

The Public Library of the Township of Mahwah  
Minutes of the Board of Trustees Meeting  
June 15, 2016

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

**Present:**

Mr. Alderisio  
Ms. Clarkin  
Mr. Grob (arrived 7:47 PM)  
Mr. Koster  
Mr. Lee  
Mr. Spiech  
Mr. Wendrychowicz  
Mr. Wolf  
Mr. Hadelar  
Mr. Shaver  
Ms. Mercadante

**Absent:**

Mayor Laforet  
Dr. Schoen

**Public:**

**Pledge of Allegiance**

**Secretary's Report:**

A motion was made by Mr. Wolf and seconded by Ms. Clarkin to accept the minutes as presented from the May 18, 2016 monthly meeting. Motion passed unanimously.

**President's Report:**

**Treasurer's Report:**

Mr. Wolf reviewed the May 2016 Treasurer's Report and highlighted the following;

- Revenue for the month was up \$2,300 due to the grant that was received from the NJ State Library for ESL and foreign language materials.
- Expenses for the month were over budget due the payment of a BCCLS bill one month later than anticipated. Expenses year to date are under budget in the personnel line, library materials, operating expense and professional services.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Spiech to accept the May 2016 Treasurer's Report.

**Roll Call:**

Mr. Alderisio - yes  
Ms. Clarkin - yes  
Mr. Grob - absent  
Mr. Koster - yes  
Mr. Lee - yes  
Mr. Spiech - yes  
Mr. Wendrychowicz - yes

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

Motion passed.

- Mr. Wolf reviewed the June 2016 bills for payment.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Wolf to accept the June 2016 Bills for Payment.

Roll Call:

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

Motion passed.

2015 Auditor's Report – Mr. Wolf reviewed the 2015 annual audit report from Garbarini & Co., PC.

- Mr. Wolf noted that the auditor commented at the end of the report that 1099 forms were not sent out to all eligible recipients. Mr. Wolf reported that the 1099 forms that were missed were sent out, the recommendation for the future is to require W-9 forms from all vendors.
- Mr. Wolf reported according to the completed form for the return of funds to the Township, found on page 12 of the packet, no funds will be returned to the Township this year. Included in the calculation is a \$50,000 transfer of funds from the operating account to the capital account.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Spiech to accept the 2015 Audit Report and transfer \$50,000 from the operating reserve account to the capital reserve account.

Roll Call:

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

Motion passed.

**Director's Report:** Mr. Hadelers highlighted the following items from his report:

- The vending machine vendor has been notified to remove the vending machines at the end of the summer due to ongoing problems.
- Inserra Supermarkets has requested the use of the Large meeting room for multiple dates beginning at the end of August through October, if they proceed this will be an interesting test of how difficult it will be to deal with room rentals.
- New summer reading program software was installed and customized with the help of staff that will help manage our reading programs, it allows people to register themselves and track summer reading on their own without requiring them to come into the library.
- Paul Shaver has worked to move the magazine subscriptions to a different vendor that will improve how the library manages periodicals subscriptions at a significantly reduced cost.
- New staff are here and working out well.
- On page 29 of the board packet is a quote from J.C. Electric for \$2,163 to install lighting in the back corner of the children's room where it is very dark.

A motion was made by Mr. Spiech and seconded by Mr. Koster to authorize J.C. Electric to install new lighting in the children's room for \$2,163.00.

Roll Call:

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

Motion passed.

**Committee Reports:**

- None

**Buildings & Grounds:**

- Quiet Study Rooms – Mr. Hadelers reported that the final plans for the quiet study rooms are complete and Carl Waldenmaier has reviewed them. Denise Storms is reviewing four (4) request for quotes (RFQs): one for basic construction, one for HVAC, one for electrical and one for sprinklers. Mr. Hadelers questioned how the board would like to proceed when the RFQs have been received back. The board discussed the issue and decided to hold a special meeting during the summer.

