

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
November 15, 2017

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

Present:

Ms. Clarkin
Mr. Grob
Mr. Javer
Mr. Koster
Mr. Spiech
Mr. Wendrychowicz
Mr. Wolf
Mr. Hadelers
Ms. Mercadante
Ms. Gilbert

Absent:

Mr. Lee
Mayor Laforet
Dr. Schoen

Pledge of Allegiance

Public Present: Dave Fisher, Donna Marie Nielsen

Public Comment: Mr. Hadelers introduced full time library assistant Dave Fisher. Dave stated that he became a full time two years ago and was initially hired part time four years ago. Dave explained his current duties include working the circulation desk, linking non-fiction, and handling 4-month bills. Mr. Hadelers stated that Dave is skilled at finding problems and coming up with multiple solutions.

Mr. Hadelers introduced full time library assistant Donna Nielsen. Donna reported that she was hired in 2008 as a page, she left and was rehired part-time and in October began working full-time. Mr. Hadelers explained that Donna has taken on Andrew's previous responsibilities which include covering the circulation desk, linking and processing adult fiction, and scheduling/managing the pages. Donna is helpful in identifying areas that need improvement and going ahead and making changes that are needed.

Secretary's Report:

A *motion* was made by Mr. Spiech and seconded by Ms. Javer to accept the minutes of the regular monthly meeting on October 18, 2017. *Motion* passed unanimously.

President's Report:

Mr. Wolf reported that Meet the Candidates Night this year was a success. The following are the recommendations noted for future events:

- 1) Depending on the number of candidates, be prepared with additional questions if time permits.
- 2) Allow the candidates time for a closing statement from each candidate after the question and answer time.
- 3) Live stream the event on YouTube.

Mr. Wendrychowicz reported that it appears that there were no other organization that were willing to sponsor a meet the candidates night for the Board of Education candidates this year, the Board of Education is supportive of having the library Board of Trustees sponsor the event for next year's election.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Koster approving Mr. Wendrychowicz to formally inform the Board of Education that the Library Board of Trustees next year will sponsor a meet the candidates night for the Board of Education candidates, it will be held in the Winter Room and they should begin contacting us in June. Motion passed unanimously.

Mr. Wolf recommended setting dates for next year; the board agreed to tentatively schedule the Board of Education candidates night on Wednesday, October 24, 2018 in the Winter Room and the Township Council candidates night on Thursday, October 25, 2018 in the Senior Center. Mr. Koster agreed to reserve the Senior Center and acknowledged that the final dates will work around the council meeting schedule.

Committee Reports:

Treasurer's Report:

Mr. Wolf reviewed the October 2017 Treasurer's Report.

- Payroll for the month was significantly under budget due to restructuring, overall we will finish the year with a surplus of about \$150,000, of that \$100,000 has already been transferred to capital.
- Mr. Hadelier stated that he will examine the cash flow and state formula for return of funds before making a recommendation to transfer additional money to capital this year.
- Mr. Hadelier reported that we budgeted \$18,000 specifically for new eContent with the assumption that there would be a platform that we could buy materials and share with other BCCLS libraries, that platform did not materialize, however the unused money has enabled us to continue to pay for Hoopalo through the end of the year, which was canceled by BCCLS in September, and we also added Kanopy, another streaming service.
- Mr. Hadelier reported that buildings and grounds is over budget due to several unexpected expenses, including HVAC repairs including cleaning the condenser coils on two of the units, replacing two toilets and flush valves, carpet cleaning and the parking lot automatic door was repaired twice.

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

Roll Call:

Ms. Clarkin - yes
Mr. Grob - yes
Ms. Javer - yes
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 Mr. Wolf and seconded by Mr. Spiech to approve the November 2017 Bills for Payment.

Roll Call:

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

Motion passed.

2018 Draft Budget: Mr. Wendrychowicz reviewed the 2018 draft budget that he and Mr. Haderler developed and noted the changes that were made in comparison to the 2017 budget. Mr. Haderler reported that he is waiting for the medical insurance costs for next year, when they are received; the budget will be adjusted accordingly.

Mr. Wendrychowicz highlighted the following, excerpted from the 2018 draft budget in the board packet.

