

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
May 18, 2016

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

Present:

Mr. Alderisio
Mr. Grob
Mr. Lee
Mr. Spiech
Mr. Wolf
Mr. Hadelers
Mr. Shaver
Ms. Mercadante

Absent:

Ms. Clarkin
Mr. Koster
Mr. Wendrychowicz
Mayor Laforet
Dr. Schoen

Public:

Pledge of Allegiance

Secretary's Report:

A motion was made by Mr. Wolf and seconded by Mr. Lee to accept the minutes as presented from the March 16, 2016 annual meeting, the April 20, 2016 monthly meeting and the May 7, 2016 special meeting. Motion passed unanimously.

President's Report: Mr. Lee thanked the board members that came in for the special meeting on Saturday, May 7, 2016.

Treasurer's Report:

Mr. Wolf reviewed the April 2016 Treasurer's Report and highlighted the following;

- Revenue for the month was slightly over budget due to patron revenue and credit from BCCLS for reciprocal borrowing.
- Expenses for the month were in-line with the budget, except for operating expenses which was down due to receiving BCCLS after the cutoff for paying April bills. Overall year to date we are under budget about \$44,000 this includes \$11,000 on salaries, \$4,000 on benefits, \$3,000 on materials and \$26,000 on operating expense.

A motion was made by Mr. Lee and seconded by Mr. Wolf to accept the March 2016 Treasurer's Report.

Roll Call:

Mr. Alderisio - yes
Ms. Clarkin - absent
Mr. Grob - yes
Mr. Koster - absent
Mr. Lee - yes
Mr. Spiech - yes
Mr. Wendrychowicz - absent

Mr. Wolf – yes
Mayor Laforet – absent
Dr. Schoen - absent

Motion passed.

- The May 2016 bills for payments were reviewed. Mr. Wolf noted that the BCCLS bill was included. Mr. Hadeler explained that we currently pay BCCLS \$45,000 a year paid which is paid out semi-annually, the rate is based on a complex rubric that includes a flat fee, population served, funding and use.

A motion was made by Mr. Spiech and seconded by Mr. Wolf to accept the May 2016 Bills for Payment.

Roll Call:

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

Motion passed.

Director's Report:

Library Operations:

- Mr. Hadeler reported that Paul Shaver and Dave Fisher worked to revise the process we use to contact patrons with overdue materials. In addition to the automatic pre-overdue and overdue notices that BCCLS sends out additional steps will be taken to encourage patrons to return the items or settle their accounts. Another change is that Lori Pankewicz, the bookkeeper, has taken over billing other libraries for items that were borrowed and lost by their patrons.
- Mr. Hadeler reported that by the next meeting we will have changed print periodical vendors. Paul has been comparing to two or three others, since the vendor we are currently using is more expensive and has been difficult to deal with.

Personnel:

- Mr. Hadeler reported that he made three part-time employment offers. The new hires include a Saturday and a Sunday library assistant in the circulation department, each of whom will be working one or two days a month plus occasional fill-in as needed. In addition, a Mahwah resident with a strong background in both computer science and graphic design was offered a position as a part-time public relations and marketing assistant working fifteen hours per week. The Library previously advertised for a marketing assistant last year but did not fill the position at the time.

Budget & Finance:

- Robert Van Sweden, the auditor from Garbarini performed the field work for the 2015 audit at the end of April, we expect that final report will be prepared for next month's meeting.

Capital Projects:

- Quiet Study Rooms - Mr. Hadelers stated that he anticipates by next month having the request for quotes back for the quiet study rooms. Carl Waldenmaier will be acting as our clerk of the works to coordinate the contractors and keep the project on track.

Community Outreach & Partnerships:

- Mr. Hadelers reported that this year Valley Hospital has rented meeting rooms for their community health programs. They approached us last month about possibly entering into a partnership where they would come into the library and provide a medical focused program about every 4-6 weeks, they will take care of the publicity, marketing and registration and we will work together to select topics. The board expressed their support in partnering with Valley Hospital to provide medical related programs for the community.

Committee Reports:

- None

Buildings & Grounds:

- Mr. Hadelers reviewed an ongoing problem with alarm monitoring service through Tyco. He noted that we were having an issue where Tyco was reporting a communication error on one of the lines connected to the security system, triggering an alert. Tyco was calling library staff in the middle of the night to report this alert. The issue apparently has been resolved by Tyco programming a two second delay when the system dials the central monitoring station.

Monthly Statistical Reports: The April 2016 statistical reports were acknowledged.

- The statistics were reviewed, it was noted that computer use and on-lines services continue to increase while other items are declining.
- Mr. Hadelers reported that he met with Lori Milach and the children's team to discuss the decline in their circulation and show them graphically where the trends are, they will be taking action on some ideas that were discussed to increase circulation.
- Mr. Hadelers reported that the adult and teen collections are a mixed, movies are flat, and fiction and non-fiction are down slightly. This will be the last year that we put money into the children's and teen music collection since they are no longer viable. Mr. Hadelers stated he plans to analyze circulation and corresponding shelving space to determine where we need to spend money and re-balance shelf space to ensure it is used efficiently.

Old Business:

- Mr. Spiech stated that according to Patty Langdale at Boiling Springs Saving Bank the Friends of the Library account is eligible to be a part of the Community Alliance Program where the bank on a quarterly basis makes a donation back to the organization. Mr. Hadelers agreed that we will look into enrolling the Friends account in the program and proceed if eligible.

New Business:

- None

Trustee Education:

- None

Upcoming Meeting Dates:

The next regular monthly meeting will be held on June 15, 2016 at 7:30 pm. There are no regularly scheduled meetings in July and August.

Adjournment:

A *motion* was made by Mr. Spiech and seconded by Mr. Lee to adjourn the meeting at 8:20 PM.

Respectfully submitted,

Mr. Lee
President