**Monthly Statistical Reports:** The May 2016 statistical reports were acknowledged.

**Old Business:**

Mr. Hadel reported that Mr. Spiech enrolled the Friends of the Library in the Community Alliance Program at Boiling Springs Savings bank, details about the program are included on page 23 and 24 of the board packet and a sign up form is on page 26.

### **New Business:**

Draft 2016-2018 Strategic Plan: Mr. Hadel highlighted the goals and objectives of the draft 2016 - 2018 strategic plan. Mr. Hadel explained that throughout the strategic planning process that began last fall the committee met several times to consider; their input, the community survey results and all that has occurred throughout the year to come up with goals and objectives for the next three years. Mr. Hadel stated that some of these goals were included in the previous strategic plan but have been further clarified and codified.

- Funding: Included is the objective to improve capital reserves, clearly increase money set aside for larger capital projects, such as a larger addition or renovation to ensure that the mechanism was included to allow for a large capital project in the future beyond the strategic plan, in 2018 it includes a \$100,000 transfer to capital.
- Customer Service: The second goal pertains to improving customer service. Included are plans for delivery by mail, a result of the strategic planning survey and the committee agreed is to provide library services by mail for Mahwah residents. We are also going to try to increase patron registration by marketing to newcomers, parents with children, schools, senior and long-term care facilities and other organizations. In addition, we are going to be pro-active about reaching out to cardholder before their accounts expire.
- Personnel: We are going to empower staff by improving core competencies and on-going training so staff are comfortable working in other departments and taking on tasks that they did not do before. We have already hired a part-time library marketing assistant to improve PR, marketing and publicity and will work to hire a part-time library technology assistant to help with technology.
- Public Awareness: Market library to new residents, parents and children going into school.
- Collection Management: Mr. Hadel reiterated that this summer he plans to analyze the collection, circulation and shelf-space to ensure making the most of Library resources to improve circulation. We will work to highlight new materials with a bookstore style presentation when people walk in. On-line resources are about 6.5% of our circulation, we want to make sure we have on-line resources to meet the needs of our patrons. We will implement a Radio Frequency Identification ("RFID") tag system for all physical collections to improve material handling and pave the way for self-checkout.
- Technology: Relocating the adult PCs is part of construction of the quiet study rooms and other technology including printers, scanners, fax machines will be relocated this area. The website will be updated and the content management system used to construct and manage will be upgraded.  
We will also continue to migrate PCs off the BCCLS network.
- Buildings & Grounds: We are underway working to complete the quiet study rooms. The collections are going to be shifted to create space for periodicals at the end of the adult collection with a comfortable reading area. We are going to update the seating area in the five window seats facing Ridge Road. We are going to create a dynamic, inviting, "theme" for the children's room. We are going to update that CCTV system and resurface the parking lot, not just patching. We will continue to set aside funds each year for HVAC and other large-scale building/maintenance and repair projects.
- Mr. Hadel reviewed the 2016-2018 Budget that anticipates a 1% increase in funding for 2017 and 2018. On page 18 lists the capital projects for the next three years with cost estimates. The board discussed the need to segregate building repair contingency funds.

Mr. Lee concluded that the 2016-2018 strategic plan is a plan to live within our means with a focus on the patron experience.

### **Trustee Education:**

Mr. Wendrychowicz reported that the 2016 New Jersey Library Trustee Institute will be held on Saturday, September 10<sup>th</sup> at the Holiday Inn of East Windsor.

**Upcoming Meeting Dates:**

The next regular monthly meeting will be held on September 21, 2016 at 7:30 pm. There are no regularly scheduled meetings in July and August.

**Executive Session:**

A motion was made by Mr. Spiech and seconded by Mr. Koster to go into executive session at 9:00 pm to discuss a personnel matter. Motion passed unanimously.

A motion was made by Mr. Spiech and seconded by Mr. Lee to go come out of executive session at 9:25 pm. Motion passed unanimously.

No action was taken on the personnel matter.

**Adjournment:**

A motion was made by Mr. Lee and seconded by Mr. Wendrychowicz to adjourn the meeting at 9:26 PM.

Respectfully submitted,

Mr. Lee  
President