

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
October 16, 2019

Call to Order: Mr. Wendrychowicz, President, called the regular monthly meeting to order at 7:48 PM.

In compliance 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:

Mr. Grob
Mr. Koster
Mayor Roth
Mr. Wendrychowicz
Mr. Wolf
Mr. Hadelers
Ms. Gilbert
Ms. Mercadante

Absent:

Ms. Cassotis
Ms. Clarkin
Mr. Lee
Mr. Orlich
Dr. Schoen

Pledge of Allegiance

Public Present: Robert Ferguson, Township Council representative. John Fesen, 20 Falcon Ct. Mahwah.

Public Comment:

A motion was made by Mr. Wolf and seconded by Mr. Koster to go into public session at 7:50 PM. Motion passed unanimously.

Mr. Fesen presented a gift to the library of a historical map of Mahwah and coupons for all the trustees and staff that they can redeem at the museum for a copy of the map. Mr. Fesen reminded the board that on November 5th, the day of the vote, any activity must be at least one hundred feet from the polls.

A motion was made by Mayor Roth and seconded by Mr. Koster to close the public session at 7:52 PM. Motion passed unanimously.

Secretary's Report:

A motion was made by Mr. Wolf and seconded by Mr. Grob to accept the minutes from the September 18, 2019 regular meeting minutes with the following corrections:

- Page 5, Advocacy Update: correct spelling of Mr. Hadelers
- Page 7, Blue Foundry Bank: correct sentence to read "However, Mayor Roth stated he would be comfortable with the bank handing out program material but would not be comfortable with enrolling people at the library, they need to go to the bank to enroll."

Motion passed unanimously.

Treasurer's Report:

Financial Reports

- Mr. Hadelers reported that spending is where we expect it to be this time of year, program expenses are back to where they should be. Most of the collection development budget is on track and those areas that need to increase their spending have been advised to do so.
- This year \$100,000 was budgeted to transfer to the capital fund for capital projects designated in the strategic plan. We typically make two transfers, one in September and in November, a transfer was not done in September. Mr. Hadelers stated that he is comfortable with transferring \$50,000 to the capital account this month.

A *motion* was made by Mr. Wolf and seconded by Mr. Koster to transfer \$50,000 from the Operating Reserve account to the Capital Reserve account.

- Mayor Roth asked, what is the current balance of the capital account is currently? Mr. Hadelers responded that the capital saving account is \$245,000 plus \$5,000 in private contributions account and \$4,500 is in the capital checking account. The pending capital expenses are about \$14,000 for the telephone system and about \$30,000 for the electrical lighting upgrades.
- Mr. Ferguson questioned if the library is on the same natural gas and electric purchase as the town. Mr. Hadelers stated that the library is not; we are a member of ESCNJ, Educational Services Cooperative of New Jersey, a purchasing cooperative that does a reverse auction for utilities.

Roll Call:

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

Motion passed unanimously.

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

Roll Call:

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

Motion passed unanimously.

Bills for Payment –

- Mr. Hadelers stated that there is nothing out of the ordinary this month, they are mostly for collections and programs as discussed. The payment to Swank Movie Licensing is for the public site license which is required for public performances of movies.
- Mr. Wolf asked when the Lime Energy bill will be paid. Mr. Hadelers stated that the work is being completed this month and will probably be a November payment. We have noticed the Winter Room appears to be more comfortable and the children's room is much quieter.

A motion was made by Mr. Wolf and seconded by Mr. Koster to approve the October 2019 Bills for Payment.

Roll Call:

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

Motion passed unanimously.

Director's & Staff Reports:

Mr. Hadelers highlighted the following items from his report:

- Installation of RFID check out system – Mr. Hadelers reported that he is planning to replace our 1990s security system with RFID a much more efficient to process. Included in the strategic plan are financial budgets to replace the tags in the books, replace optical bar code readers with RFID readers and begin to introduce self-check-out.
 - The first phase will be to go through the entire collection of 140,000 items and apply new RFID tags. The plan is to begin that process early next year and by February at the latest we will no longer use the date due stickers.
 - Mr. Ferguson questioned if there is a concern with loss of DVDs and video games when the security gates are no longer used. Mr. Hadelers responded that loss is not as much of an issue as it once was. Cost of most DVDs and CDs is comparable to books. The video games and launch pads are kept in locked cases and all other items of high value are circulated from one of the information desks. If we see that loss is a problem the gates can be retro fitted for the new system.
- Personnel – Mr. Wolf asked if there are issues with the resignation of the page and maternity leave. Mr. Hadelers stated that there were no issues with the changes in personnel. The resignation goes into effect at the end of November allowing us plenty of time to shift some job responsibilities around. The maternity leave was discussed ahead of time and the employee decided when they return to go into a different position. The open shifts at the information desk have been picked up by two current part-time employees.
- BCCLS and Professional Development – Mr. Wendrychowicz reported that Mr. Hadelers has served as president of the BCCLS executive board for the past three years. He has served Mahwah well and oversaw or was involved in many changes within BCCLS. Those changes include the new delivery

service that has been very successful, a financial billing readjustment, revamping the committee system, hiring of David Hanson, and moving the BCCLS office and acquiring warehouse space for delivery.

