of events that are made available to patrons. Board meetings were previously included on the LED message center. Mr. Hadelers reported that detailed minutes of the board meetings are posted on the library's website and confirmed that the meeting agendas are not. Mr. Wolf responded that the board would discuss posting the meeting agenda on the website. Mr. Hadelers will investigate if the Bylaws are posted to the website. Regarding the board vacancy, Mr. Koster and Mr. Spiech explained that unlike Town Council and the School Board which are elected officials, library trustees are appointed by the Mayor in accordance with state law. Mr. Wolf stated that in the past citizens that have demonstrated an interest by attending meetings have been recommended to the Mayor for appointment.

A motion was made by Mr. Koster and seconded by Mr. Wolf to close public session at 7:39 PM. Motion passed unanimously.

Secretary's Report:

A motion was made by Mr. Wendrychowicz and seconded by Ms. Javier to accept the minutes from the December 20, 2017 monthly meeting with corrections to the attendance, Ms. Clarkin and Mr. Lee were present at the meeting. Motion passed unanimously.

President's Report:

Appointment of Trustee: Mr. Wolf reported that Mr. Koster was re-appointed to the board for a five-year term from January 1, 2018 through December 31, 2022. Mr. Koster took the Trustee oath of office, administered by Mr. Wolf.

Treasurer's Report:

Mr. Wendrychowicz reviewed the December 2017 financial reports and highlighted the following: we ended the year with \$61,000 in net income due to not being fully staffed. Mr. Hadelier noted that some of the building repairs were performed by vendors since we did not have a maintenance worker for most of the year. Mr. Wolf noted that due to the age of the building maintenance expenses were higher than expected and was increased for next year.

A motion was made by Mr. Wolf and seconded by Ms. Javer to accept the December 2017 Treasurer's Report. Motion passed unanimously.

Roll Call:

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

Motion passed

Mr. Wendrychowicz reviewed the bills for payment, including final bills for payment through December 31, 2017, and bills received so far for 2018. Mr. Wendrychowicz noted his appreciation of the hard work done by Ms. Pankewicz, the library's bookkeeper, in wrapping up the previous year's bills in a timely fashion.

Ms. Javer questioned what the W.T. Cox bill is for. Mr. Hadelier stated that W.T. Cox is the company that provides all the library's magazine subscriptions, and that this bill was for adding new magazines. The annual renewal for all magazines will come due in a month or so, and Mr. Hadelier noted that W.T. Cox saves us about 10% compared to the previous vendor. Mr. Spiech questioned the payment to CDWG. Mr. Hadelier replied that this was for a computer, wireless access points and other technology.

A motion was made by Mr. Wolf and seconded by Mr. Spiech to approve the all Bills for Payment from December 2017 and January 2018.

Roll Call:

Ms. Clarkin - yes
Mr. Grob - absent
Ms. Javer - yes
Mr. Koster - yes
Mr. Lee - yes
Mr. Spiech - yes

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

Motion passed

Staff Reports:

Mr. Hadelar noted that he and Ms. Gilbert are working on revising how the library coordinates ESL programs to residents. He anticipates Ms. Gilbert will review the changes in February.

Friends Report:

Boiling Spring Community Alliance Program - Mr. Wendrychowicz thanked Mr. Spiech for bringing the Boiling Springs Savings Bank Community Alliance Program to the board's attention, he reported that the Friends of the Library received \$560.39 for the fourth quarter of 2017 through participation in the program.

Director's Report:

Library Operations

- Mr. Hadelar reported as stated in his report the rollout of the new state-wide delivery service that started at the beginning of the year has been disastrous. There are now approximately 82,000 BCCLS items in delivery, they are either in warehouses or sitting in other libraries. The BCCLS Executive Director is in frequent contact with LibraryLink NJ but there is no apparent progress. The poor service is impacting all libraries, even those receiving sporadic deliveries, and severely damaging our brand. BCCLS is extremely frustrated with the lack of communication from Library Link NJ. After a system council meeting the member library's agreed to have a letter drafted and sent to LibraryLink NJ requesting a meeting with the BCCLS Executive Board and the State Library, which was done. In the meantime, the hold queue has been disabled and suspended and BCCLS is ramping up for a visiting collection which will allow patrons to go to the library that an item is in and pick it up. Mr. Hadelar stated that he is uncertain how long this will last.
- Mr. Spiech stated that it is important to let our patrons know what is going on. Mr. Hadelar agreed that he will send out an email to patrons notifying them of the issues with delivery. A motion was made by Mr. Spiech and seconded by Mr. Wendrychowicz to approve a resolution to notify our representatives of the issues with that the library is having with the delivery service.

Community Outreach & Partnerships

ESL program – Mr. Hadelar reported that he met with Ms. Gilbert to discuss the ESL program, it was decided to revamp/streamline the program. The new structure will offer students three levels of instruction that will meet once a week for group instruction. Ms. Gilbert will assign students to a group that will match the level of instruction that they need as well as coordinate assigning tutors to the groups.

Brandywine - Mr. Wendrychowicz questioned if the residents at Brandywine were receptive to registering for library cards. Mr. Hadler stated that he was unsure if anyone registered for a library card but was pleased that Ms. Gilbert and Mr. Fisher established contact and coordinated going out to the location since all efforts in the past were unsuccessful.

