

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
May 15, 2019

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

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
Ms. Cassotis
Mr. Koster
Mr. Lee
Mayor Roth
Mr. Wendrychowicz
Mr. Wolf
Mr. Hadelier
Ms. Gilbert
Ms. Mercadante

Absent:

Mr. Grob
Mr. Orlich
Dr. Schoen

Pledge of Allegiance

Public Present: Paul Garbarini and Robert Van Sweden of Garbarini & Co., PC, CPAs/RMAs

Public Comment:

A motion was made by Mr. Clarkin and seconded by Mr. Koster to go into public session at 7:33 PM. Motion passed unanimously.

A motion was made by Ms. Clarkin and seconded by Mayor Roth to close the public session at 7:33 PM. Motion passed unanimously.

President's Report:

Secretary's Report:

A motion was made by Mr. Koster and seconded by Mr. Wolf to accept the minutes as presented from the April 17, 2019 regular meeting. Motion passed unanimously.

Treasurer's Report:

Auditors Report – Mr. Garbarini thanked the board for their support, he reported that he receives calls from library's across the state looking for auditors and that Mahwah is known as the gold standard. Mr. Van Sweden explained that the audit is still a draft, awaiting the release of pension figures from the state required prior to finalization. Mr. Garbarini stated that the audit was clean, with no comments or recommendations. He explained that their job as auditors is provide an opinion on financial statements provided by library. There were no questions from the Board about the audit.

Financial Reports

Mr. Lee questioned if there is an expectation to exceed the professional services budget line item throughout the year. Mr. Hadelar stated that he does not anticipate going over budget and if we do it will be due to legal services.

Mayor Roth questioned the negative \$1,604 amount listed under accounts payable on page 8, on the balance sheet. Mr. Hader explained a check was issued inadvertently against a journal entry, rather than a bill: it was corrected and an updated report will be sent out.

Mayor Roth questioned the legal expenses for the month. Mr. Hadelar stated that the charges were for the review of the written photography policy, board packets and contract for the children's room renovation. It is the board's decision to continue to have the monthly packets reviewed by legal counsel.

We finally received a bill from Rockland Electric for \$7,200, which is included in the list of bills for payment. The recently received bill for \$14,000 is not listed is a Direct Energy invoice, but would be categorized as a utility expense.

Mr. Wolf inquired into the expenses included in the professional services line. Mr. Hadelar reported that the expenses included

- Financial Audit: \$6,000
- Yearly Accounting Services: \$1,500
- Legal services: vary yearly depending on issues requiring review.
- Book processing fee from main book jobber, Baker and Taylor

A motion was made by Mr. Wolf and seconded by Mr. Koster to accept the operating budget, account balances and reconciliations in the April 2019 Treasurer's Report.

Roll Call:

Ms. Cassotis – yes
Ms. Clarkin - yes
Mr. Grob - absent
Mr. Koster - yes
Mr. Lee – yes
Mr. Orlich - absent
Mayor Roth - yes
Mr. Wendrychowicz - yes
Mr. Wolf – yes
Dr. Schoen - absent

Motion passed unanimously.

Bills for Payment - A motion was made by Mr. Wolf and seconded by Ms. Clarkin to approve the May 2019 Bills for Payment including the Direct Energy bill not listed.

Roll Call:

Ms. Cassotis – yes
Ms. Clarkin - yes
Mr. Grob - absent
Mr. Koster - yes
Mr. Lee – yes
Mr. Orlich - absent
Mayor Roth - yes
Mr. Wendrychowicz - yes

Mr. Wolf – yes
Dr. Schoen – absent

Motion passed unanimously.