- For 2018, the municipal appropriation increased by \$19,748, or 0.99% over the 2017 appropriation to \$2,023,825, nearly \$217,000 below what it was a decade earlier.
- Interest (4400): Interest on operating accounts are anticipated at \$1000, 25% over last year's budget.
- Gifts, Donations and Grants (4500) are budgeted at \$5000, an 11% increase over the 2017 budget, due to the increasing number of patrons attending library programs and making small donations.
- Construction grant funds could be used to implement RFID and self-service, renovations to the children's room, or other major projects identified in the strategic plan.
- Miscellaneous Revenue (4700) is anticipated to increase by 11% over the 2017 budget to \$7,500 in 2018 thanks to increased meeting room rentals.
- Overall gross revenue is budgeted at \$2,077,262, an increase of 1.1% over the 2017 budget.
- The 2018 budget divides expenses among eight major categories: salaries and withholdings; personnel benefits; library materials; programs; miscellaneous operating expenses; professional services; fixtures, furnishings & equipment; and, building & grounds.
- Salaries & Withholdings (5000) is the largest single expense in our budget. Total salaries and withholdings are budgeted at \$1,051,500, a 0.2% increase over the 2017 budget. This covers a modest raise for current employees. Depending on the final cost of benefits, it may include funding for a new part-time technology assistant as outlined in the Strategic Plan and limited hours for a library assistant to support our growing ESL program. Depending on the final cost of medical insurance, salaries and wages may increase to cover converting one additional part-time assistant position to full-time.
- Retirement (5110): Retirement is budgeted at \$110,587 for 2018, a decrease of 1.2% compared to the 2017 budget. While the employer portion of the pension contribution rate has increased to 13.37% of wages, the overall expense decreased based on the Library's payroll in the 2nd quarter of 2016.
- Insurance (5120): Full-time employees are eligible to receive medical benefits under the Township's "Plan D," an insurance plan developed for the Library in 2014. There are 10 active employees receiving benefits, plus two retirees. Two employees opt-out of receiving medical benefits. After the employee contribution and payment to employees who opt out, overall

insurance costs are budgeted at \$143,691, a 9.9% increase over last year's budget. The budget will be revised once final medical insurance costs are established.

- Taxes (5130): Federal withholdings tax, FICA, is calculated at 7.65% of payroll. As with salaries and wages, there is a minimal change to this category for 2018.
- Books (5210): Overall, there is very little change in the book budget for 2018 from the 2017 budget. The budget will be kept at \$134,000, giving the new professional staff the opportunity to revisit the collection and add materials they think will benefit the community.
- Audio-Visual (5220): Audiovisual materials are unchanged from the 2017 budget for the 2018 budget at \$63,500, adjustments were made with this category to reduce the amount spent on adult audiobooks and DVDs in order to launch an adult gaming collection.
- Periodicals (5230): The periodicals collections of magazines and newspapers remains unchanged from \$7,000 from the 2017 budget to the 2018 budget as we continue to realize savings from moving to a new distributor last year.
- Digital & Online Services (5230): Digital and online services – eBooks, eAudio and other “eContent” – continues to circulate very well, highlighting the demand for these materials. The budget for Digital Services has been increased 7% from the 2017 budget to \$55,500 for 2018 in order to continue funding online services from BCCLS as well as popular services such as Value Line, Morningstar, Tutor.com.
- Programming (5300): Based on the strong demand for programming and direction from the Strategic Plan, the budget for programming adult, teen, children's and ESL programs increases next year. For 2018, adult programming increases by 7% from the 2017 budget to \$30,000, teen programming increases by 14% from the 2017 budget to \$20,000 and children's programming increases from the 2017 budget by 14% to \$25,000. Programming expense accounts for 4.1% of total expenses, which is slightly higher than recommended by the Strategic Plan but supports our ongoing increase in program attendance.
- Operating Expense (5400): At \$146,535, the overall operating expense budget is 2% more than last year. Staff development increases next year from the 2017 budget to allow staff to attend the PLA conference in Philadelphia in the spring, and tuition reimbursement for an employee who is becoming a Qualified Purchasing Agent for the Library.
- Professional Fees (5500): With no significant need of legal counsel anticipated in 2018, this line is unchanged from the 2017 budget.
- Fixtures, Furnishings & Equipment (5600): In 2016 and 2017, the Library began repairing or replacing older office equipment and furniture. The overall budget for fixtures, furnishings and equipment is unchanged from the 2017 budget for 2018 at \$11,500.
- Building & Grounds (5700): Overall building and grounds expenses are expected to increase 2% from the 2017 budget to \$165,509 next year.
- Utilities (5710): Overall utility costs are budgeted at \$73,496, a 2% decrease compared to the 2017 budget.
- Contract Maintenance (5720): In 2018, the Library will need to secure revised contracts for major maintenance services, including janitorial, landscaping and HVAC for next year. Mr. Hadelar noted that it is likely that janitorial service will increase from the 2017 budget by 5% next year.
- Direct Maintenance & Repairs (5730): There were unanticipated repairs for HVAC systems, plumbing and electrical work, consequently direct maintenance and repairs has been increased by 18% from the 2017 budget to \$20,000 for next year. This should include HVAC duct cleaning which is long overdue.
- Maintenance Supplies (5770): Maintenance supplies are unchanged from the 2017 budget at \$8,500.
- Interfund Transfers: The draft 2018 Budget shows an interfund transfer out of the operating account (9100) of \$100,000. This is a transfer to the capital fund and clearly demonstrates the Library's commitment to achieving the goals set forth in the Strategic Plan.
- In summary: The draft 2018 budget includes a number of positive changes that are encouraging to long-term growth: Staffing levels and funding are stable, sustainable and offer a high degree

of customer service. The changes in the materials budget introduced last year continue to realign funding to better meet the reality of how patrons are using the Library, including ongoing demand for eContent. The significant increase in funding for programs supports what is clearly becoming a major service. The building and grounds budget represent a clear-eyed look at the actual costs to maintain a welcoming facility. On top of the ongoing operating expenses, the 2018 budget also sets aside money for capital projects that support the Library's long-term growth.

