

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
June 21, 2017

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

Present:

Mr. Grob
Mr. Koster
Ms. Javer
Mr. Lee
Mr. Spiech
Mr. Wendrychowicz
Mr. Wolf
Mr. Hadelers
Ms. Mercadante

Absent:

Ms. Clarkin
Mayor Laforet
Dr. Schoen

Pledge of Allegiance

Public Present: Janet Ariemma present as liaison for the Township Council.

Secretary's Report:

A motion was made by Mr. Wendrychowicz and seconded by Mr. Spiech to accept the minutes with the following corrections from the regular monthly meeting on May 17, 2017.

- Personnel – *“The initial interviews will be conducted over the next two weeks and the second interviews will be scheduled at the beginning of June.”*
- Friends of the Library – *“Mr. Wendrychowicz talked about how other Friends groups operate, and noted that most require a lot of staff involvement and do not bring in much money for the Library.”*

Motion passed unanimously.

President's Report:

Mr. Wolf stated that he is still working on a joint honor for Sam Alderisio for his service to the community.

Treasurer's Report:

- Mr. Wendrychowicz reviewed the May 2017 Treasurer's Report.

A motion was made by Mr. Grob and seconded by Mr. Lee to accept the May 2017 Treasurer's Report.

Roll Call:

Ms. Clarkin - absent
Mr. Grob - yes
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 by Mr. Spiech and seconded by Mr. Lee to approve the June 2017 Bills for Payment.

Roll Call:

Ms. Clarkin - absent
Mr. Grob - yes
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.

Director's Report:

Library Operations:

Mr. Hadel reported that this has been a busy month, he highlighted that the summer reading kick-off party last Saturday was well attended; it is estimated between 300 and 350 people were in the library throughout the day. There were activities for all ages including games, bounce house, arts and crafts and musical entertainment.

Personnel:

- The supervising librarian position was offered to Kara Gilbert, she is the director of a children's room in CT. We anticipate her start date will be around Labor Day.
- The adult librarian position was offered to a candidate, she will be a good fit with the staff.
- Denise Laude, the adult programming coordinator, has been out due to health related issues in the meantime staff have pitched in to help with programs.
- Jerry Meller, the security guard that was hired temporarily at the end of April to cover for Wayne Monico, will be returning in the fall.

BCCLS & Professional Development:

- Mr. Hadel reported that we were a BCCLS beta program tester for Cloud Library's "private cloud" service, which allowed us to buy ebooks for our own patron and the ability to lend them to other libraries when not in use by our patrons. In practice, it has not worked out as hoped due to poor integration and BCCLS terminated the beta. The issues with the Cloud Library private clouds included access, reporting, patron accounts and undeveloped collection management tools. We set aside

\$18,000 this year for ebooks and are looking for alternatives, possibly creating our own collection; however, they would not be available to other libraries. We will be looking into other vendors.

Statistical Reports:

The May 2017 statistical report was reviewed and acknowledged. Mr. Wolf stated that we are trending -5% in total circulation for the month and year; however, programs continue to sharply increase.

Old Business:

- Quiet Study Rooms – Mr. Hadelers referred to the quiet study room update on page 19 of the packet, construction started ahead of schedule, the glass storefront should be here mid-July. The drop down pendant lights that were taken down will be relocated by JC Electric to the area at the end of the adult non-fiction. Furniture quotes are being finalized. The board discussed use of the quiet study rooms and Mr. Hadelers stated that he will be working on a room use policy over the summer and will send out policies for review. The board discussed having an opening event the week of September 18th.

New Business:

- Unscheduled Closings – Mr. Hadelers stated that due to the emergency closing for two days in June there were two employees that had requested paid leave in advance and asked for clarification of the policy regarding PTO that was requested and approved in advance of an unscheduled closing. Mr. Hadelers reported that past practice was to deduct PTO from any employees who had scheduled PTO on day that the library had an unscheduled closing. Staff argued that they were being penalized by losing their accrued PTO for days when the Library is closed and they would be unable to work. The board deliberated the issue at length and decided to remain consistent with past practice.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Grob to reimburse two employees for approved paid time off for two days that the library closed in June due to construction.

Roll Call:

Ms. Clarkin - absent
Mr. Grob - yes
Ms. Javer - no
Mr. Koster - no
Mr. Lee - no
Mr. Spiech - no
Mr. Wendrychowicz - yes
Mr. Wolf – no
Mayor Laforet – absent
Dr. Schoen – absent

Motion not approved.

The board directed Mr. Hadelers to notify the staff that the employee manual will be revised over the summer and that going forward there may be latitude with this issue.

- Meet the Candidates Night – Mr. Hadelers recommended that if the board is planning to have a meet the candidates night this year that an ad hoc committee should be formed to coordinate and codify the guidelines for the event. Mr. Wolf appointed Mr. Koster and Mr. Lee to the committee.

- Resloution 2017-11 Payment of Reasonable and Customary Bills in July and August

A motion was made by Mr. Wendrychowicz and seconded by Mr. Koster to accept Resolution 2017-11 authorization for payment of reasonable and customary bills up to a maximum of \$8,500 in July and August 2017.

Roll Call:

Ms. Clarkin - absent
Mr. Grob – yes
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.

- Resloution 2017-12 Payment of Bills Related to the Construction of Five Quiet Study Rooms in July and August

A motion was made by Mr. Wendrychowicz and seconded by Mr. Koster to accept Resolution 2017-12 authorization for payment for all reviewed applications for payment from the contractor for the construction of five quiet study rooms received in July and August 2017, up to the total contract amount of \$205,490.00.

Roll Call:

Ms. Clarkin - absent
Mr. Grob – yes
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.

Trustee Education:

Mr. Wendrychowicz reported that the library construction bond, Assembly Bill 222, will be voted on tomorrow, he encourage everyone to contact Robert Auth on-line to request that he vote for it. Assembly Bill 1427 that addresses funding for NJ libraries as of March. Mr. Wendrychowicz reported that he attended the re-opening of the West Milford library.

Upcoming Meeting Dates:

The next regular monthly meeting will be held on Wednesday, September 20, 2017 at 7:30 PM. There are no regularly scheduled meetings in July or August.

Adjournment:

A motion was made by Ms. Javer and seconded by Mr. Spiech to adjourn the meeting at 8:46 PM. Motion passed.

Respectfully submitted,

Mr. Richard Lee
Secretary