

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
June 20, 2018

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

Mr. Wolf stated that 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
Mr. Grob
Ms. Javer
Mr. Lee
Mr. Spiech
Mr. Wendrychowicz
Mr. Wolf
Mr. Hadelers
Ms. Gilbert
Ms. Mercadante

Absent:

Mr. Koster
Mayor Laforet
Dr. Schoen

Pledge of Allegiance

Public Present: Janet Ariemma – liaison to the Township Council

Public Comment:

A *motion* was made by Mr. Lee and seconded by Ms. Javer to open to public session at 7:33 PM.

Ms. Ariemma reported that she received a call from a resident that had a complaint and was trying to contact a trustee. The person brought it to Ms. Ariemma's attention that the library's web-site does not list contact information for the board members and expressed her opinion that the information should be made available. Mr. Hadelers confirmed that the library does not provide trustees' personal contact information on our web-site. The public can contact the business office and the message is immediately forwarded to the board. Mr. Hadelers stated that the board can change this and have trustee contact information available on the library website, it would require having library email accounts for each trustee at a cost of about \$5 per month each. The board discussed the issue and the need to separate library and personal business. The board agreed that having one contact email for the public would be best and Mr. Wolf proposed that library email addresses be assigned to each trustee but only list one contact email for the public. Mr. Spiech recommended before proceeding, first consulting with an attorney to determine the legal issues and what would be best, all agreed.

Mr. Wolf reported that he spoke to the patron with the complaint, it was in regard to over-due fines, the individual wanted to report what they felt was poor customer service. Mr. Hadelers explained that he helped the patron and offered to waive half of the overdue fines. The patron wanted all of their fines waived and was unsatisfied with the outcome. The next day the patron went to their home library in Paramus where they had the fees waived.

A *motion* was made by Mr. Spiech and seconded by Ms. Javer to close public session at 7:50 PM. *Motion* passed unanimously.

Secretary's Report:

Mr. Wolf requested a change to the wording of the minutes of the May 16, 2018 meeting, on page 3 of the packet, the following change was made: "Mr. Wolf stated that overall we are on budget for the month. Year to date the trend continued that we are under budget in salaries. For the month we spent \$28,000 more than we received which was due to the timing of when the quarterly appropriation was received."

A motion was made by Mr. Wendrychowicz and seconded by Mr. Wolf to accept the minutes from the May 16, 2018 monthly meeting as amended. Motion passed unanimously.

President's Report:

Treasurer's Report:

Mr. Lee reported that the appropriation was received on time, he noted that furniture, fixtures & equipment and professional services is underspent for the month. Mr. Hadelar explained that he plans to order some displays and that professional services were under budget for due to the auditor's bill being received at the last meeting, it is included in this month's bills.

Mr. Hadelar reported that one of our employees who previously opted out of the library's insurance will be picking up family coverage through the Library starting August 1st. The net change to the insurance line will be about \$3,000 over budget and will show up in September.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Wolf to accept the May 2018 Treasurer's Report. Motion passed unanimously.

Roll Call:

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

Motion passed.

Mr. Wendrychowicz questioned if it is possible next to the program cost to include the program attendance. Mr. Hadelar agreed to include the information in the next packet.

Mr. Hadelar stated that there is a \$6,000 bill for Janice Davis Design LLC in the bills for payment, the amount is half of the \$12,000 included in the resolution to pay Janice Davis over the summer.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Wolf to approve the regular June 2018 Bills for Payment.

Roll Call:

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

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 from his report:

Library Operations – The ESL program is doing very well now that Kara has established a group instruction format.

Personnel – We are having a difficult time finding a maintenance person/handyman. We called about six people from resumes that were received, none worked out for one reason or another. Mr. Hadelers stated we may need to increase the hourly rate from \$16.50 and be flexible with the hours. In the meantime, we reached out to Barry for some help. Mr. Hadelers stated he is also looking to hire one or two people to work two Saturday's a month at the reference desk so that the children's and teen librarian can be in their departments when working on Saturdays.

Security Cameras - Mr. Hadelers reported that it has been a challenge to compare the quotes that he has received for the security cameras. A vendor that was recommended by the camera manufacturer is not on state or ESCNJ contract and the system price is above the bid threshold. This summer he plans to send out an RFQ to state and ESCNJ contract holders for exactly what we want so that in September we will have all the pricing information ready to move forward.

