

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
October 19, 2016

Call to Order: Mr. Lee, President, called the meeting to order at 7:00 PM.

Attendance:

Public:

Present:

Mr. Alderisio
Ms. Clarkin
Mr. Koster
Mr. Lee
Mr. Spiech
Mr. Wolf
Mr. Hadelers

Absent:

Mayor Laforet
Dr. Schoen
Mr. Grob
Mr. Wendrychowicz

Pledge of Allegiance

Public Comment:

Mr. Koster recommended moving the meet the candidate's night discussion to the beginning of the agenda to address the important issues and end the meeting in a timely manner.

A motion was made by Mr. Koster and seconded by Mr. Wolf to move the meet the candidate's night issue to the beginning of the agenda. Motion passed unanimously.

Old Business:

Meet the Candidate's Night

- This week three of the candidates contacted the administrative office expressing their concerns regarding the format for this year's event, specifically that another candidate was given permission to have a representative attend in his place since he would be out of the country.
- Mr. Lee reiterated that the intent of the board in allowing a surrogate was to allow all candidates an opportunity to have their position presented.
- Mr. Hadelers suggested that a compromise would be to allow the candidate who cannot attend in person to prepare a written introduction and answer to the question given in advance to be read by a member of the library board.
- The board discussed and carefully considered the concerns that were expressed by the candidates.

A motion was made by Mr. Wolf and seconded by Mr. Koster that the board agrees to accept a written statement and answer to the first question to be read by the moderator of the event.

Roll Call:

Mr. Alderisio – yes
Ms. Clarkin - yes
Mr. Grob - absent
Mr. Koster - yes

Mr. Lee - yes
Mr. Spiech - yes
Mr. Wendrychowicz - absent
Mr. Wolf – no
Mayor Laforet – absent
Dr. Schoen - absent

Motion passed.

- Mr. Lee prepared a response to send out to the candidates about the board's decision regarding the format and stated that in the future no surrogates will be permitted to take the place of a candidate.
- Mr. Hadelier agreed to send out the letter from Mr. Lee to the candidates he will also include additional details for this year's format: one additional question was selected if time permits, time limits will be enforced, no questions from the audience, the order that the questions will be asked will be randomly selected.
- The board roles for the event were discussed and decided.
- Mr. Hadelier stated that during the next election year he will request the board to form a committee in June so that preparations for the event can be made prior to the September meeting.

Secretary's Report:

The following corrections were made to the September 21, 2016 meeting minutes:

- Page 6, Meet the Candidates Night correction:

~~"Tuesday~~ ~~Wednesday~~ Tuesday, October 25th for the Council candidates and Wednesday
~~Thursday~~, October 26th for Mayoral candidates.

- Page 2, paragraph #2, Treasure's Report revision:

"Mr. Hadelier reviewed the 2016 annual reimbursable expenses due the Township, including health insurance, pension, workers comp, property and other insurance. Mr. Hadelier noted that employee medical insurance is determined annually by the Town's self-insurance fund, this year it was lower than budgeted due to staff resignations, terminations and others that opted out of receiving medical benefits.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Wolf to approve payment for the 2016 annual reimbursable insurance and pension expenses due the Township in the amount of \$261,420.69."

A motion was made by Mr. Spiech and seconded by Mr. Wolf to accept the revised minutes from the September 21, 2016 monthly meeting. Motion passed unanimously.

Treasurer's Report:

- Mr. Wolf reviewed the October 2016 Treasurer's Report and noted the following:
 - Revenues for the month of September were \$3,300 versus the \$2,900 budget, the biggest items were the sale of library materials for \$250 and an ESL grant that was received for \$250.
 - Payroll and benefits continues to run under budget due to the restructuring of the children's department and will remain this way through the end of the year, some of this money is being reinvested into library materials. Library materials were \$2,800 over for the month and \$6,500 over year to date, which is much less than the savings for the payroll. Programming is

slightly over for the month but year to date is under budget. Technology is over budget \$1,000 year to date. Other insurance this month is under budget this month due to lower than expected insurance costs on the annual bill from the Township. Repairs and maintenance are about \$2,500 over budget due to HVAC repairs.

