

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
March 23, 2017

Call to Order: Mr. Lee, President, called the meeting to order at 7:35 PM.

Present:

Ms. Clarkin
Mr. Koster
Mr. Lee
Mr. Spiech
Mr. Wendrychowicz
Mr. Wolf
Mr. Hadelier
Ms. Mercadante
Mr. Shaver

Absent:

Mr. Alderisio
Mr. Grob
Mayor Laforet
Dr. Schoen

Pledge of Allegiance

Public Comment:

Secretary's Report:

A motion was made by Mr. Koster and seconded by Mr. Wendrychowicz to accept the minutes from the February 15, 2017 monthly meeting. Motion passed unanimously.

President's Report:

Treasurer's Report:

Mr. Wolf reviewed the February 2017 Treasurer's Report and highlighted the following;

- Revenues for the month were \$508,000 versus budgeted \$503,000. The main increase is in reciprocal borrowing.
- Expenses in February: salaries are on budget; library materials are slightly underspent for both the month and year; operating expenses are above budget for the month but mostly catching-up to the year since there were no major expenses in January.
- Year to date revenues are slightly above budget. Year to date expenses are about \$20,000 under budget primarily in building and grounds.

A motion was made by Mr. Wendrychowicz and seconded by Ms. Clarkin to accept the February 2017 Treasurer's Report.

Roll Call:

Mr. Alderisio - absent
Ms. Clarkin - yes
Mr. Grob - absent
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. Wendrychowicz and seconded by Mr. Lee to approve the March 2017 Bills for Payment.

Roll Call:

Mr. Alderisio - absent
Ms. Clarkin - yes
Mr. Grob - absent
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:

Capital Projects: Mr. Hadelar reported that he asked another vendor for a quote for the CCTV and it will be discussed at the April meeting.

Library Operations:

- Museum pass program - Mr. Wendrychowicz questioned the value of the museum pass program as far as attracting new patrons and how the program will be marketed, launched and evaluated. Mr. Shaver stated that we are hoping to attract parents and children, other libraries have found the program has been a success, the PR will be handled by Joy and the passes can be reserved on-line via a page on our web-site requiring minimal staff involvement. Mr. Lee asked Mr. Shaver if he thought 100 uses by patrons by the end of the year would be a good benchmark, Mr. Shaver was in agreement with the 100 uses to gauge success of the program. Mr. Hadelar stated that the lending policy for the passes will be similar to the policy for borrowing Kindles.
- Sunday concert tickets – Mr. Hadelar stated that due to the continued high demand for Sunday concert tickets we will develop a plan by September that will do a better job of managing tickets.

Personnel:

- Security officer - Mr. Hadelar reported that he was able to hire Edward Meller as a replacement for Wayne Monico, our security officer. Mr. Meller will be with us through the end of the school year.
- Maintenance technician – Mr. Hadelar stated that he is still considering candidates for the maintenance technician, the selected candidate has a conflict with his schedule that will not work.

Committee Reports:

Buildings & Grounds:

Monthly Statistical Reports: The February 2017 statistical reports were acknowledged. Mr. Wendrychowicz noted an increase in teen program attendance. Mr. Hadelers reported that the teen librarian does big programs and she is counting kids that attend drop-in programs. Mr. Hadelers stated that this past month because we defunded teen and children's audio books and cd's we moved some of those items to the adult collection. In September we began more accurately counting each time someone connects to the wireless internet.

Old Business:

Revised capital projects budget: Mr. Hadelers reviewed an updated capital budget on page 22 of the board packet, the board acknowledged that they will not be able to complete some of the capital projects this year. Mr. Spiech agreed to chair a capital projects committee and include Mr. Koster and Mr. Lee. The committee will work to evaluate and prioritize the capital projects for the next five years with a target of presenting a report to the board in June.

New Business:

- Interlocal Agreement for Qualified Purchasing Agent - Mr. Hadelers presented Resolution #2017-09, 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. Lee to approve Resolution 2017-09 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, 2017 to April 30, 2018, for the sum of \$1,000 per year, paid to the Township by the Library.

Roll Call:

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

Motion passed.

- Annual transfer to unemployment reserve fund - Mr. Hadelers presented the calculation for the 2017 unemployment reserve requirement based on the formula that was previously established.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Koster to transfer \$2,114.48 to the unemployment reserve account.

Roll Call:

Mr. Alderisio - absent
Ms. Clarkin - yes
Mr. Grob - absent

Mr. Koster - yes
Mr. Lee - yes
Mr. Spiech - yes
Mr. Wendrychowicz - yes
Mr. Wolf – yes
Mayor Laforet – absent
Dr. Schoen - absent

Motion passed.

- 2017 Landscaping Contract – Mr. Hadelier reported that the 2017 landscape maintenance proposal was sent to four contractors. Green Meadows of Oakland was the only contractor that responded they submitted a proposal that totaled \$7,120.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Wolf to accept Green Meadows Landscape Contractors proposal for landscaping services for 2017 for \$7,120.

Roll Call:

Mr. Alderisio - absent
Ms. Clarkin - yes
Mr. Grob - absent
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. Wolf requested that Ms. Mercadante send out a list of upcoming trustee education opportunities this year.

Upcoming Meeting Dates:

The next regular monthly meeting will be held on Wednesday, April 19, 2017 at 7:30 PM.

Executive Session:

A motion was made by Mr. Wolf and seconded by Mr. Spiech to go into executive session at 8:22 PM to discuss legal issues. Motion passed unanimously.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Koster to come out of executive session at 8:30. Motion passed unanimously.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Koster to accept Resolution 2017-10 to accept the recommended lowest complying and responsible bidder pursuant to N.J.S.A. 40:11-1 et seq for the construction of the five quiet study rooms, awarding bid MTB#17-03 to Catcord Construction for the

base bid of \$198,790.00 plus Alternate No. 1 in the amount of \$3,000.00 and Alternate No.2 in the amount of \$3,700.00, for a total bid amount of \$205,490.00.

Roll Call:

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

Motion passed.

A motion was made by Mr. Koster and seconded by Mr. Spiech to go into executive session at 8:42 PM to discuss Mr. Hadelers' annual evaluation. Motion passed unanimously.

A motion was made by Ms. Clarkin and seconded by Mr. Wendrychowicz to come out of executive session at 9:06 PM. Motion passed unanimously.

Adjournment:

A motion was made by Mr. Lee and seconded by Ms. Clarkin to adjourn the meeting at 9:07 PM.

Respectfully submitted,

Richard Lee
Secretary