

The Public Library of the Township of Mahwah  
Minutes of the Board of Trustees Meeting  
October 18, 2017

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

**Present:**

Ms. Javer  
Mr. Grob  
Mr. Koster  
Mr. Lee  
Mr. Spiech  
Mr. Wendrychowicz  
Mr. Wolf  
Mr. Hadelier  
Ms. Mercadante  
Mr. Gallina  
Ms. Gilbert  
Ms. Laude

**Absent:**

Ms. Clarkin  
Mayor Laforet  
Dr. Schoen

**Pledge of Allegiance**

**Public Present:** Janet Ariemma present as liaison for the Township Council.

**Secretary's Report:**

Mr. Lee requested a revision to the September meeting minute; under New Business - Thirdway Brand Trainers Space Audit - "The board agreed to review and discuss the space audit at next month's meeting in October."

Ms. Javer requested a revision to the 2018 board meeting schedule; changing the meeting scheduled for Tuesday, September 18 to Monday, September 17 due to the religious holiday.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Lee to accept the minutes of the regular monthly meeting on September 20, 2017 with the two revisions. Motion passed unanimously.

**President's Report:**

Mr. Wolf reported that the ceremony for the opening of the quiet study rooms and honoring of Sam Alderisio went well, about 25 people attended including Sam's family and all were impressed with the quiet study rooms and their set-up.

**Committee Reports:**

Meet the Candidates Night 2017: Mr. Koster reiterated that the event is a board function and reported on the preparations for this year's event:

- For the first time, we met with the candidates face to face, Mr. Koster and Mr. Lee met the candidates for coffee, at which time their names were selected out of a hat to determine the order that questions would be asked. The candidates agreed that no issue under litigation could be discussed by the town council members and the two other candidates agreed to comply.

- The one question that was given in advance to the candidates was hand delivered last Thursday night, following the council meeting.
- The room set-up has been determined, Gail Reynolds agreed to video the event and John Spiech agreed to be the timekeeper. The event starts at 7:30 pm, the time allowed for the questions will run until 9:00 pm, afterwards residents will then have an opportunity to talk and speak individually to the candidates.
- Mr. Lee questioned if there is any reason why we could not sponsor a similar event for the Board of Education candidates. Mr. Hadel reported that he had received a call from a group looking for a venue for a meet the candidate's event for the board of education candidates and was also asked to provide space at the library to display for a flyer that lists questions and answers by the board of education candidates. Mr. Hadel stated that if we have meet the candidates for the town council members we should expand to having a meet the candidates for the town council members.
- Mr. Wolf questioned what the will of the board was with respect to providing a place for distribution of question and answers from the board of education candidates.

A motion was made by Mr. Spiech and seconded by Mr. Wendrychowicz not to provide a forum for the question and answer sheet from the board of education candidates.

Roll Call:

Ms. Clarkin - absent  
 Mr. Grob - yes  
 Ms. Javer - yes  
 Mr. Koster - yes  
 Mr. Lee - yes  
 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. Wendrychowicz that we start planning next year's meet the candidates night, we will consider including the board of education candidates.

Motion passed.

- The board discussed that including the board of education candidates in a meet the candidates night in the future would be for the benefit of the public and would be in line with fulfilling the library's mission.
- Mr. Wolf stated that Mr. Hadel has the board's permission to respond to the inquiry that the library board is considering including the board of education candidates for next year.

#### **Treasurer's Report:**

Mr. Wendrychowicz reviewed the September 2017 Treasurer's Report.

- Mr. Wendrychowicz reported that we moved to the on-line version of QuickBooks, the monthly budget report is still being worked on by Mr. Hadler, the budget is on target this month.
- Mr. Wendrychowicz stated that the 1/3 mil funding will increase by \$19,748.00 next year. He reminded the board that from 2008 through 2012 a total of \$693,839 was given back to the Township. Mr. Spiech stated that in 2013 the state passed a law that included a formula that dictates how much libraries must return to the municipality if there is excess saving that are not in reserve for

capital plans. Since that time, we developed a strategic plan and have been putting money aside for capital improvements such as replacing a large HVAC unit for \$50,000, the roof replacement for \$250,000 and the recent construction of the quiet study rooms. Mr. Lee explained that because of the capital reserve we have been able to self-fund renovating the teen room, replacing the roof, re-carpeting the building and constructing the quiet study rooms. The next two projects that are coming up include adding thematic elements in the children's room and implementing RFID self-checkout.

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

Roll Call:

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

Motion passed

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

Roll Call:

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

Motion passed

A motion was made by Mr. Wendrychowicz and seconded by Mr. Spiech to approve the October 2017 Bills for Payment.

Roll Call:

Ms. Clarkin - absent  
Mr. Grob - yes  
Ms. Javer - yes  
Mr. Koster - yes  
Mr. Lee - yes  
Mr. Spiech - yes

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

Motion passed.

