

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
November 16, 2016

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

Attendance:

Public:

Present:

Mr. Koster
Ms. Clarkin
Mr. Grob
Mr. Spiech
Mr. Wendrychowicz
Mr. Wolf
Mr. Hadelers
Mr. Shaver
Ms. Siciliano
Ms. Mercadante

Absent:

Mr. Alderisio
Mr. Lee
Mayor Laforet
Dr. Schoen

Pledge of Allegiance

Public Comment:

Secretary's Report:

A motion was made by Mr. Wendrychowicz and seconded by Mr. Spiech to accept the minutes from the October 19, 2016 with the following revisions:

- Page 1 – Mr. Wendrychowicz was absent.
- Page 2 – “A motion was made by Mr. Spiech and seconded by Mr. ~~Wendrychowicz~~ Wolf to accept the revised minutes from the September 21, 2016 monthly meeting. Motion passed unanimously.
- Page 3 – A motion was made by Mr. ~~Wendrychowicz~~ Lee and seconded by Mr. ~~Wolf~~ Koster to accept the September 2016 financial reports and October 2016 bills for payment.

All were in favor with the exception of Mr. Wendrychowicz who abstained. Motion passed.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Spiech to accept the minutes as from the special meeting on October 24, 2016 as presented. Motion passed unanimously.

Treasurer's Report:

- Mr. Wolf reviewed the October 2016 financial reports.
 - For the month revenue was \$1,000 below budget due to reciprocal borrowing being lower than anticipated this year. Mr. Hadelers explained circulation is down throughout BCCLS and libraries are borrowing fewer materials from other libraries, including Mahwah.
 - For the month the operating expense line was over budget \$5,000 due to the purchase of the new network switches. Overall, library materials were on budget, with audio-visual expenses under budget \$6,000 and books \$10,000 over budget.

- Year to date expenses were \$34,000 under budget primarily due to not spending money set aside for professional development as a result of changes in staffing.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Spiech to accept the October 2016 Treasurer's Report.

Roll Call:

Mr. Alderisio - absent
Ms. Clarkin - yes
Mr. Grob - 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. Spiech and seconded by Ms. Clarkin to accept the November 2016 Bills for Payment.

- Mr. Spiech questioned the bill for Bank of America since the Library no longer has accounts with this bank. Mr. Hadelar explained that it is for the Bank of America procurement card which is used when a vendor doesn't accept a purchase order and voucher for payment.
- Mr. Wendrychowicz questioned what types of items are purchased from Amazon. Mr. Hadelar explained that we use Amazon for some library materials, such as adult DVDs, teen materials and other miscellaneous items that cannot be readily acquired through other vendors.

Roll Call:

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

Motion passed.

President's Report:

Committee Reports:

Director's Report:

Personnel

- Mr. Hadelers introduced Caitlin Siciliano, the Children's Librarian, at the beginning of the meeting. Mr. Hadelers stated that Caitlin previously worked in the teen department before working in the children's department as a library assistant. Around the same time that Lori Milach departed, Caitlin had graduated with her MLS and it made sense to promote her. Caitlin stated that she is from Mahwah and completed her MLS through Syracuse University, she enjoys working with the children and in the busy department.
- Mr. Wendrychowicz commented that he is impressed with the work the new PR assistant, Joy Laforme, has done on the website, it is much more user friendly. Mr. Hadelers agreed and added that Ms. Laforme has re-tooled all of the printed flyers, manages Facebook posts, signage and in-house power points. She has an BA in computer science and a MA in graphic design.

BCCLS

- Mr. Hadelers stated that he has begun working on BCCLS executive board activities, including meeting with the Executive Director to set goals for the year and begin to consider how BCCLS various Committees operate and if changes are appropriate.

Library Operations

- The borrow by mail service and the children's ebook service Axis 360 began this month. Early next year we will have a print mailing/post card advertising our services.
- We have started to move our payroll service away from ADP and we will be using Paylocity for our payroll and time and attendance service.
- We had the drinking water tested for lead from the kitchen sinks and fountains, results came back within acceptable levels.

Capital Projects

Quiet Study Rooms - The front end bid specifications for the quiet study rooms were sent to Denise Storms, she responded with some changes. Mr. Hadelers reported that he asked Carl Waldenmaier to be the liaison with John Montoro, and that Carl is helping with moving the project along.