Staff Reports:

Friends Report:

Director's & Staff Reports:

Mr. Hadelер highlighted the following items from his monthly report:

- Community Relations - The Girl Scouts were not able to attend the meeting as planned to present the walking path that they worked on between Joyce Kilmer Elementary School and the Library.
- Library Operations - We are getting ready for summer reading. Ms. Hadelер recommended continuing the fine amnesty from 2018 into 2019 for Mahwah residents on children's and teen books borrowed over the summer. The issue was discussed; no one was opposed to continuing fine amnesty during the summer months.
- Capital Projects -
 - **Children's Room Renovation:** Mr. Hadelер reported that the walls are painted, the fabricators are coming in next week to install the décor. The library is holding our dragon naming contest.

It has been a challenge securing a painting contractor to paint the ceiling within the amount budgeted. The lowest bidder withdrew his bid due to his inability to meet insurance requirements: the next lowest bid was \$4,500 higher. Mr. Hadelер explained other considered options would be cost prohibitive, such as replacing the tiles with new colored ceiling tiles or having Hector remove and paint the existing tiles. Mr. Hadelер recommended painting be scheduled for the end of August, for \$9,500, to tie the room together since the ceiling is showing its age. Mayor Roth requested a collective review of infrastructure projects, including HVAC replacement (which is over-budget), since we didn't plan on spending extra money.

- **Children's Room HVAC System:** The unit was being replaced proactively since it is over twenty years old and is problematic. Mr. Hadelер explained the estimate was based on engineering estimates and similar previous projects. He believes the high bid responses result from project timing. He outlined various options, including awarding the base bid to the lowest bidder for \$69,500 or rejecting all bids and rebidding in the fall for a longer period of time. If we award the bid, Mr. Hadelер recommended including Option A, testing and balance the system by a third party, but removing Options B, C and D to save costs. Option A, third party testing and balancing, ensures proper system installation and operation. Mr. Koster recommended rejecting all bids and rebidding the project right after Labor Day, with the goal of awarding the contract at the October meeting.

A motion was made by Mr. Koster and seconded by Mr. Lee to approve Resolution 2019-10 rejecting all bids from bid MPLB# 01-19 for the removal and replacement of existing rooftop HVAC unit with the intent to rebid the project at a later date.

Roll Call:

Ms. Cassotis – yes
Ms. Clarkin - yes
Mr. Grob - absent

Mr. Koster - yes
Mr. Lee – yes
Mr. Orlich - absent
Mayor Roth - yes
Mr. Wendrychowicz - yes
Mr. Wolf – yes
Dr. Schoen – absent

Motion passed unanimously.

After discussion, Mr. Hadelar agreed that we would go out to bid again for the HVAC unit early September.

- Mr. Wendrychowicz asked what we should do about painting the children’s room ceiling. Mr. Hadelar reviewed the actual amounts versus the budget for the children’s project:
- \$160,000: award for the fabrication and installation of the décor
 - \$30,000: design work
 - \$2,300: moving the electrical outlets for \$2,300
 - \$4,500: discrepancy over painting the ceiling.

In addition, \$5,000 was budgeting for HVAC duct cleaning but can be deferred to another year, although the air ducts in the building have never been cleaned.

Mr. Hadelar reviewed the capital projects planned for this year:

- In progress
 - children’s room design, build and installation
 - CCTV installation.
- Planned but not started
 - \$12,000: web-site redesign
 - \$10,000: renovating the five window seats along Ridge Road
 - \$6,000: ongoing technology upgrades

Projects such as the window seat renovation can be pushed into 2020.

- Mr. Hadelar noted we included a project to install RFID/self-check-out for \$150,000, projecting a 2019 start, contingent on receiving state grant funds to cover half the cost. When the project was planned, the focus was on improving operational efficiency. However, grant guidelines removed operational efficiency as an objective. In all likelihood, we will need to reduce the scope of the project and complete it without grant support. Mr. Hadelar identified several changes to lower the project costs.

A motion was made by Mr. Koster and seconded by Mr. Lee to give priority to painting the ceiling for an additional \$4,500.

A motion was amended by Mr. Koster and seconded by Ms. Cassotis to approve painting the ceiling in the children’s area at a cost not to exceed \$10,000.

