

The Public Library of the Township of Mahwah  
Minutes of the Board of Trustees Meeting  
June 19, 2019

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

In accordance 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. Clarkin  
Ms. Cassotis  
Mr. Grob  
Mr. Koster  
Mr. Lee  
Mr. Orlich  
Mayor Roth  
Mr. Wendrychowicz  
Mr. Wolf  
Mr. Hadel  
Ms. Gilbert  
Ms. Mercadante

**Absent:**

Dr. Schoen

**Pledge of Allegiance**

**Public Present:** Robert Ferguson, Township Council representative. Chris Fornicola, Lime Energy representative. Mahwah Girl Scout Troop 95829.

**Public Comment:**

A motion was made by Mr. Wolf and seconded by Mr. Lee to go into public session at 7:33 PM. Motion passed unanimously.

On behalf of the board, Mr. Wendrychowicz thanked the Mahwah Girl Scout Troop 95829 for establishing the walking path between Joyce Kilmer School and the Library. He stated their actions will go a long way to opening library usage for students and encourage a love of reading for years to come. The entire library board expressed their appreciation to the girls for their work.

The girls addressed the board, noting the donation of wood chips and the retrieval of logs from the surrounding wooded area. The girls described their satisfaction derived from helping others and the positive effect of collaboratively improving the Mahwah community and the environment. They thanked the board for the opportunity to speak and their troop leaders for the inspiration. Mr. Hadel personally thanked them for their work on the path and the flowers they planted: it has already helped students who walk to the library after school and the project truly was a selfless act since they will all be moving on to Ramapo Ridge school next year.

A motion was made by Mr. Wolf and seconded by Mr. Koster to close the public session at 7:37 PM. Motion passed unanimously.

**President's Report:** Mr. Wendrychowicz stated that with the permission of the board, he rearranged the meeting agenda to allow a Lime Energy representative to address the attendees.

## New Business:

### New Jersey Clean Energy Program Direct Install Program –

- Mr. Hadelor introduced Chris Fornicola, a representative from Lime Energy, the Bergen County installer for the New Jersey Clean Energy Program Direct Install program. The program seeks to reduce the costs for municipalities by installing high efficiency lighting and HVAC: 70% of the installation cost is covered by the program, with the expectation of significantly lowering operating costs. Several years ago, the Township utilized the program to replace some lighting and one library HVAC unit.
- Mr. Fornicola explained that his team conducted a comprehensive inventory by evaluating the lighting and HVAC units in the building. The proposals, which were previously distributed, include replacing almost every non-LED bulb, the larger 30-ton HVAC unit as well as two 16 and 17 ton units which are all 22 years old and problematic.
- Mr. Fornicola stated after approval is given, the board would need to sign the paperwork and submit the application before July 1<sup>st</sup>, to lock in 2019 fiscal year's funding, to mitigate increased material costs due to anticipated July tariffs.
- After the projected two week application approval process, Lime Energy will start to dispatch their contractors, file permits and conduct another review of lighting, heating and cooling. It will then take approximately four to six weeks to complete the install. At the end of the project, there will be a final walk through with the contractor, library and Lime Energy to ensure the library is comfortable the installation was performed to scope, in order to provide sign-off and complete payment.
- Ms. Clarkin inquired into energy usage comparison between the twenty-two-year-old units with the new units. Mr. Fornicola stated since this is a state program, we are required to use only the most efficient equipment from these manufacturers: Lenox, Carrier or York. Mr. Hadelor pointed out project summary estimated annual energy savings of \$10,700 for replacing all the lights and three HVAC units:
  - Total electric savings: approximately 167,000 kW, or \$10,000
    - Lighting replacement: \$9,500
    - HVAC replacement: \$500
  - Total gas savings: would be approximately 2,000 therms, or \$700
- Mr. Orlich inquired about the details behind the cost savings, expressing his surprised at the estimated savings compared to fluorescents. Mr. Orlich also questioned the relatively low energy savings, despite the utilization of the highest energy efficient air conditioning units. Mr. Fornicola explained that the estimates are based on a tool provided by the BPU (Board of Public Utilities and NJ Department of Clean Energy). The majority of energy savings results from lighting, rather than HVAC unit, replacement. HVAC savings would be realized through fewer repairs, since units begin to fail between fifteen and twenty years. Mr. Hadelor confirmed currently, the existing three units require considerable time, effort and money to maintain, concurring with Mr. Fornicola's comments on anticipated maintenance and repairs savings due to unit replacement.
- The proposal includes replacing the 30-ton unit over the children's room with a 25-ton unit. Mr. Fornicola stated that he will have Reiner, their biggest installer, conduct a load test to determine the suitability of the smaller unit. Mr. Hadelor suggested if the 25-ton unit cannot replace the 30-ton unit, a 25-ton unit could be installed to cover the children's room only, while reconfiguring the duct work or adding a supplemental system for the processing workroom, which may provide a better solution because two separate temperature control zones would be created.
- The Board asked about warranties on the new equipment. Mr. Fornicola indicated
  - Lighting: warranted for the first year through Lime Energy, including labor and material.
  - Heating and cooling warranties
    - Heating exchange: five years

- Compressor: ten years
- Electronic controls: one year (standard manufacturer warranty)

Mr. Hadelar explained that currently all the HVAC units are serviced twice a year.