Library Link NJ – Mr. Hadelers reported that last Wednesday Library Link had its spring meeting. The budget was introduced, it included \$200,000 of "cost sharing" fees for delivery to the members without any plan how it would be divided up and who would be paying for it. Immediately a motion to amend the budget to include that each library would not be charged more than \$500 for the additional costs. Library Link NJ was expecting \$1.3 million worth of funding from the state legislature to support library network aid which failed. Today we found out that the legislature gave a budget to the Governor that did not include any additional funding for libraries, it did not include \$1.3 million for library network, or \$7 million for the restoration of per capita state aid. It is expected that the Governor will veto that budget and send his proposed budget back to the legislature. As a result, many people in BCCLS feel that there needs to be a back-up plan or have our own delivery service. Mr. Hadelers expressed that he strongly believes there is a high correlation between lousy delivery service and the drop in circulation.

Community Collaboration – Mr. Hadelers thanked local Boy Scout Joey Tursi and his fellow scouts for building the new recycling hutch as part of his Life Scout project, it is solid and will last for many years in comparison to the store-bought plastic shed that only lasted a year or two.

Bank Interest Rates – Mr. Hadelers reported that he spoke with the bank manager at Boiling Springs Savings Bank and we would actually lose money if we made a change to purchase certificated of deposits.

Insurance coverage for cyber liability and significant weather events – As requested by the board, Mr. Hadelers contacted Frank Covelli for information about insurance coverage for cyber liability and significant weather events. Mr. Covelli's response which explains our coverage is included in the board packet. We have sufficient coverage.

Ditching Dewey Task Force – Mr. Hadelers summarized progress made by the team working on a plan to ditch the Dewey Decimal Classification System. Mr. Hadelers stated that he reached out to ten libraries, the only library that began the change and went back was Albany. The libraries that we spoke with came back with the same benefits which included the following: Easier for patrons to locate items on the shelf – patrons “love” it, facilitates browsing, discovery of unexpected information, increase in circulation especially in school library, big increases in use in non-fiction categories, easier for staff to sort & shelve materials, opportunity to weed collection and see where they need to be bulked up, break collections apart from traditional Dewey Decimal Classification, shift collection priorities to reflect patron interest. We started looking at systems that these libraries used, most of them used derivatives of BISAC, a scheme developed by the Book Industry Study Group. The team is began exploring BISAC by selecting overarching categories which make most sense to patrons. Our goal is to come up with a detailed plan for the board to look at in September. Mr. Hadelers expects that it will take one year to complete the project with at least one intern under the supervision of a staff member.

Children’s Room Enhancements – The working sketches that were included in the packet are complete, with the boards’ approval Janice will begin the architectural drawings that she needs to shop around and get prices and work within our budget. A detailed room layout identifying the location of new décor element was included in the packet. The giraffe has been moved to the alcove by the windows but is still the focal point. Depending on the cost we would like to have the ceiling painted blue with clouds. We should have prices in September/October ready for approval and hopefully have the installation done late November or early December. Mr. Hadelers noted that painting the ceiling and moving the stacks were not included in the budget for Janice. We would also like to reconfigure the computer workspace in the children’s room to be able to fit more computers in the area. Mr. Wendrychowicz questioned if the material that will be used will be fire retardant. Mr. Hadelers agreed to find out. The board approved the drawings.

Fine Amnesty for Late Fees On Children and Teen Materials During Summer Reading – Mr. Hadelers reported on children’s librarian Caitlin Siciliano’s idea to offer fine amnesty for children’s items during summer reading. Her idea stemmed from attending a workshop at the PLA Conference this year. Caitlin reported that research shows unless fines are very high they do not act as an incentive to get the materials back in the library. The proposal during summer reading is to waive the fines for children’s materials, it will be for Mahwah residents only, for Mahwah items only that are checked out and returned over the summer. Last year our total income for fines was about \$19,000, of that summer reading totaled about \$1,972. Ms. Javer questioned if the goal is to eliminate fines all together. Mr. Hadelers stated that is a possibility and offering amnesty over the summer will help determine if eliminating fines would remove a barrier to checking out items and encourage reading. Ms. Javer stated that she is ok with waiving fines for children but would hesitate to do it for adults, we have a responsibility to provide access to materials.