Mr. Spiech questioned if there are plans to apply for grant money that will be available through the newly passed library construction bond act and if the grant is for brick and mortar projects. Mr. Hadelar responded that we have two projects to choose from for the construction grant application, the RFID/self-checkout system and the addition of thematic elements to the children's department. The board will need to decide by January which project to select, the grant is a one to one match, which if received would fund 50% of the project. Mr. Hadelar explained that the RFID and self-checkout system will help our operational efficiency, while renovations to the children's room will position the library as a destination for parents and children. The new grant is for new construction projects but smaller projects are also available. Mr. Wolf added that the way the act was drafted it is dedicated to technology improvements and ADA compliance. Mr. Hadelar stated that we will prepare to apply for the grant depending on the guidelines that are established, they are being developed and are expected to be out by next May or June

Mr. Hadelar stated that the updated medical insurance costs will be incorporated into a second budget draft in December. If we have some savings in medical insurance, we can consider hiring a part-time technology assistant or look at having someone help with the ESL program 5 – 10 hours a week on the program. We are not replacing staff in the circulation department, however the children's department and the adult programming department have expressed that they can do more with additional staff, we are at a limit with the staff that we have. Mr. Hadelar noted that salaries and benefits are 67% of the projected expenses for next year.

Director's Report:

Mr. Hadelar reported that the past month has been busy month.

Buildings & Grounds: The roofers came back and made the repairs, we have not noticed any additional leaks. One of the items that was discussed with Hughes Environmental during a review of next year's maintenance contract is working to resolve leaks near certain units when it rains.

The quiet study rooms are complete except for some fine tuning of the HVAC system, final payment will be released when it is complete. Currently they are being used about 35% - 40% of the time the library is open.

Statistical Reports:

The October 2017 statistical reports were reviewed and acknowledged.

- Mr. Hadelar reported that Mahwah's circulation is ranked #6 out of the top ten libraries in BCCLS. Out of the top 10 libraries, 7 have suffered a loss in circulation this year, only 3 of them have increased. Mahwah's eCirculation has increased every month and it usually double digit increases, however the gains do not offset the losses in physical circulation and on-line circulation is almost where physical circulation was. Late in 2016 we rebalanced the material budget as a result of the shift in use. Next year overall eContent is scheduled increase by almost 7%, it will include funding for eBooks, Hoopala and Kanopy. Mr. Hadelar stated that he will do a cost analysis when we have enough experience, to compare costs to buy shelf and circulate a book in comparison to an eBook.

- Mr. Hadelers stated that he and Kara have discussed targeting millennials; since they are the biggest demographic using the library and how to offer programs for the 30 – 55 age group.

Old Business:

Thirdway Brand Space Audit – Mr. Hadelers stated that at the end of the meeting last month we agreed that we would proceed with the less costly recommendations for displays. One of the recommendations that we will try to do is to put in theatre style signage along the wall now that we have a large format printer and we are taking back the display cases the Mahwah Museum has been using.

New Business:

Ms. Javer reported that there have been complaints on social media about the kids after school in the library. Mr. Hadelers acknowledged the concern and stated that he will meet with her to discuss activity that takes place after school in the library and the steps that are in place to ensure that the library code of conduct is maintained.

Trustee Education:

Mr. Wendrychowicz reported that the Hasbrouck Heights Public Library will be hosting tomorrow and Friday a workshop for libraries and Board of Trustee members to provide direction on library advocacy campaigns. The focus will be on strategic planning for marketing and promoting the library, campaigning for library funding and financial stability and working with the community and town officials. In addition, PLA will be holding their conference in Philadelphia next year, another opportunity to get out and be aware of what is going on in other libraries.

Upcoming Meeting Dates:

The next regular monthly meeting will be held on Wednesday, December 20, 2017 at 7:30 PM.

The annual staff holiday party is scheduled for Thursday, December 21st at 1:00 PM, trustees are encouraged to attend.

Adjournment:

A motion was made by Mr. Koster and seconded by Ms. Javer to adjourn the meeting at 9:14 PM. Motion passed.

Respectfully submitted,

Mr. Wolf
President