- Mr. Fornicola provided the following breakdown of the \$137,000 total cost:
  - Lime Energy pays 70% (\$96,000)
  - Library would pay 30% (\$41,200), plus an additional \$6,000 for engineering fees.

Mr. Hadelar reminded the Board of \$60,000 budgeted line item to replace the children's HVAC unit. By moving ahead with this proposal, the Library would be \$13,000 under budget for this line item, while receiving \$50,000 worth of LED lighting upgrades, also an approved capital project.

- Mayor Roth asked what cost the group was requested to sign off. Mr. Fornicola stated if a decision was made during the session, the cost will be \$41,208.10 plus \$6,000 for mechanical, less \$2,433 PJM, totaling \$44,775.10 to replace all three HVAC units and all lights.
- Mayor Roth recommended amending Resolution 2019-12 to include at the end of the last whereas, the following wording: "*as detailed in the contract from Lime Energy proposal number 125890 date June 13, 2019*". The board agreed to the amendment.

A *motion* was made by Mr. Lee and seconded by Ms. Clarkin to approve Resolution 2019-12 as amended to award of contract for energy efficiency upgrades under New Jersey Clean Energy Program Direct Install to Lime Energy in the amount of \$44,775.10, to replace all the lights and three HVAC units.

Roll Call:

- Ms. Cassotis – yes
- Ms. Clarkin - yes
- Mr. Grob - 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.

**Secretary's Report:**

A *motion* was made by Mr. Lee and seconded by Ms. Clarkin to accept the minutes from the May 8, 2019 special meeting with one amendment, Mr. Wolf was not present, and to accept the May 15, 2019 regular meeting minutes as presented. *Motion* passed.

**Treasurer's Report:**

Financial Reports

- Mr. Lee reviewed the financial report and noted, revenue from room rentals is lower than projected and recommended not including room rental revenue as a projected budget item in the future.
  - Mr. Hadelar explained that there have been some issues with the room rentals. Over seven years of rental availability, use is erratic and sometimes lower than anticipated. The library budgeted \$2,500 of room rental income for 2019, based on 2018 rental revenue. Revenue from January

through May was anticipated at \$1,000: we received only a little over \$500. Some noted rental trends include:

- Room cancellations by a few organizations who reserve up to the maximum session limit, preventing use from the Library and other organizations.
- Patron complaints about rental cost.
- Mr. Wolf asked about the utilization rate of meeting rooms for library programs and rentals. Mr. Hadelar responded he would analyze usage and provide a report in the fall.
- Mayor Roth stated the cost of the rental service needs to consider insurance requirements vs. revenue.
- Mr. Koster questioned if there is a blanket insurance policy that we could get for the room rentals. Mr. Hadelar agreed to inquire within our insurance carrier into an umbrella policy covering room rentals.
- Mr. Lee had no other concerns with the financial reports.
- Mr. Hadelar reported that he notified our legal counsel that we would no longer be sending the monthly board packets for their review, which was costing five to six hundred dollars a month.

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

Roll Call:

Ms. Cassotis – yes  
Ms. Clarkin - yes  
Mr. Grob - 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.

Bills for Payment - A motion was made by Mr. Koster and seconded by Mr. Lee to approve the June 2019 Bills for Payment.

Roll Call:

Ms. Cassotis – yes  
Ms. Clarkin - yes  
Mr. Grob - 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 & Staff Reports:**

Mr. Hadelers highlighted the following items:

- Cost of eBooks and eAudiobooks – Mr. Hadelers reported that this week, ALA issued a statement regarding their concerns over Hachette Book Groups' lending model changes for eBook and eAudiobooks. In the past, Hachette has allowed libraries to purchase copies of titles: although the cost was three times the cost of print titles, they were licensed in perpetuity. On Monday, Hachette changed their policy, replacing the perpetual license with a two year license. In addition, effective July 1<sup>st</sup>, Blackstone Audio, a big audiobook distributor, decided to embargo titles to libraries, requiring libraries wait ninety days for new titles.
- **Capital Projects**
  - Children's Room Renovation:**
    - We decided not to paint the ceiling in the children's room, based on input from the designer, fabricators and staff. In addition to the \$9-10,000 saved on painting charges, fabrication charges were reduced by \$3,400.
    - Mr. Hadelers suggested offering the wooden end panels previously installed in the children's room to other libraries. The Board had no concerns.
- Personnel – Mr. Hadelers reviewed the Library's position on making special accommodations for personnel: accommodations are provided when an employee provides a note from their physician. An employee made a request, submitting a physician letter recommending a more ergonomic workspace. The library will purchase a new chair. The same accommodation would be made for other employees who provide physician documentation.

### **Buildings & Grounds:**

#### **Monthly Statistical Reports:**

The May 2019 statistical summary report was acknowledged.