A motion was made by Mr. Grob and seconded by Ms. Javer to accept the proposal to suspend fines for late fees on children and teen materials during summer reading. All were in favor except Mr. Spiech who was opposed, motion passed.

PR & Marketing – Mr. Hadelers distributed a new pamphlet that Joy Laforme created that presents summer programs for adults, teens and children in one publication. The plan for the future is to have a similar two-fold pamphlet for each month that combines all events rather than several different flyers. The board expressed their approval with the new format and Joy’s design work.

Monthly Statistical Reports: Mr. Hadelers pointed out that June 1st the number holds increased back to 10 and we are seeing delays coming back into the delivery system. This is under the carrier that was providing service before 2018. He noted this was the first time that our eAudio book/downloadable audio book circulation has surpassed our physical audiobook circulation. Our eContent circulation is increasing while physical circulation is declining, in part due to problems with statewide delivery this year. Mr. Hadelers believes there has been damage to the library brand as a result of incredible delays in delivery from Jan through March, we lost a lot of patrons and getting those people back into the library is

a challenge. Mr. Wolf stated that the delivery service issue is something that needs to be addressed in the next strategic plan.

Committee Reports:

Strategic Planning Committee – Mr. Wolf reported that we have at least two outside parties that are willing to participate in the strategic planning committee, three staff including Kara Gilbert, Joy Laforme and Kurt Hadel. Mr. Wolf stated that we plan to meet on the third Wednesday of the month during the summer. Ms. Clarkin, Ms. Javer and Mr. Wendrychowicz volunteered to join. Mr. Wolf invited anyone that is interested in coming to the initial meeting on July 18th is welcome. The date of the August meeting will be determined at the July meeting. Mr. Wolf recommended doing a similar survey to the one that was done previously.

Meet the Candidates Night – Mr. Wolf stated that there are two nights set aside for this year's events, on Wednesday, October 24th the Winter room has been reserved for the board of education candidates and on Thursday, October 25th the Senior Center has been reserved for the town council candidates. If there is a special election, we will address and plan for it if it happens. He noted that this year we need to allow time for each candidate to make a closing statement and the number of questions per candidate will depend on the number of candidates running.

A motion was made by Mr. Wolf and seconded by Mr. Wendrychowicz to accept last year's format that includes an opening statement, questions and a closing statement, the number of questions per candidate and time allowed to answer will be depend on the number of candidates with a time limit of three hours. Motion passes unanimously.

Old Business:

New Business:

- Resolution 2018-11 Payment of Reasonable and Customary Bills in July and August

A motion was made by Mr. Wendrychowicz and seconded by Mr. Wolf to accept Resolution 2018-11 authorization for payment of reasonable and customary bills up to a maximum of \$8,500 in July and August 2018.

Roll Call:

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

Motion passed.

- Resloution 2018-12 Payment of Bills Related to the Design of Artistic Creative Enhancements to the Children's Room in July and August 2018.

A motion was made by Mr. Wendrychowicz and seconded by Ms. Javer to accept Resolution 2018-12 authorization for payment for all invoices, vouchers and bills received from Janice Davis Design LLC in July and August 2018, up to a maximum of \$12,000.

Roll Call:

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

Motion passed.

Trustee Education: Mr. Wendrychowicz questioned if Ms. Mercadante had completed the required classes to be eligible for the qualified purchasing agent examination. Mr. Hadelier responded that all the required classes have been completed, she attended a review class and took the exam on June 13th.

Mr. Wendrychowicz reported that he picked up one and a half hours of trustee training for attending a BCCLS workshop on building your own capital campaign, the event was well attended.

Public Session:

A motion was made by Mr. Wolf and seconded by Ms. Javer to open the meeting to public session at 9:02 PM. Motion passed.

Ms. Ariemma questioned what age group the Teeter Totter program is for that is listed in the new summer pamphlet. Mr. Hadelier responded that some information was omitted on the pamphlet due to space limitations, but full information can be found on the library's website.

A motion was made by Mr. Lee and seconded by Mr. Spiech to close public session at 9:05 pm. Motion passed unanimously.

Upcoming Meeting Dates:

The next monthly meeting will be held on September 17, 2018 at 7:30 PM.

Adjournment:

A motion was made by Mr. Spiech and seconded by Mr. Lee to adjourn the meeting at 9:12 PM. Motion passed.

Respectfully submitted,

Sharon Javer
Secretary