

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
April 4, 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. Koster
Mr. Lee
Mr. Spiech
Mr. Hadelier
Ms. Gilbert
Ms. Mercadante

Absent:

Mr. Spiech
Mr. Wendrychowicz
Mayor Laforet
Dr. Schoen

Pledge of Allegiance

Public Present: Janet Ariemma – liaison to the Township Council

Public Comment:

Mr. Wolf opened the meeting up to public session at 8:01 PM.

Ms. Ariemma stated that she has three topics for the public portion. One, she has an issue with the setup for the meeting where she is positioned as the public. She stated that she has been a member of the planning board where the council liaison is a full voting member and the Access for All liaison is a full member. She reported that she is a full member of the environmental commission, there is a liaison that takes part in the meetings. She stated she is also a liaison to the cable TV that is considered part of the commission. Ms. Ariemma explained that the reason the Board of Education run their meetings differently is due to the number of parents that attend their meetings. Ms. Ariemma stated that all other commissions and committees of the Township treat their liaison as part of their commission or their committee and stated that this board included her as part of the meeting up until the last meeting when she was not present. Ms. Ariemma made a formal complaint that the liaison should be made a non-voting member of the board and that as a member of the public she does not have an opportunity to ask questions when needed. Ms. Ariemma stated that the public portion was placed the beginning of the meeting which does not allow for her to ask questions which hinders her ability to report back to the town council

Mr. Wolf responded that the there are three agencies within the Township that are funded directly funded by taxes: The Township, the School District and the Library. The three independently functioning bodies that are funded with monies based on a formula are managed independently. The Township is governed by the Town Council, the schools are governed by the Board of Education, and the library has the Board of Trustees. The other agencies are commissions of the various groups within the town governing body. Mr. Wolf stated that the meeting format was changed due to complaints from both inside and outside that we had members of the public sitting at the table with the board. Mr. Wolf stated that the library does not have anything in its structure to provide for a liaison and the town council has no ability to appoint

someone to the board, if the structure is to be changed it needs to come from inside. Mr. Wolf stated that at the end of the meeting it will be re-opened to the public for questions.

Mr. Koster responded that a charter of the libraries in New Jersey goes back to 1876, the legislature clearly established the library as institution separate and independent of the political government of the town, that is the structure that we are operating under, the spirit in fact of that law. Mr. Koster reported that he spoke with the Mayor concerning this matter. He recommended that the liaison from the council be able to ask questions during the meetings for clarification and asked if the board would consider allowing the Town Council liaison to ask questions for clarification during the meetings but not to dialogue.

Mr. Wolf stated that he is charged with maintaining the by-laws of the board, which do not typically change.

Mr. Lee questioned if her reports that go back to the council are public record. Ms. Ariemma stated that they are on record, she is on the agenda each meeting to give a brief report.

Mr. Hadelar pointed out that on the on the meeting agenda there is a second page that lists a second public portion at the end of the meeting that was included to allow for any additional questions.

Ms. Ariemma stated that she has another issue, there is a person that made an unofficial complaint from the Scouts that they were charged for room rentals at the library, they do not believe they should be charged to use the rooms since they are a non-profit organization in Mahwah. Mr. Hadelar responded that when the meeting rooms were first made available in 2011, the board gave a lot of careful thought to the room rental policies and the fee structure. Currently, there three different fee structures depending if the organization is a local non-profit, a local for profit and out of town. The non-for profit rates that were established in effect the library is losing money due to the process involved. The charge for rental of the small meeting room by a local non-profit is \$20 for two hours. Mr. Hadelar reported that we do not charge the boards or commissions of the Township and if we are going to consider eliminating the room rental fees we should also consider eliminating the room rentals. Mr. Wolf acknowledged the concern.

A motion was made by Mr. Grob and seconded by Ms. Javier to close the public portion of the meeting at 8:22 PM. Motion passed unanimously.

Secretary's Report:

A motion was made by Mr. Wolf and seconded by Ms. Javier to accept the minutes from the February 21, 2018 monthly meeting as presented. Motion passed unanimously.

President's Report:

Treasurer's Report:

Mr. Wolf reviewed the February 2018 Treasurers Report. We did not receive the February appropriation from the town until late March, which required that we transfer money from the unemployment reserve account to the payroll account to cover the payroll. Ms. Ariemma said she would inquire about the delay.

