

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
May 17, 2017

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

Present:

Ms. Clarkin
Mr. Koster
Mr. Spiech
Mr. Wendrychowicz
Mr. Wolf
Ms. Mercadante

Absent:

Mr. Grob
Mr. Lee
Mayor Laforet
Dr. Schoen

Pledge of Allegiance

Public Comment: Janet Ariemma arrived at 7:32 pm, stating that she has been appointed as a liaison for the Township Council.

Secretary's Report:

A motion was made by Mr. Spiech and seconded by Mr. Wendrychowicz to accept the minutes presented at the meeting from the regular monthly meeting on April 19, 2017. Motion passed unanimously.

President's Report:

- Mr. Wolf reported that Mr. Wendrychowicz has agreed to serve as treasurer subsequent to Ms. Clarkin resignation as treasurer.

A motion was made by Mr. Koster and seconded by Mr. Spiech to accept the appointment of Mr. Wendrychowicz as treasurer. Motion passed unanimously.

- Mr. Wolf reported that Mr. Alderisio submitted his resignation from the board citing personal reasons. The board agreed that they would honor Sam's service to the library and Mr. Wolf agreed to contact the other organizations that Sam was involved with to jointly honor him for his service to the community. Mr. Wolf reported that the board is working on a list of replacement candidates to present to the Mayor.

Treasurer's Report:

Mr. Wendrychowicz reviewed the April 2017 Treasurer's Report and highlighted the following;

- The overall income in on-target target for last month.
- Mr. Spiech questioned why expenses year to date are under budget. Mr. Wolf pointed out that some expenses, such a payments to BCCLS for the second half of the year, were budgeted in April but will be paid in May and the budget will catch up. Spending on library materials tends to fluctuate month to month.
- Mr. Hadelar explained that there is \$9,000 for library materials to be paid with the May bills.

A motion was made by Mr. Spiech and seconded by Mr. Wolf to accept the April 2017 Treasurer's Report.

Roll Call:

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

Motion passed.

A motion was made by Ms. Clarkin and seconded by Mr. Koster to approve the May 2017 Bills for Payment.

Roll Call:

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

Motion passed.

Director's Report:

Capital Projects:

Quiet Study Rooms – Mr. Hadelar reported that he met with the contractor, architect and clerk of the works for a pre-construction meeting on Tuesday and that they are waiting for the Town to issue the building permits. Once the permits have been issued, we will have a formal construction kick off meeting and the project will be complete within 120 days.

Library Operations:

Reference Statistics: Mr. Hadelar stated that he has changed the way we were collecting reference statistics, which are actually Q & A statistics, since most of the questions that patrons are asking are information and not reference questions. The Q & A statistics are being collected and recorded on-line at all the desks including circulation. Mr. Wolf added that this is what we planned on in the strategic plan with cross training staff to answer patron questions and encouraging all staff to jump in and help.

Museum passes – The museum passes have been rolled out and we have had a lot of demand for the American Museum of Natural History and the Intrepid, people are reserving for Memorial Day Weekend. We have passes for nine different organizations that can be checked out for 3 days

Personnel:

Mr. Hadel reported that we are short staffed since Paul's resignation and Sil's retirement. Mr. Hadel stated that he was encouraged by additional applications that he received this past Friday and he has selected 7 applicants to interview for the reference librarian position and 5 applicants for the supervising librarian position. The initial interviews will be conducted over the next two weeks and the second interviews will be scheduled at the beginning of June.

BCCLS & Professional Development:

- Mr. Hadel reported that Denise Juknewicz and Debbie Stillman attended a workshop on transforming your stacks; the feedback from other libraries was that this was a phenomenal program. Mr. Hadel stated in the fall he intends to use money set aside for professional development to bring this consultant into the library after new staff have settled in since the focus is on improving marketing to improve circulation.
- Yesterday BCCLS finalized the migration from Overdrive, which was the ebook platform of choice for many years, over to Cloud library. Mahwah is also a beta tester for private cloud, allowing us to buy content that gives priority access to Mahwah patrons but allows other BCCLS residents to use if available and we receive credit for the use. Cloud Library is also launching a pay per use model with audiobooks. Mr. Hadel reported that he will spend some of the regular audiobook money for that this summer.

Buildings & Grounds:

- Exterior painting – Mr. Hadel reported that last week the painter started painting the steel lintels above the doorframes and windows as well as the wood beams at the south end of the building, the work is almost complete.

