

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
March 16, 2016

Call to Order: Mr. Lee, President, called the meeting to order at 7:45 PM.

Present:

Mr. Alderisio
Ms. Clarkin
Mr. Grob
Mr. Lee
Mr. Wendrychowicz
Mr. Wolf
Mr. Hadelers
Mr. Shaver
Ms. Mercadante

Absent:

Mayor Laforet
Dr. Schoen

Pledge of Allegiance

Public Comment:

Secretary's Report:

A motion was made by Mr. Wendrychowicz and seconded by Ms. Clarkin to accept the minutes from the February 17, 2016 monthly meeting as presented. Motion passed unanimously.

President's Report:

Treasurer's Report:

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

- The first quarterly appropriation payment from the Township was received, income is on budget.
- Expenses overall are down for the month due to open positions as well as library materials and AV which are dependent upon spending trends and when bills come, they are expected to catch up within the next few months. The board discussed re-distributing the monthly budgeted amounts to more accurately reflect spending. Mr. Hadelers agreed to adjust the monthly budget allocations based on previous year's spending trends.
- Mr. Wolf reported that we are in a good financial position, however he would like to see our capital budget higher. The new strategic plan does not include many capital projects and we will continue to make the most effective use of available funds.
- The March 2016 bills for payments were reviewed.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Spiech to accept the February 2016 Treasurer's Report and approve the March 2016 Bills for Payment.

Roll Call:

Mr. Alderisio - yes
Ms. Clarkin - yes
Mr. Grob - 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: Mr. Hadelers highlighted the following items from his report.

Library Operations:

- Mr. Hadelers reported a new issue has occurred with a patron that borrowed and lost about \$600 worth of items from other libraries. Patrons occasionally lose items from other libraries and in previous cases costs have been minimal, the home library pays for the lost items. In this case, because warnings were ignored the owning library marked the items as lost and they were paid for by us which is in accordance with BCCLS policy. Steps are being taken to change the procedures for contacting patrons when items are lost from other libraries. Since the individual has not responded to notices, their library card and spouse's card have been voided. According to the municipal code, we can go after the patron in municipal court. Mr. Hadelers asked the board how they would like him to proceed. The board discussed the issued and supported Mr. Hadelers sending the patron a dunning notice.

A motion was made by Mr. Spiech and seconded by Mr. Wendrychowicz for Mr. Hadelers to take every reasonable step to recoup the library's money with regard to the patron that lost \$600 worth of items.

Roll Call:

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

Motion passed.

- There are two recent issues involving the kids and parents after school.
 - The first issue involves parents that are parking in the no parking zones. On social media, parents have expressed their opinion that they expect library personnel to direct traffic. Mr. Hadelers reported that there is a town ordinance that addresses library parking, the police have been responsive when contacted but they are reluctant to issue tickets to Mahwah residents. Mr. Spiech stated that parking in the no parking zones is a health and safety issue and the only way to address the problem is if tickets are issued.
 - The second issue being discussed on FaceBook is the behavior of kids in the library after school. Mr. Hadelers's concern with the on-line dialogue is that recently we have had many internal discussions between the security guard, the teen librarian and the youth officer addressing the

kid's behavior and have worked to step up our efforts, this year three children have been banned. Mr. Hadelers reported that he has plans again in September to reach out to the parents through the schools, reminding them that their children need to behave in the library. Mr. Wolf suggested having a forum with parents to discuss changing attitudes. Mr. Hadelers responded that in the fall he is willing to hold a forum with parents as a welcome back and informative session to explain services available for teens. Mr. Hadelers questioned, in light of the behavior issues if the current vacancy in the teen department should be filled with someone to monitor the kids, like the security guard. Mr. Spiech stated that he believes the primary consideration for filling the teen position is the best fit for the job, all agreed.