Roll Call:

Ms. Cassotis – yes
Ms. Clarkin - yes
Mr. Grob - absent
Mr. Koster - yes
Mr. Lee – yes
Mr. Orlich - absent
Mayor Roth - no

Mr. Wendrychowicz - yes
Mr. Wolf – no
Dr. Schoen – absent

Motion passed.

Summer Reading 2019 – Ms. Gilbert reported that this year’s summer reading theme is space, reinstating the 2018 format of folding the “reader reward” program into the main summer reading program. The program starts June 3: prizes will include baseball caps, mugs and tote bags. The kick-off celebration on Saturday, June 22nd will include planetarium shows, a DJ, food trucks, crafts, photo booth and space themed videos. Joy has designed posters with space themed graphics from NASA as well as shirts for staff to wear. This year, the program will end earlier in August since activity winds down as patrons go on vacation.

Buildings & Grounds:

Monthly Statistical Reports:

The April 2019 statistical summary report was acknowledged. The board noted that overall circulation was up for the month in comparison to last year and that teen and children’s circulation has improved.

Committee Reports:

Advocacy Committee – Mr. Wendrychowicz reported on the special meeting held May 8 to review the presentation to Town Council. He stated the group did not feel the scheduled May 22nd meeting was required, unless the board deemed it necessary. Mr. Hadelier reported that meeting feedback is being incorporated into the presentation, which will be distributed to the board upon completion. It was suggested that Mr. Hadelier do the presentation: Mr. Koster volunteered to accompany him. It was recommended all board members attend both Council meetings. Mr. Wendrychowicz agreed to confirm June 13th for the board presentation to the Town Council and June 27th for the Council decision. Because the board decided that the special meeting scheduled for May 22nd was not necessary, the meeting was cancelled.

Old Business:

A motion was made by Mr. Wolf and seconded by Mr. Lee to amend the May list of bills for payment to include the Direct Energy invoice for \$14,000 and approve payment.

Roll Call:

Ms. Cassotis – yes
Ms. Clarkin - yes
Mr. Grob - absent
Mr. Koster - yes
Mr. Lee – yes
Mr. Orlich - absent
Mayor Roth - yes
Mr. Wendrychowicz - yes
Mr. Wolf – yes
Dr. Schoen – absent

Motion passed unanimously.

New Business: Mr. Hadeler reported that he received a patron complaint of a Library DVD is “stuck” in their TV, requesting payment for a replacement TV. The patron has been notified that the Library does not make any warranty regarding the use of its DVDs and is unable to honor their request for payment to purchase a replacement TV.

Trustee Education: Mr. Hadeler reported that the April 30th BCCLS advocacy workshop was well attended, and referred to “Mission Accomplished: Success Stories at the Local Level” materials included in the packet. Mr. Wendrychowicz distributed the Board of Education’s pamphlet on the new STEM building to be constructed next to the high school.

Public Session:

A motion was made by Mr. Wolf and seconded by Ms. Cassotis to go into public session at 9:08 PM. Motion passed unanimously.

A motion was made by Ms. Clarkin and seconded by Ms. Cassotis to close the public session at 9:08 PM. Motion passed unanimously.

Upcoming Meeting Dates:

- Saturday, June 8, 11 AM: Children’s Room Grand Re-Opening.
- Thursday, June 13, 7 PM: Township Council Work/Public Meeting. Library presentation to Council requesting a public referendum to increase the Library’s millage rate.
- Wednesday, June 19, 7:30 PM: regular monthly meeting of the Board.
- Saturday, June 22, 11 AM: Summer Reading Blastoff
- Thursday, June 27, 7 PM: Township Council Work/Public Meeting. Town Council to consider Library’s request for a public referendum.

Adjournment:

A motion was made by Mr. Lee and seconded by Ms. Cassotis to adjourn the meeting at 9:10 PM. Motion passed unanimously.

Respectfully submitted,

Zoe Cassotis
Secretary