- Advocacy Update – Mr. Hadelers reported that we have received positive feedback about the referendum; however, we are uncertain what the voter turnout will be.
 - The Friends have been doing a yeoman’s work educating and promoting awareness of the referendum. They had hoped to put up the lawn signs at the beginning of the month but they were delayed, they will be put up on public rights of way.
 - Mayor Roth asked if the signs were approved by the council. Mr. Hadelers and Mr. Ferguson confirmed that the signs were approved by the council.
 - Mr. Hadelers stated that he is aware that many people do not like signs but we do need to let people know what is going on. The signs state “Support the Library, Vote Yes November 5th.”
 - Mayor Roth reminded us that only approved lawn signs may be posted on public property; the large banner may not be posted on public property or business frontages.

Friends Report: Mr. Wendrychowicz noted that a copy of the Friends meeting minutes were included in the packet.

Monthly Statistical Reports:

- Mr. Hadelers highlighted that the regular statistics are pages 21, 22 and 23, pages 24, 25 and 26 is taking the same numbers and adding value to them using the ALA value calculator. The calculator provides a value to the community on use of materials and program attendance and is included for discussion.
- Mr. Wolf questioned if based on the statistics that show that door counts are up, most print is down, on-line services are up, if this an indicator of more people coming into the library to use Wi-Fi and other services. Mr. Hadelers stated that it is a sea change in library services that we have seen building for many years. People are coming into the building to attend programs, using quiet study rooms and study carols with their own devices, but not borrowing as many books and media. Online circulation continues to increase. The problem is that e-content is three times the cost of print or media and now expires in two years.
- Mayor Roth questioned if there is a correlation between door count and days open per month. Mr. Hadelers stated that for the occasional one day here or there, it does not seem to have an impact on the overall count for the month.

New Business:

- Removal of clock - Mr. Wendrychowicz recommended that the clock in front of the library be removed, it has not been working for ten years and is an eyesore. Mr. Hadelers requested that before a decision is made to have the clock and pole removed he will get prices. Mayor Roth asked Mr. Hadelers to contact Glenn Dowson at DPW about removing it. Mr. Hadelers agreed to reach out to Glenn. Mr. Hadelers expressed his appreciation to Glenn, Tony and to the others at the DPW for their help with striping the pedestrian crosswalk across the front lot.
- Library food permit – Mr. Ferguson stated that the Health Department asked him if the library plans to get a food permit since food is served at the library. Mr. Hadelers responded that he has spoken to Ms. Homler about this many times. The library’s position remains that we do not cook or store food. If food is served it has been prepared by vendors, contractors or individuals off-site, according to the health code there is a provision for home cooked food that would apply.
- Senior bus trips – Mr. Ferguson reported that the senior center has stopped providing bus trips into NYC and was wondering if the library is interested in taking it over. Mr. Hadelers responded yes, if the referendum passes, this is something that could be considered. The bus trips could potentially be a

part of our expanded programming. Mayor Roth explained that the senior center was running one-day bus trips about four or five a year to different venues, such as going to the theater and other venue. The bus company that the senior center worked with did an outstanding job. They were doing most of the work, organizing and running the trips. Unfortunately, the company no longer wants to be involved in that aspect of the business and there isn't anyone at the senior center to take over the job to run and staff the trips properly. Mayor Roth stated that he has met with the seniors and is working to reactivate the program, in the meantime a trip is being planned for the holidays. Mr. Haderer explained that if we decided to have bus trips, we would staff for a different level of programming across the board that would be open to adult, teens and children.

- Early closing for staff development – A motion was made by Mr. Wolf and seconded by Mr. Koster to close the library early at 1 PM on Thursday, December 19th for staff development. Motion passed unanimously.
- December regular meeting date change – Mr. Wendrychowicz requested that the date of the regular monthly meeting in December be changed from Wednesday, December 18th to Tuesday, December 17th so that he can attend his last meeting during his thirty-three years of serving on the Mahwah Board of Education.

A motion was made by Mr. Grob and seconded by Mr. Koster to move the meeting date from Wednesday, December 18, 2019 to Tuesday December 17, 2019. Motion passed unanimously.

Trustee Education:

Public Session:

A motion was made by Mr. Wolf and seconded by Mr. Koster to go into public session at 8:35 PM. Motion passed unanimously.

A motion was made by Mr. Wolf and seconded by Mr. Koster to close the public session at 8:35 PM. Motion passed unanimously.

Upcoming Meeting Dates:

11/20 - Regular Library Board meeting, 7:30 PM.

12/17 - Regular Library Board meeting, 7:30 PM.

Adjournment:

A motion was made by Mr. Wolf and seconded by Mr. Koster to adjourn the meeting at 8:36 PM. Motion passed unanimously.

Respectfully submitted,

Curtis P. Koster
Secretary