### **Director's Report:**

#### Personnel:

- Mr. Hadel reported that having a full staff has been great, we are finally fully staffed and everyone is working well together.
- Denise Laude, the adult programming coordinator, introduced herself and gave a recap of becoming the adult programming coordinator and her work over the past twenty one years.
  - She stated that currently we have anywhere from 40 to 50 adult programs a month that includes weekly concerts. Initially program attendance was higher before other libraries in the area began to increase their programming. This year she slowed down a little due to health issues.
  - Mr. Spiech responded that she has done a wonderful job with the programming and questioned if she had any suggestions for managing the Sunday concerts. Ms. Laude stated that recently we have gotten a full house and have managed attendance, however in the Winter months there are about 6 or 7 concerts in February and March that are highly attended. In the past the problem that occurs when people were given tickets for the concerts, people would not show up or they would show up late which would cause other problems, she is not certain if it is worth assigning tickets due to issues that result from that process. Ms. Laude discussed some of the issues that she faces including finding programs for millennials, being limited by room capacity and a limited number of parking spaces for program attendance. The board briefly discussed the parking options when the library lot is full and that most people do not want to park by the schools. Mr. Hadel added that often it is not an option to park at the Center for Food Action and the schools because of their own events.
  - Mr. Wolf asked if there is anything that she feels like she has been held back from accomplishing, Ms. Laude responded that the number of chairs and parking spaces has limited attendance and the HVAC system is extremely loud in the Winter Room which is a disturbance during the concerts.
- Andrew Gallina, Supervising Library Assistant, introduced himself. Mr. Gallina stated the he has worked at the library as a page since high school, in his new role as the head of the circulation department he is really going to focus his team on customer service. Mr. Hadel added that Andrew runs a book club on Facebook. Mr. Gallina stated that is has been successful so far and currently they are doing books that have been turned into movies.

#### Buildings & Grounds:

- Mr. Hadel reported that the company that came out to inspect the roof during the construction of the quiet study rooms provided a quote for \$25,000 to repair problems with the roof over the five bump out areas in the front of the library. He felt the quote is high but was included in the packet for planning purposes and he will work on getting additional quotes for the repair work. Mr. Hadel explained that the roof manufacturer stepped in and is making repairs to the roof under warranty where their product was used but that a different manufacturer's product was used in the five bump outs.

### **Statistical Reports:**

The September 2017 statistical reports were reviewed and acknowledged. Mr. Lee questioned the decline in on-line services eBook circulation. Mr. Hadel reported that the decline is due to changes that

BCCLS made to the eBook provider service not supporting Kindle eReaders. BCCLS is looking at new providers. Mr. Hadelers stated that we are taking on Hoopala, which BCCLS dropped due to budget concerns, and Kanopy, a similar streaming movie service. Mr. Hadelers stated the borrow by mail service has not been used much and may need to be re-advertised but there is no additional cost associated with continuing to offer the service.

#### **Old Business:**

Quiet Study Rooms – Mr. Hadelers reported that he is waiting for the prox cards that will allow patrons to go in and out of the rooms and is waiting for a demo to software to connect wirelessly to the screens.

Bylaws Review – A motion was made by Mr. Wolf and seconded by Mr. Lee to accept the bylaws as presented.

#### Roll Call:

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

Motion passed.

#### **New Business:**

ThirdWay Brand Trainers Space Audit – Mr. Hadelers stated that the space audit will be reviewed at the November meeting and reported that he has asked Ms. Gilbert and Ms. Bickel to begin working on the low cost items which will come out of furniture & fixture expense line. He explained that some of the more costly items in the space audit are already included in the existing strategic plan.

Hotspot lending - Mr. Hadelers reported that he and Kara discussed loaning out hotspots to patrons that can be purchased through Tech Soup. Ms. Gilbert presented information on the use of hotspots in other library's, cost and lending policies and recommended a lending policy for Mahwah. The board expressed their support for hotspot lending and Ms. Javer felt it important to let patrons know that service may be limited.

Mahwah Public Library E-Reader Lending Guidelines – Mr. Gilbert presented proposed changes to the e-reader lending policy due to the decline in demand. The new policy proposes a longer loan period from two weeks circulation with one renewal to two weeks with 2 - two week renewals, up to six week loan, and fines are reduced from \$5 a day to \$1 a day. The Kindles have been loaded with best-sellers, items that patrons cannot check out.

A motion was made by Mr. Grob and seconded by Ms. Javer to approve the proposed changes to the e-reader lending guidelines. Motion passed unanimously.

#### **Trustee Education:**

- Mr. Wendrychowicz reported the Friends breakfast was well attended. He stated that meet the candidates night would be a good opportunity to encourage residents to support the library construction bond act. The dates for the workshop that will explain how to use the library construction bond act will take place in Hasbrouck Heights on Thursday, November, 16<sup>th</sup> 7 PM – 9 PM and Friday, November 17<sup>th</sup> from 10:00 AM – 12:00 PM.

**Upcoming Meeting Dates:**

The next regular monthly meeting will be held on Wednesday, November 15, 2017 at 7:30 PM.

**Adjournment:**

A motion was made by Mr. Wolf and seconded by Mr. Lee to adjourn the meeting at 9:11 PM. Motion passed.

Respectfully submitted,

Mr. Richard Lee  
Secretary