Personnel & Staff Development – Mr. Lee questioned if it was included in the budget the attendance of staff to the upcoming PLA conference in March. Mr. Hadelers responded that staff conference attendance was included in the budget to both PLA conference and the NJLA conference in April.

Computers & Technology – Mr. Wendrychowicz questioned what the Cisco Meraki access points are. Mr. Hadelers explained that they are wireless access points, he increased the speed on the access points and will plan to develop a heat map of use during different times of the day. Mr. Javer expressed interest in seeing how the heat map software worked, Mr. Hadler agreed to coordinate a time that they can walk through the building.

Collection Management - Collection HQ was terminated by BCCLS last year, we will use another software to analyze our collections and use.

Committee Reports:

Buildings & Grounds:

Monthly Statistical Reports: The December 2017 statistical reports were acknowledged. Mr. Wendrychowicz thanked Mr. Hadelers for including a comparison to other libraries in BCCLS. Mr. Hadelers noted that Mahwah is ranked number six in total annual circulation of all the BCCLS libraries in 2017 as reported in the annual statistical report from BCCLS. Ms. Javer questioned the reference services statistics and asked if would be possible to see a breakdown by the type of question asked, rather than the location they were asked. Mr. Hadelers responded that we are collecting this information via Google form and he will provide an analysis next month.

Old Business:

No old business.

New Business:

2018 Resolutions for professional service contracts and award of non-fair and open contracts for library materials:

Mr. Hadelers reported that there are no rate increases for legal or auditing services compared to 2017. There was a slight increase for accounting services from last year (up \$5/hour for partner, \$10/hour for manager and senior associate). Mr. Hadelers explained that our use of accounting services is minimal; we primarily use them as a resource to answer bookkeeping questions, review our financial records at the end of the year, and prepare 1099 forms for performers and other contractors. He reported satisfaction with the services received from the accountant, auditor and legal counsel.

- A motion was made Mr. Wendrychowicz and seconded by Mr. Spiech to approve Resolution 2018-01, Resolution 2018-02 and Resolution 2018-08.
 - Resolution 2018-01, professional services contract with Spire Group CPAs and Consultants as accountants for the Library from January 1, 2018 through December 31, 2018.
 - Resolution 2018-02, professional services contract with Price Meese Schulman and D'Arminio as General Counsel for the Library from January 1, 2018 through December 31, 2018.
 - Resolution 2018-08, professional services contract with Garbarini & Co. P.C. Certified Public Accountants, as auditor for the Library from January 1, 2018 through December 31, 2018.

Roll Call:

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

Motion passed

- A motion was made Mr. Wendrychowicz and seconded by Mr. Spiech to approve Resolution 2018-03, Resolution 2018-04, and Resolution 2018-05.
 - Resolution 2018-03, non-fair and open contract to Baker & Taylor to supply Library Materials from January 1, 2018 through December 31, 2018.
 - Resolution 2018-04, non-fair and open contract to Amazon.com to supply Library Materials from January 1, 2018 through December 31, 2018.
 - Resolution 2018-05, non-fair and open contract to Midwest Tape to supply Library Materials from January 1, 2018 through December 31, 2018.

Roll Call:

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

Motion passed

- A motion was made Mr. Wendrychowicz and seconded by Mr. Spiech to approve Resolution 2018-06, and Resolution 2018-07.
 - Resolution 2018-06, authorization to use state contract vendors for purchases during the period of January 1, 2018 through December 31, 2018.
 - 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, 2018 through December 31, 2018.

Roll Call:

Ms. Clarkin - yes
Mr. Grob - absent
Ms. Javer - yes
Mr. Koster - yes

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

Motion passed

Mr. Koster noted that it has been two years since the auditor last met with the full board in person to review their findings. Mr. Spiech noted that although there have not been significant issues on the audit, it would be beneficial to meet with the auditor in person. Mr. Hadelersaid he will request the auditor attend a meeting after completing the 2017 audit.

Trustee Education:

The complete text of A1427, the “Johnson Legislation,” which was recently signed into law was distributed. This permissive legislation allows municipalities to increase public support for libraries above 1/3 mill upon voter approval was distributed.

Executive Session:

A motion was made by Mr. Koster and seconded by Mr. Wendrychowicz to go into executive session at 8:44 PM to discuss the director’s annual evaluation. Motion passed unanimously.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Spiech to come out of executive session at 8:56 PM. Motion passed unanimously.

Open Session

Mr. Wolf reported that personnel items discussed in closed session would be deferred until February, he requested information on comparable salaries. No action taken.

There was a discussion regarding posting additional information regarding Board meetings to the Library’s website. Mr. Spiech explained that the Town Council makes their agendas available before meetings and that minutes are posted as soon as they are approved. Mr. Hadelersaid that the minutes are posted as soon as they are approved and he will begin posting minutes of upcoming meetings as soon as they are finalized. He will also contact the Township and other libraries regarding posting other information online.

A motion was made Mr. Wendrychowicz and seconded by Mr. Spiech that upcoming Board meeting dates be announced on the LED message center on Ridge Rd. Motion passed unanimously.

Upcoming Meeting Dates:

The next regular monthly meeting will be held on Wednesday, February 21, 2018 at 7:30 PM.

Adjournment:

A motion was made by Mr. Spiech and seconded by Mr. Koster to adjourn the meeting at 9:27 PM.

Respectfully submitted,

Richard Lee

Secretary

Note: The meeting was not recorded due to issues with the recording device.