Mr. Wolf reported that other revenues for February were slightly above budget and expenses for the month were under budget \$29,000 due to the payroll, however there will be a catch up since increases did not occur until March and April. Mr. Hadelar stated that one of big expenses, the BCCLS bill, was scheduled to be paid in February was actually paid in January. Mr. Wolf stated that overall we are running about \$16,000 year to date ahead of budget.

Mr. Hadelers stated that he would like to include a monthly balance sheet from QuickBooks in place of the list of accounts the balance sheet that is currently included with the treasurer's report. He felt it provides a more accurate summary of the bank balances, including payments, transfers and deposits.

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

Roll Call:

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

Motion passed

A motion was made by Mr. Wolf and seconded by Ms. Javer to approve the March 2018 Bills for Payment.

Roll Call:

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

Motion passed.

Staff Reports:

Friends Report:

Director's Report:

Mr. Hadelers reported in regard to BCCLS activities. Notably, BCCLS was unsuccessful in hiring an executive director for the organization. They did not have as many applicants as they had hoped. After multiple rounds of interviews, an offer was made to one candidate. That offer was rejected. According to the search firm there are fewer people applying for executive directorships of consortiums making it more difficult to find candidates. Mr. Hadelers reported that we have a very good interim Director, Cindy Czesak who retired from the Paterson Public Library last fall.

Mr. Lee questioned how discussions went with the ESL tutors. Ms. Gilbert reported that the tutors were receptive and excited, lessons started this week and they are enjoying it so far. The class sizes are between two and four students, we have done some promotions and it is great that we can place students right away.

Mr. Wolf questioned if the re-contracting of the inter library delivery services was back to normal. Mr. Hadel reported that it is not, there are two delivery services that are running parallel, the one that BCCLS contracted is operating in most cases very well.

Mr. Wolf stated that the board made the decision at last month's meeting to move forward with renovating the children's room. Mr. Hadel explained that the RFID project was delayed as the Board felt it has a better chance of success to get some stated funding from the \$125 million Library Construction Grant.

Mr. Wolf questioned if there was any fall out from the storm. Mr. Hadel reported that one of the big HVAC rooftop units would not start after power was restored and we needed the contractor to get it working again. The other major repair was to an electrical contactor that burned out in the power outage. A replacement contactor was ordered and should be installed this week.

Mr. Hadel reported that the power outage after the storm was due to fuses that were disconnected on a utility pole on Ridge Road. Ms. Javer questioned if there was patron fallout from being closed. Mr. Hadel responded that people were frustrated but understood the circumstances were beyond our control. He said the fine amnesty week went a long way towards easing any frustrations.

Mr. Hadel reported that the parking lot is a mess and he reached out to the head of DPW. A crew fill the potholes when they are out patching nearby streets. Mr. Wolf suggested that in the next strategic plan looking at something other than asphalt for the parking lot. Mr. Hadel responded that one of the things we need to consider in the next strategic plan is extending or just resurfacing the lot. At that time we would need to clearly identify it as strategic priority since it will take \$75,000 to \$80,000 away from other initiatives. Mr. Hadel stated that the DPW has been patching the driveway at no charge but they will not resurface the lot for us.

Committee Reports:

Mr. Wolf stated that we should begin to form a strategic review committee which will consist of trustees, one or two people to lead the committee, interested public and invitees. Mr. Hadel reported that in the past there were nine people on the committee, three trustees, three people from the community, the director, supervising librarian/assistant director and a staff member. Mr. Wolf announced if anyone is interested in participating please step forward.

Buildings & Grounds:

Monthly Statistical Reports: The February 2018 statistical reports were acknowledged. Mr. Wolf stated that the trends are continuing and in March they will be down, since we were closed for ten days. The quiet study room use is up.

Old Business:

Security Concerns – Mr. Hadel reported that after the board's decision in February to adopt a policy to request the schools to direct students who need to be tutored due to behavioral problems to find another venue, he received the response letter from Dr. Schoen that states that the schools cannot take any responsibility for where the students go to be tutored and since the library is a public place if the students and the parents choose to come to the library there is nothing that they can do. We had requested that the schools direct them away from the library.