Monthly Statistical Reports: The April 2017 statistical reports were acknowledged. Mr. Hadel stated that before we review April statistics he is going to review for accuracy, there may be some changes made that will appear in the May statistics. Mr. Hadel noted that the door counter is broken.

Old Business:

New Business:

BCCLS Rochelle Park – The BCCLS system council met last Friday for a special meeting to vote whether Rochelle Park shall remain a part of the system or not. It was overwhelmingly voted that they shall have their membership terminated. Mr. Hadel briefly explained the ramifications and that by mid-June all the materials lent to Rochelle Park will be returned, they will be free to operate on their own.

QPA Certification – Mr. Hadel reported that last month we talked about the interlocal purchasing agreement with the Town for qualified purchasing agent.. Darlene researched what it would take for her to go through the program and become a QPA, there are four required courses for the QPA certification. Mr. Hadel stated that the municipal finance administration course is a good place to start to find out more about the program and that once the certification is complete there are requirements to maintain the certification. After a discussion by the board whether or not there is a need to have a QPA on staff, Mr. Wolf summarized that all were in agreement that we need a QPA and listed the options: continue to use the town; hire a contractor for each project that it is related to; or hire internally which would be the

certification. Mr. Hadelers stated that we have the QPA interlocal agreement in place for the next year, the municipal finance administration course is a good primer for us all on municipal finance guidelines.

A motion was made by Mr. Spiech and seconded by Mr. Koster to approve spending up to \$900 for the municipal finance administration for public purchasing course.

Roll Call:

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

Motion passed.

Review By-Laws – Mr. Hadelers stated the By-Laws are outdated, his recommendation is to create an ad-hoc committee to review the by-laws and review other library by-laws that have been updated recently, and incorporate some comments from Rich Fricke emailed, and come back in September with a recommendation of changes. Mr. Koster and Mr. Wendrychowicz agreed to work together to review and update the By-Laws.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Wolf to establish an ad-hoc committee to update the By-Laws. Motion passed unanimously.

BCCLS proposed new billing structure –

- Mr. Hadelers explained that the current BCCLS billing structure is based on productivity shares/licenses and does not reflect services received by each library. Last year BCCLS began the process of changing the billing structure and this year Mr. Hadelers reported that when he became president of the BCCLS executive board he appointed a good committee and chair to complete the job. The committee met regularly from January through March to come up with a spreadsheet that aligns each library's BCCLS bill with BCCLS budget. All BCCLS services were allocated across the 77 member libraries by selecting the following metrics for use; for technology the number of computers that are in each library, for e-services the population serviced, for the catalog the number of items the library has in the catalog, for core services the population serviced and the 1/3 of a mill. Mr. Hadelers stated that another proposed change to the BCCLS budget is the way that the budget is voted on. The core BCCLS budget will be voted on separately and each additional line item will require a 2/3rd majority vote.
- Mr. Wolf questioned what impact the new formula will have on Mahwah. Mr. Hadelers stated for this year Mahwah's costs would have gone up but the amount will change once the 2018 budget is finalized.
- Mr. Spiech questioned if we could duplicated the BCCLS service for what we are being charged. Mr. Hadelers stated that we could not, nor could we provide the resources that our patrons borrowed from other BCCLS libraries.
- Mr. Hadelers stated that the new billing structure will be introduced to the members in September and voted on in October, if it is voted up will go into effect in January with a three year phase in period.

Friends of the Library:

Mr. Spiech reported that the Friends of the Library received \$661.96 from the Boiling Springs Savings Bank community alliance program the first quarter of 2017. The Friends receive approximately \$2500/year from this program. Mr. Spiech explained that at some point we need to discuss establishing an active Friend's group to be able to use the funds for the library. Mr. Wendrychowicz talked about how other Friends groups operate, and noted that most require a lot of staff involvement and do not bring in much money for the Library.

A motion was made by Mr. Koster and seconded by Mr. Wendrychowicz to table the discussion to a future meeting to establish an active Friends of the Library group. Motion passed unanimously.

Trustee Education:

Mr. Wendrychowicz reported that once the bill passes allowing for a referendum our group, a subcommittee of BCCLS, will set up a full day workshop for trustees bringing in outside resources of how to get a referendum passed. Currently the bill is still in the assembly but we are looking for it to be passed in June.

Upcoming Meeting Dates:

The next regular monthly meeting will be held on Wednesday, June 21, 2017 at 7:30 PM. There are no regularly scheduled meetings in July or August.

Adjournment:

A motion was made by Mr. Koster and seconded by Mr. Spiech to adjourn the meeting at 8:47 PM. Motion passed.

Respectfully submitted,

Mr. Wolf
President