

The Public Library of the Township of Mahwah  
Minutes of the Board of Trustees Meeting  
October 22, 2018

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

Mr. Wolf stated that in accordance 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. Tonight's meeting was originally scheduled for Wednesday, October 17<sup>th</sup> and was rescheduled to Monday, October 22<sup>nd</sup>.

**Present:**

Mr. Koster  
Mr. Grob  
Ms. Javer  
Mr. Lee  
Mr. Spiech  
Mr. Wolf  
Mr. Hadelers  
Ms. Mercadante

**Absent:**

Ms. Clarkin  
Mr. Wendrychowicz  
Mayor Laforet  
Dr. Schoen

**Pledge of Allegiance**

**Public Present:** Mahwah residents Eileen Dinice, 18 Wagon Trail; Mr. John Feeson, 20 Falcon Ct.

**Public Comment:**

A *motion* was made by Mr. Spiech and seconded by Mr. Lee to go into public session on at 7:33 PM. *Motion* passed unanimously.

Mr. Feeson asked if the library board members are selected by the Mayor and if the questions for the mayoral meet the candidates' night will be chosen by the trustees. Mr. Wolf responded that the trustees are appointed by the Mayor and the questions for the events are selected by two board members, however the questions are not disclosed to anyone, including the other trustees. Mr. Feeson and Ms. Eileen Dinice both expressed their opinion that a conflict of interest may exist with trustees selecting the questions. The board members explained that the library board began hosting the event for the benefit of the community after the Mahwah League of Women voters stopped. The board would be happy if another organization in Town was willing to host the event. Mr. Wolf stated that, based on the boards' experience in running the event, we have determined this to be an effective way to organize the meeting. However, we are open to any suggestions for improvement in the future. The structure for this year includes time for each candidate to give an introduction, answer three or four questions, make a closing statement and time afterwards to talk to personally to the candidates.

Mr. Feeson asked if the events will be taped. Mr. Wolf responded that the event will be streamed live on the library's Facebook page, after the event it will be available to view on YouTube. Ms. Dinice recommended that the candidates should be given the questions in advance so that they can better answer the questions. Mr. Wolf stated that in the past we have given one question out in advance however this year we did not. Ms. Dinice asked the board about the content of the questions that were selected. The board responded that they did not know what questions were selected.

Mr. Feeson asked if the board would explain at the events the mechanics of how to vote since the ballot is complicated this year. Mr. Spiech stated that the board's objective of the meet the candidates' night is to

allow each candidate to present themselves to the people. Mr. Lee stated that this is a non-partisan forum, consistent with the library's mission and we have been very sensitive to steering clear of any political lean.

A motion was made by Mr. Lee and seconded by Ms. Javer to close public session at 7:48 PM. Motion passed unanimously.

**Secretary's Report:**

A motion was made by Mr. Wolf and seconded by Mr. Koster to accept the minutes from the September 17, 2018 monthly meeting as presented. Motion passed unanimously.

**Treasurer's Report:**

Mr. Hadelier reported that the third quarter appropriation was received on time. Wolf questioned if we should approve the budgeted transfer of funds to the capital account tonight. Mr. Hadelier recommended transferring \$50,000 at this time and the balance in November or December once we have a clearer picture of our year-end finances.

A motion was made by Mr. Wolf and seconded by Mr. Koster to transfer \$50,000, half of the budgeted amount for this year, 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 - absent  
Mr. Wolf – yes  
Mayor Laforet – absent  
Dr. Schoen - absent

Motion passed.

A motion was made by Mr. Wolf and seconded by Ms. Javer to accept the September 2018 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 - absent  
Mr. Wolf – yes  
Mayor Laforet – absent  
Dr. Schoen - absent

Motion passed.

A motion was made by Mr. Wolf and seconded by Mr. Lee to approve the October 2018 Bills for Payment as presented.

Roll Call:

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

Motion passed.

**Director's Report:**

Mr. Hadelar stated that there are a few addenda items to his report including a police investigation regarding some items that were borrowed from the library, which should be discussed in closed session since it is an exclusion from the open public meeting act.

Children's Room Enhancements – Mr. Hadelar reported that there was a heartfelt discussion among the children's team about the Safari theme. Although the designer did an amazing job of giving us an immersive experience, we decided it was not the right experience for this library and the community. We asked her to re-envision the details with an enchanted forest theme.

Community Engagement – The vice principal of Joyce Kilmer asked if they could use the library as an emergency pickup facility, after discussion it was determined that it would not be a good fit due to the liability insurance that would be required.

Upgrading the CCTV System – Mr. Hadler reported that we have discussed upgrading the CCTV system for many years and explained that he has been hesitant to spend \$60,000 for a vendor to come in and install a system when he believes that he can install a similar system for significantly less with the help of our new maintenance man. Mr. Spiech stated based on his experience his concern with replacing the system ourselves is the timeframe that it will take to complete the installation and the capability of merging new technology during that time. Mr. Hadelar stated that the time frame is eighteen to twenty-four months, we will start with buying a new server and four cameras for the check-out desk and entryways, each month we will purchase one or two more cameras. He stated that the software that we are looking at is compatible with a wide range of camera manufacturers and is capable of merging new technology.