2017 Preliminary Budget:

The board reviewed and discussed the 2017 preliminary budget:

- Mr. Hadelers stated that as in the past this is the first draft of the 2017 budget, over the next few weeks he will incorporate the final employee medical insurance costs, when they are received from the Town, and make any changes that are requested.
- Mr. Wendrychowicz stated he was impressed with Boling Springs Savings Bank interest earned this year.
- Mr. Hadelers stated that state aid has not increased this year, with the extension of loan periods we have seen a slight decline in overdue fines. Also, miscellaneous revenue has dropped significantly mostly due to the removal of the vending machines at the end of August, however the library has been much cleaner.
- Mr. Spiech questioned if the amounts in furniture and fixtures can be taken out of the capital budget. Mr. Hadelers stated that furniture and fixtures includes money spent on items such as computer chairs and it is convenient to be able to make those types of purchases. Mr. Wolf stated that he is comfortable with money being set aside for furniture and fixtures in the operating budget.

- Ms. Clarkin questioned how much the municipal appropriation increased for 2017. Mr. Hadelер stated the total municipal appropriation for 2017 is \$2,004,077.00, a or 2.05% increase over 2016.
- Mr. Hadelер stated that over the summer and early fall, he analyzed the collection in terms of shelf space and budget compared to circulation. The analysis gave us data necessary to rebalance shelving and budget allocations among the collections to better reflect how patrons are using the collections.
- Mr. Grob questioned the museum pass program. Mr. Hadelер explained that we have budgeted \$2,500 for a pilot program of loaning museum passes to Mahwah residents. The initial budget will cover 8 to 10 museum passes, including popular destinations like the Intrepid and the Museum of Natural History.
- Mr. Spiech noted that our electric consumption was up this year. Mr. Hadelер reported this year was a high consumption year and that we are 10% over our 5-year average consumption of electricity. For next year he factored in a 5% increase above the average use and used the ESCNJ contracted rate that extends through the end of next year.

Monthly Statistical Reports:

- Mr. Hadelер was pleased to report that the children's circulation was flat last month in comparison to the previous month. Mr. Hadelер reported that he read a recent report from the New York Public Library that their circulation was down 25% in 2016 compared to 2011. Mr. Hadelер stated that declining circulation is a trend throughout the region. In January he will provide a full year circulation comparison with BCCLS libraries.
- Mr. Spiech questioned how we arrive at the door count, and if we are counting children after school. Mr. Hadelер reported that we use infrared people counters at both entrances, and we do including children after school. Door count year to date is down 1%.

Old Business:

New Business:

Mr. Hadelер reported that he received an email from the Valley Hospital with regard to the health programs that they hold at the library, asking if they can charge participants for a full day seminar they are planning in March where they will be bringing in a special speaker. Mr. Hadelер stated that the library's policy has been not to allow organizations that rent the meeting rooms to charge for attendance though there are a few library programs where patrons are charged a minimal fee to cover program costs. The board requested that Mr. Hadelер relay that the library's policy is not to charge for programs and they want to know why they are charging for the program.

Trustee Education:

Mr. Hadelер stated that there are three events that the trustees are invited to attend in December, they include; BCCLS Trustee Education Committee, "Long-Range & Capital Planning" by Leslie Burger Tuesday, December 6th at 7 pm at the Tenafly Public Library, NJLA Public Policy 201 Workshop Agenda on Wed, December 7th, 10 am - 3:30 pm at the Monroe Township Library, and Mahwah Regional Chamber of Commerce annual Holiday Luncheon on Friday, December 9th at 11:30 am - 2 pm at the Crowne Plaza Hotel & Conference Center, Suffern.

Executive Session: A motion was made by Mr. Wendrychowicz and seconded by Mr. Spiech to go into executive session at 8:35 pm to discuss the payroll and benefits components of the budget. Motion passed unanimously.

A motion was made by Mr. Spiech and seconded by Ms. Clarkin to come out of executive session at 8:45 PM. Motion passed unanimously.

Adjournment:

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

Upcoming Meeting Dates:

Mr. Hadelor informed the Board that the next meeting is scheduled for December 21st. A motion was made by Mr. Spiech and seconded by Mr. Wendrychowicz to change the date of the December meeting to December 14th. Motion passed unanimously.

The next regular monthly meeting will be held on Wednesday, December 14, 2016. The Library's annual holiday lunch will be on Thursday, December 15, and the Trustees are encouraged to attend.

Respectfully submitted,

Angela Clarkin
Secretary