Personnel:

- Lori Milach had a baby boy on Sunday, March 6th, they are both doing well and she will be out on maternity leave for six weeks. The other member of the children's department are doing a great job of working together and keeping the department running smoothly during Lori's absence.
- Caitlin Siciliano was promoted from a part-time hourly Library Assistant in the teen department to a full-time Sr. Library Assistant in the children's department on March 1st.
- Rola Salloum was promoted from Page to part-time hourly Library Assistant in the children's department.
- Lisa Tomaselli, a school media specialist from Glen Rock, was hired to work every other Sunday as a Library Assistant in the children's department.
- Corinne O'Neill a recent college graduate who volunteered last year while Denise Laude was out on medical leave is being considered for a Page position.
- Paul Shaver continues to meet with the circulation and technical services staff, there are plans to promote internally to fill the open full-time position.
- Sharleen Tibb's mother passed away at the beginning of the month.

Mr. Koster and Mr .Wendrychowicz commended Mr. Hadelers for the internal promotions that he has made and his ability to adjust and make changes that allow people from within to progress through the organization.

Committee Reports:

Buildings & Grounds:

Monthly Statistical Reports: The February 2016 statistical reports were acknowledged.

- Mr. Hadelers noted that world languages is zero for February, the figures need to be pulled out from BCCLS reports. Also, on-line services should be 522, the figure was not available when the packet was sent out. Overall circulation was down for the month compared to last year.
- Mr. Hadelers reported on a positive response he received about Tutor.com. A mother came in to let him know that her daughter who attends Bergen Academies was having problems with chemistry, she could not afford a private tutor or find one that specialized in her grade. The mother reported that her daughter uses Tutor.com every day, she loves it and her grades have improved. Mr. Hadelers encouraged her to tell her friends.

Old Business:

New Business:

- Interlocal Agreement for Qualified Purchasing Agent - Mr. Hadelers presented Resolution #2016-08, an inter-local agreement with the Town that allows the library to use the Township's qualified

purchasing agent ("QPA"), raising the quote and bid thresholds; the resolution extends the current agreement for one year.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Spiech to approve Resolution 2016-08 to enter into an inter-local agreement with the Township of Mahwah for services of a Qualified Purchasing Agent for one year from May 1, 2016 to April 30, 2017, for the sum of \$1,000 per year, paid to the Township by the Library.

Roll Call:

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

Motion passed.

- Transfer to unemployment reserve fund - Mr. Hadelers presented the calculation for the 2016 unemployment reserve requirement based on the formula that was previously established.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Wolf to transfer \$504.00 to the unemployment reserve account if at least that amount has not already been transferred in within the next six months.

Roll Call:

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

Motion passed.

- BCCLS Certification – Mr. Hadelers presented the BCCLS certification that certifies that Mahwah is following BCCLS Bylaws, it has been signed by Mr. Hadelers and Mr. Lee.
- 2016 Landscaping Contract – Mr. Hadelers reviewed the responses that were received for the library's landscape maintenance proposal for 2016. Borst Landscape and Design submitted a proposal that totaled \$8,210, Green Meadows submitted a proposal that totaled \$7,120 and R & S Landscaping declined to bid.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Wolf to accept Green Meadows Landscape Contractors proposal for landscaping services for 2016 for \$7,120.

Roll Call:

Mr. Alderisio - yes
Ms. Clarkin - yes
Mr. Grob - 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. Hadel reported that he reached out to BCCLS with regard to trustee education and they will be having some workshops in the fall. In addition, NJLTA will be having their annual conference in September. Mr. Hadel asked the board if they are satisfied putting off continuing education now with the expectation that some of you will need to attend training in the fall or if they want him to put together in-house trustee training. Mr. Wendrychowicz agreed to survey the board to identify topics of interest to develop trustee training.
- Mr. Wendrychowicz reported that the existing trustee training requirement of seven continuing education credits per year for the entire board will be changed in three years, the new law will require that each trustee receive seven credits per year.
- Mr. Wendrychowicz reported on the status of assembly bill 1427, sponsored by Gordon M. Johnson to increase the 1/3 mil funding upon voter approval. The goal of the state library is to get the bill passed by June and available to go on the ballot in November. According to the bill, if the voters agree to an increase in funding above the 1/3 mil it would be in effect for ten years. Mr. Wendrychowicz reviewed other state legislative initiatives and offered to give a brief overview of the New Jersey Library Trustee Association's new web-site.

Adjournment:

A motion was made by Mr. Lee and seconded by Mr. Wolf and seconded by Mr. Wendrychowicz to adjourn the meeting at 9:30 PM.

Respectfully submitted,

Angela Clarkin
Secretary