- Mr. Hadelers stated that he anticipates spending for the quiet study rooms will be approximately \$150,000 for construction with funds coming from the capital account and \$40,000 for furniture and technology coming from the private contributions account. Mr. Wolf added that in accordance with the strategic plan the RFID project will bring the capital account balance down to \$50,000.
- Mr. Wolf recommended moving \$60,000 to the capital account. Mr. Hadelers noted that the auditors may recommend transferring additional funds to the capital fund when the audit is completed early next year.

A motion was made by Mr. Spiech and seconded by Mr. Lee to move \$60,000 from the operating reserve account to the capital reserve account.

Roll Call:

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

Motion passed.

A motion was made by Mr. Lee and seconded by Mr. Koster to accept the September 2016 financial reports and October 2016 bill for payment.

Roll Call:

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

Motion passed.

President's Report:

Committee Reports:

Director's Report: Mr. Hadelers highlighted the following items from his report:

Library Operations

- Mr. Hadel reported that we are planning to go live with borrow by mail, November 1st, the service is for Mahwah residents only.
- We are planning to go live with the new children's eBook service in mid-November.
- Mr. Hadel reported that Joy Laforme, our PR and marketing assistant, is working on fliers, publicity and press releases to advertise both new services.
- Mr. Hadel reported that the State released the equalized valuation data in early October. Mahwah's equalized valuation increased by 2%, resulting in an anticipated \$40,3000 increase in municipal funding next year. He stated that he will begin working on the 2017 draft budget and will review with Mr. Wolf to present the first draft at the November meeting.

BCCLS & Professional Development

- The Board congratulated Mr. Hadel reported on being elected to the BCCLS Executive Board for three years and elected President for one year.

Buildings and Grounds

- Lower level HVAC thermostat – Mr. Hadel reported that most of the thermostats in the building were replaced with web based Wi-Fi enabled thermostats that can be controlled remotely. The thermostat that controls the entire lower level cannot be adjusted and we are unable to control the temperature/time without calling for service. Our HVAC contractor recommended options for changing the system. Ordinarily the module that would let us control the system cost about \$15,000, however they offered us a system that they were using internally for training at a cost of \$5,000. Mr. Hadel stated that the control system would allow us to control the heating and cooling on-site and remotely, and would likely lower service calls to the HVAC contractor.

A motion was made by Mr. Wolf and seconded by Mr. Lee to spend \$5,000 for the HVAC control system out of maintenance expense.

Roll Call:

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

Motion passed.

Monthly Statistical Reports: The September 2016 statistical reports were reviewed and acknowledged.

New Business:

Museum Passes - Mr. Hadel stated that in preparation for next year's budget he included the museum pass information and reported that he plans to include this in next year's budget. Many libraries around

the state offer their patrons museum passes. The cost for the museum passes listed will be about \$2,000. We would not offer passes to the Museum of Modern Art because they are too expensive.

2017 Cleaning and Janitorial Services contract – Mr. Hadelers stated that our current contract with Z&C Cleaning give the option of extending the contract for a second year. Since we are satisfied with the service provided, Mr. Hadelers recommended extending the contract.

A motion was made by Mr. Koster and seconded by Mr. Lee to approved extending the existing cleaning and janitorial service contract with Z & C Cleaning Services, LLC for an additional twelve (12) months, as stated in the signed agreement from 2016, for Year 2 from January 1, 2017 through December 31, 2017 at a cost of \$ 26,100 for the year, based on Mr. Hadelers's recommendation.

Roll Call:

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

Motion passed.

Trustee Education

Adjournment:

A motion was made by Mr. Spiech and seconded by Mr. Koster to adjourn the meeting at 8:25 PM.

Upcoming Meeting Dates:

The next regular monthly meeting will be held on November 16, 2016.

Respectfully submitted,

Angela Clarkin
Secretary