

The Public Library of the Township of Mahwah  
Minutes of the Board of Trustees Meeting  
March 20, 2019

**Call to Order:** Mr. Wendrychowicz, President, called the regular monthly meeting to order at 7:44 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. Cassotis  
Ms. Clarkin  
Mr. Grob  
Mr. Koster  
Mr. Lee  
Mr. Orlich  
Mayor Roth  
Mr. Wendrychowicz  
Mr. Wolf  
Mr. Haderler  
Ms. Gilbert  
Ms. Mercadante

**Absent:**

Dr. Schoen

**Pledge of Allegiance**

**Public Present:** Janet Ariemma, Julia Crimi, Ward Donigian, Sharon Javer, Joy Laforme, Tom Murphy

**Public Comment:**

A *motion* was made at 7:44 PM by Mr. Wolf and seconded by Mr. Grob to go into public session. *Motion* passed unanimously.

A *motion* was at made at 7:44 PM by Mr. Wolf and seconded by Mr. Lee to close public session. *Motion* passed unanimously.

**President's Report:** Mr. Wendrychowicz started the meeting with the presentation and acceptance of the 2019-2020 Strategic Plan.

**Committee Reports:**

Strategic Planning Committee – Mr. Haderler congratulated the committee for doing a great job and expressed his appreciation for their work. Mr. Haderler introduced the committee: Angela Clarkin, Julia Crimi, Ward Donigian, Kara Gilbert, Sharon Javer, Joy Laforme, Tom Murphy, Peter Wenrychowicz and Amanda Winn, who was not present. The committee members met about six or seven times between October and January. They worked together to design the survey, analyze the results and determine what the survey results meant in light of what we are doing as a library.

- Ms. Cassotis questioned if there were discussions in the past about exploring the installation of solar panels. Mr. Haderler explained that in 2011 and 2012 when we were replacing the roof we looked into solar panels. The board at the time decided that solar was not yet a mature service, unlike a homeowner there were no right offs or tax rebates for the library, the cost would have been born by the library. Another concern was the longevity of the roof and limited usable space. At the time it

was discussed building a canopy with solar panels over the rear parking lot; however, the high cost would not be offset by the efficiency of the panels.

- Mr. Orlich stated at the recent workshop he attended for new trustees, the lawyer for the NJ State Library recommended including on budget items wording that clearly states “pending or subject to available funding”. Mr. Hadelers responded the plan is contingent on available funds.
- Mr. Wolf stated one component of the strategic plan is to look for additional funding. The plan is a well thought out proposal of objectives that support and strive to accomplish our mission.
- Mr. Donigian stated that it was an honor to be on the committee, amazed at the breadth of services offered, many of which aren't known by the community. He stated that the real question is the funding from taxpayers and asked the board their thoughts under the Johnson legislation to try to increase funding.
- Mr. Wolf responded that there will be discussions over the next couple of months about the library's options for funding. We will try to get a grant for technology when it becomes available. The ultimate goal is to get something on the ballot to get support from the community of which there are two approaches, through petition or by getting the support of the Town council. Either way the final decision of whether taxes will be raised will be decided by the tax payer.
- Mr. Wendrychowicz stated that it will become our responsibility to get people on board with the proposal.
- Mayor Roth stated that a well thought out communication plan would be required, since you are asking for people to pay more money.
- Mr. Wolf stated that other libraries that have been successful have put in the effort go through the process, gathering support from the public, public officials and library users.
- Mr. Koster stated that he has been putting together some information assuming success what are the next steps including how he would address the town council with the issue. Mr. Koster recommended making a presentation to the council that includes, an introduction of the board, explanation of the law stating the role and responsibilities of the library board and the library's history. We have two proscribed routes to the ballot box: (a) by petition which isn't a viable option because it is time-consuming or (b) going to the town council with a convincing case for ballot approval. If successful, we then need to focus our efforts on getting the vote. The library is not part of the municipal budget, which needs to be communicated to people but the end result is the same, it is an increase in the tax, parallel to the board of education. It will be important to discuss the funding formula and explain that is based on the assessed property values, which has resulted in the decrease in funding, in spite of trying to control costs they continue to increase.
- Mayor Roth reported that last year the assessed property value increase over 60 million in assessed ratables but wasn't sure of the computation. Mr. Hadelers stated that he does not know how the numbers are calculated since they come directly from the state but agreed to look into it.
- Mr. Koster asked the Mayor when would be a good time do this. Mayor Roth responded if you want to get on the ballot in November, a presentation to the council must be made very soon.
- Mr. Wendrychowicz stated that time is of the essence and recommended that we proceed with going to the town council.
- Mr. Hadelers stated that the first step is to adopt the strategic plan.