- Mr. Hadelers noted that eBook use is up 82% for the year, eAudiobooks is up 56%, streaming video is up 50% and while streaming music is decreasing. Overall on-line circulation is up almost 50% for the year. BCCLS new delivery service started this month: summer activity will indicate the service's efficiency and effectiveness.
- Mr. Wendrychwic noted that the ESL program and quiet study rooms are doing well, however Tutor.com is not. Mr. Hadelers responded that we pay per session.
- Mr. Wolf questioned the service is provided by Value Line, noting there was no use over the past month. Mr Hadelers responded that the financial service costs \$5,600 a year and is heavily used, but missed the cutoff to report usage.

### **Committee Reports:**

#### Advocacy Committee –

- Mr. Wendrychowicz reported that Mr. Hadelers did an excellent job with the presentation at the council meeting on June 8<sup>th</sup>. The vote by Council whether to place the referendum on the ballot will take place at the next council meeting on June 27<sup>th</sup>. Mr. Wendrychowicz asked for a show of support

from the trustees by attending the meeting: if the vote goes through, advocacy meetings will be scheduled during the summer. Mr. Wendrychowicz stated that the staff has been provided with talking points about the referendum, focusing on services, in preparation for public questions. The board will be provided with talking points to answer questions on use of the additional funds.

- Mr. Lee questioned whether the question of the resolution being binding or non-binding has been resolved. Mr. Hadelier stated that as far as he knows it is a binding resolution and will provide the Mayor, David May and Kathy Coviello with a copy of the local finance notice that includes the prescribed text for the ballot. Mayor Roth recommended consulting the library attorney to determine whether the resolution is binding or non-binding and review the text. Mr. Hadelier agreed.
- Mr. Hadelier reminded the board that the library board and staff can educate but cannot advocate. He stated that a plan is underway. The advocacy committee is made up of Sharon Javer, Ward Donigian, Tom Murphy and Jen Park.

#### **Old Business:**

- Meet the Candidates Night – Mr. Wendrychowicz asked how the preparations for meet the candidate's night were being handled. Mr. Hadelier responded that the same format and procedure used in the past will continue. The date has been set. Since only the school board is up for election, the event will be held in the library. Mr. Wendrychowicz stated the deadline is July 29<sup>th</sup>. Mr. Hadelier stated that the library will send the same information sent to the candidates last year.

#### **New Business:**

- Recommendation for new telephone system – Mr. Hadelier reported that he has been working on the telephone system with two vendors, Black Box and Eastern Datacomm, for a several months. The new system includes a voice over IP (VoIP) system with comparable server, number of instruments, installation service and warranty. Both are state contract vendors who sell well-regarded systems. We have worked with both vendors in the past with good results: Black Box has maintained our current Nortell system for many years and Eastern Datacomm undertook several structured wiring projects over the years. Black Box was unable to provide a demo; their engineer's response to some of his questions lacked content. Eastern Datacomm provided an on-site demo and answered our questions in detail.
- Black Box's proposed system under NJ state contract is \$20,264.49 while Eastern Datacomm's proposal is \$14,506.57 for comparable products.
- The annual support fee is \$2,100 with no additional monthly fees. The monthly fees from Optimum for voice and data covering a dozen incoming lines will remain the same.

A motion was made by Mr. Koster and seconded by Mr. Lee accept the proposal from Eastern Data Comm for the purchase of the Mitel telephone system for \$14,506.57.

#### **Roll Call:**

Ms. Cassotis – yes  
Ms. Clarkin - yes  
Mr. Grob - 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.

- Resolution 2019-11 Payment of Reasonable and Customary Bills and approved capital expenses in July and August of 2019

A motion was made by Mr. Wendrychowicz and seconded by Mr. Wolf to accept Resolution 2019-11 authorization for payment of reasonable and customary bills up to \$8,500 and approved capital expenses in July and August of 2019.

Roll Call:

Ms. Cassotis – yes  
Ms. Clarkin - yes  
Mr. Grob - 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.

**Trustee Education:** Mr. Wendrychowicz distributed the results of a survey taken at a recent Library Foundations 101 meeting. The committee is making plans to set up basic trustee 101 round table type discussions in November. He said the Friend's Breakfast will be held at Seasons in October, with a special speaker attending.

**Public Session:**

A motion was made by Mr. Wolf and seconded by Mayor Roth to go into public session at 9:14 PM.  
Motion passed unanimously.

A motion was made by Mr. Wolf and seconded by Mayor Roth to close the public session at 9:15 PM.  
Motion passed unanimously.

**Upcoming Meeting Dates:**

- Saturday, June 22, 11 AM: Summer Reading Blastoff
- Thursday, June 27, 7 PM: Township Council Work/Public Meeting. Town Council to consider Library's request for a public referendum.
- Wednesday, September 18, 7:30 PM: regular monthly meeting of the Board – first meeting after summer break.

**Adjournment:**

A motion was made by Mr. Wolf and seconded by Mayor Roth to adjourn the meeting at 9:15 PM. Motion passed unanimously.

Respectfully submitted,

Zoe Cassotis  
Secretary