Mr. Hadeler stated that based on the response the board may consider rescinding the current policy since it is unenforceable and there is no point in having a policy that cannot be enforced. Secondly, if this is still a library concern the board may want to consider adopting a more comprehensive policy with tutors in the library, which would require tutors to sign in and sign off that they are not tutoring students that have been suspended for behavioral problems. Mr. Lee stated that the reason the policy was adopted because of the concerns that parents have. Mr. Hadeler stated that the board has the ability to establish policy to regulate tutoring in the library and some libraries are concerned that the tutors are conducting their tutoring in the library. Ms. Javer stated that unless you eliminate tutoring in the library you cannot select one student that cannot come into the library.

A motion was made by Mr. Wolf and seconded by Ms. Javer to rescind the policy that was adopted requesting that the schools direct students that are being tutored as a result of suspension for behavior problems be directed away from the library, since it is not enforceable. Four approvals, one abstention, one no. Motion passed.

A motion was made by Ms. Javer and seconded by Mr. Koster to table the issue of having a discussion in regards to commercial tutors. Motion passed.

Mr. Wolf stated that if anyone wants to address the issue of commercial tutors to raise the issue, it will not be added to the agenda.

New Business:

Resolution # 2018-09 Interlocal Agreement for Qualified Purchasing Agent

A motion was made by Mr. Koster and seconded by Mr. Lee to approve Resolution 2018-09 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, 2018 to April 30, 2019, for the sum of \$1,000 per year, paid to the Township by the Library.

Roll Call:

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

Motion passed

Resolution # 2018-10 Resolution authorizing the award of non-fair and open contract for the design of artistic and creative enhancements to the children's room to Janice Davis of Janice Davis Design LLC pursuant to N.J.S.A. 40A:11-5 et seq.

A motion was made by Mr. Koster and seconded by Mr. Wolf to authorize the award of non-fair and open contract for the design of artistic and creative enhancements to the children's room to Janice Davis of Janice Davis Designs LLC up to \$24,000.

Mr. Wolf questioned if we need to go through the bidding process. Mr. Hadelers explained that the work that Ms. Davis is doing qualifies as professional services, pursuant to N.J.S.A. 40A: 11-5 et seq., that is rendered original and creative in character in a recognized field of artistic endeavor, the practice of designing artistic and creative décor for children's libraries requires invention, imagination and originality, pursuant to CFR 551.209.

Roll Call:

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

Motion passed

Landscape Maintenance Services

Mr. Wolf questioned the rate in comparison to last year. Mr. Hadelers responded that the rate is the same as last year and we have been satisfied with the service.

A motion was made by Mr. Koster and seconded by Ms. Javer to accept Green Meadows Landscape Contractors proposal for landscaping services for 2018 for \$7,120.

Roll Call:

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

Motion passed

Trustee Education:

Mr. Hadelers noted that Mr. Wendrychowicz provided a packet of information that was distributed for each trustee from a NJLTA workshop he attended on March 20, 2018 at the Clifton Public Library.

Public Session:

A motion was made by Mr. Koster and seconded by Mr. Wolf to go into public session at 9:10 PM.
Motion passed.

Ms. Ariemma stated that she has met parents that know the student that was suspended and there were a few parents that were influenced on Facebook but they do not have a right to have the child banned, there are other parents that see the child as needing help. She addressed the board and stated that if someone approaches the board there are other opinions and stated that if you ban someone from coming to the library you are setting yourself up for a lawsuit. Mr. Wolf responded that we have addressed the issues.

Ms. Ariemma questioned how much money was allocated for the renovation to the children's department. Mr. Wolf stated that it was included in the last strategic plan and the project was estimated at \$150,000.

Mr. Wolf closed the public session at 9:20 PM.

Executive Session:

A *motion* was made by Mr. Koster and seconded by Mr. Lee to go into executive session at 9:20 PM to discuss the director's performance and salary. *Motion* passed.

A *motion* was made by Mr. Koster and seconded by Mr. Lee to return to public session at 9:40 PM. *Motion* passed.

A *motion* was made by Mr. Wolf and seconded by Mr. Lee to adjust the Director's salary by 3%. *Motion* passed.

Roll Call:

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

Motion passed

Mr. Koster stated the issue Janet Ariemma's position as liaison will be put on the agenda for the next meeting.

Upcoming Meeting Dates:

The next monthly meeting will be held on April 18, 2018 at 7:30 PM.

Adjournment:

A *motion* was made by Ms. Clarkin and seconded by Mr. Lee to adjourn the meeting at 9:43 PM. *Motion* passed.

Respectfully submitted,

Sharon Javer
Secretary