A motion was made by Mr. Wolf and seconded by Mr. Lee to adopt the Strategic Plan 2019-2023 as presented.

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.

Mr. Wendrychowicz stated the strategic plan passed unanimously, thanking the committee and expressed appreciation for their work on behalf of the board. The board discussed the timing, content and who would go to the council to make a presentation in time to get the question on the November ballot.

Mr. Murphy clarified why the strategic planning committee recommended getting additional funding. He explained that the committee realized that funding for the library had gone down and it will eventually need to cut services if there is not a way to find more money. The library is one service in the Town that touches every demographic and increasing funding by going to the voters is our best chance to move this library into the future.

A motion was made by Mr. Wolf and seconded by Mayor Roth to form an ad-hoc advocacy committee. Motion passed unanimously.

Mr. Hadeler agreed to look into who can advocate for the library: presently, the trustees will be advocating and educating the Town council.

Mayor Roth summarized the steps to be taken: the ad-hoc advocacy group will put together a presentation to the Town council based on the approved strategic plan and the draft will be reviewed by the trustees before it goes to the Town council.

Mr. Wendrychowicz thanked the member of the strategic planning committee members who then exited the meeting.

#### **Secretary's Report:**

A motion was made by Mr. Wolf and seconded by Mr. Lee to accept the minutes from the February 25<sup>th</sup> monthly meeting as presented and the special meeting on March 2<sup>nd</sup> with the correction, "not to exceed \$132,327". Motion passed unanimously.

#### **Treasurer's Report:**

Mr. Lee noted a few changes in the presentation of the budget vs. actual for the capital budget. Mr. Hadeler explained in the capital budget report, some expenses were paid in January that were actually incurred in 2018 which included cameras and server for the CCTV system. Mr. Orlich recommended reporting the capital budget as a project based budget. Mr. Hadeler agreed that reporting on project based budget makes more sense since projects are not tied to a calendar, he will make the change next month.

A motion was made by Mr. Wolf and seconded by Ms. Clarkin to accept the operating budget, account balances and reconciliations in the February 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 - Mr. Lee asked if there were any questions about the monthly bills. In response to questions about the museum pass payments, Mr. Hadelers explained that depending on the museum or attraction, payments are usually for memberships which include the passes that can be loaned out.

A motion was made by Mr. Wolf and seconded by Mr. Orlich to approve the March 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.

2018 Draft Audit – Mr. Hadelers stated that the audit has been completed, the final audit is pending the update of NJ state pension information. Mr. Hadelers stated that our financials for the year are done and essentially finalized, with no management notes or corrective actions required. Mr. Hadelers explained that every year we work with the auditor to complete the worksheet from the state to calculate any money is due back to the Township. This year there is no money to give back and a copy will be sent to the Township with the final audit. Mr. Lee requested since we have new trustees that the auditors attend the May meeting. Mr. Hadelers agreed to ask the auditors to attend.

**Staff Reports:**

**Friends Report:**

**Director's Report:**

Mr. Hadelers stated that he has been working with Berton Engineering to update the specifications for replacement of the children's room HVAC unit. The rooftop unit is now 22 years old and it has been breaking down on a regular basis. Next month in the packet we will include the specifications for the new unit, the anticipated price will be about \$50,000. We expect that we will go out to public bid after the board meeting next month.

Mr. Hadelers stated that we are working on replacing the telephone system. He met with Eastern Data Com, they are a state contract vendor for Mitel telephone systems. I will have that information for you next month.

Mr. Hadelers reported that he met with the leaders from the Girl Scouts and Joshua Chuy, principal of Joyce Kilmer Elementary School, to discuss the Troop project to re-establish a walking path between the school and the library. The path would be cleared by the school district and drop mulch in the path; the girls would then beautify the path. The ongoing maintenance would fall on the schools and possibly the scouts: the liability would be on the schools since it is their property. Mr. Hadelers stated that the path would not be a viable option for the seniors on Sunday, unless improvements were made.

### **Buildings & Grounds:**

### **Monthly Statistical Reports:**

The March 2019 statistical reports were acknowledged. Mr. Hadelers stated that Tutor.com was renewed for another year, in anticipation of projected year's usage, for about \$2,500. The on-line services have jumped up 50%, the transition from what BCCLS was using last year cloudLibrary to Overdrive is having an impact. Mr. Hadelers reported we are having issues with the door counters. He is going to replace them with a better system.

### **Old Business:**

### **New Business:**

Mr. Wendrychowicz acknowledged the letter of thanks that was received from the Center for Food Action for the donation that was made by the staff and the library, the food goods collected were from the food for fines program during the month of December.

### **Trustee Education:**

Mr. Wendrychowicz and Mr. Hadelers distributed information from the recent BCCLS advocacy workshop. Mr. Hadelers commented that it was one of the most informative BCCLS programs in the last few years. There will be a follow-up program that addresses advocacy on the local level scheduled to take place on April 30 from 7 PM to 8:30 PM at the Maywood Public Library.

### **Public Session:**

A *motion* was made by Mr. Wolf and seconded by Mr. Lee to go into public session at 9:17 PM. *Motion* passed unanimously.

Ms. Ariemma questioned the memberships procured by the library for museums. Mr. Hadelers listed the museum and attraction passes available through library, which can be borrowed by patrons. Ms. Ariemma asked if the schools were putting in the walking path and where it would be located. Mr. Hadelers confirmed the schools would be putting the path in, explained its location and associated community benefit.

A *motion* was made by Mr. Wolf and seconded by Mr. Lee to close the public session at 9:20 PM. *Motion* passed unanimously.

Mr. Wendrychowicz questioned if in response to Mr. Ferguson's request at the last meeting, if anyone interested in serving on the subcommittee to celebrate the 75<sup>th</sup> anniversary of the Township's. Mr. Koster responded he is going to contact Mr. Ferguson to volunteer.

**Executive Session:**

A motion was made at 9:03 PM by Mr. Wolf and seconded by Mr. Grob to go into executive session for the purpose of the director's annual evaluation. Motion passed unanimously.

A motion was at made at 9:18 PM by Mr. Wolf and seconded by Mr. Lee to return to open session. Motion passed unanimously.

A motion was at made by Mr. Wendrychowicz and seconded by Mr. Koster accept the director's annual evaluation and corresponding salary increase. Motion passed unanimously. A copy of the evaluation will be filed with Mr. Hadelers personnel file.

**Upcoming Meeting Dates:**

Wendesday, April 17, 7:30 PM: regular monthly meeting of the Board.

Wednesday, May 15, 7:30 PM: regular monthly meeting of the Board.

Wednesday, June 19, 7:30 PM: regular monthly meeting of the Board.

**Adjournment:**

A motion was made by Ms. Clarkin and seconded by Mr. Wolf to adjourn the meeting at 9:21 PM. Motion passed.

Respectfully submitted,

Zoe Cassotis  
Secretary