A motion was made by Mr. Koster and seconded by Mr. Wolf to approve Mr. Hadelar recommendation for the replacement of the CCTV system at an approximate cost of up to \$35,000.

Roll Call:

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

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

Motion passed.

BCCLS Local Delivery System - Mr. Hadelers stated that the information for BCCLS in house delivery service is provided in the packet for informational purposes. Mr. Hadelers reported that the service will be voted on this Thursday, the majority of the libraries would like to proceed, there are a few that believe this unduly impacts them financially. If the delivery service passes by a super majority, it becomes part of the library's bill, failure to pay the bill results in removal from BCCLS.

Reduction of Municipal Appropriation in 2019 – Mr. Wolf stated that the library's funding for next year will drop \$9,000, about .5%, based on the mill rate for Mahwah. We will need to prepare for having \$9,000 less in revenue next year. Mr. Hadelers reported that next year we will be funded \$60,000 less than in 2013 and \$335,000 less than ten years ago. Mr. Hadelers stated that he will begin working on next year's budget, the first draft will be prepared for the November meeting and the final draft in December upon receipt of next year's medical costs.

#### **Monthly Statistical Reports:**

Mr. Wolf stated that the trend to use of online content continues and noted that patron registration is up this year. Mr. Spiech noted that we were open nine days less than last year.

#### **Committee Reports:**

Strategic Planning Committee – Mr. Hadelers distributed notes from the strategic planning committee meeting on October 17<sup>th</sup>. Ms. Javer recapped their meeting, she reported that there was a lot of discussion about what the goals and objectives should be, the statistics were discussed in detail. The committee discussed what needs to be included such as addressing the air conditioning, replacement of the entry/exit doors, replacement of the telephone system, technology upgrades, and trenching the main concourse. They also talked about upgrading programming and the various issues that would result, additional parking, the library as an emergency back-up center and increasing the hours. Ms. Javer stated that it all comes down to money and how to possibly generate more revenue. Mr. Spiech questioned what the time frame is for completing the strategic plan. Mr. Hadelers stated that the next meeting is scheduled for November 5, then at the end of November to discuss money. The goal is to have a plan for the board to review in early 2019 and adopt at the annual meeting in March.

Mr. Lee stated that he was struck by the notion that still exists that the library is overfunded. Mr. Lee questioned how we can highlight on the website the fact that we do a lot with very little. Ms. Javer stated that she believes people's perception is that since we do not charge for programs it is taken for granted and we don't need the money. Mr. Spiech explained that people do not realize out of the money we receive from the Township we pay for everything including fixing the HVAC, the roof, etc. The board discussed ways to address the public's misperception and explain the library's funding and what is done with the money. Mr. Hadelers stated that he will work with Joy on an infographic to present the information for 2019.

#### **Old Business:**

#### **New Business:**

Sick Leave Policy – Mr. Hadelers stated that he took the existing policy, streamlined the wording and change it to fit with the criteria of the new law that goes into effect on October 30. There are two notable

changes; the first paragraph gives a broad definition of what sick leave is, how it can be used and what constitutes a family member which is now defined in state statute. The second change is that we are now required to award sick leave to all employees, previously we awarded it to full-time salary and part-time staff working twenty hours or more. For the part-time staff that are now incorporated into sick leave, they will be awarded one hour of sick leave for every thirty hours worked. The board questioned if there is a need to put a cap on accruing sick time. Mr. Hadelers responded that he is reluctant to establish a cap since there have been a few cases where long-time employees truly needed their sick time. Mr. Hadelers reported that the policy was reviewed by legal counsel.

A motion was made by Mr. Wolf and seconded by Ms. Javer to adopt the proposed sick leave policy as presented. Motion passed unanimously.

Room Use Policy – Mr. Hadelers stated that the revision to the room use policy provides for a cancellation fee. We have run into a situation where an organization has scheduled four meetings in advance, they do not have enough people attending and will cancel the meeting with little or no advance notice. The recommended policy change establishes that for those organizations that cancel without advance notice we will bill them a cancellation fee of 25% of the room rental fee, they will not be able to use the room again until the fee is paid.

A motion was made by Mr. Spiech and seconded by Mr. Koster to adopt the change to the room use policy. Motion passed unanimously.

#### **Trustee Education:**

#### **Public Session:**

A motion was made by Mr. Spiech and seconded by Ms. Javer at 8:45 PM to open the meeting to the public. Motion passed unanimously.

Mr. Feeson stated that we should use the Mahwah channel as much as possible, it would be wonderful if the town went to that channel all the time. Mr. Spiech stated that the content depends on what the town puts into it. Mr. Wolf suggested that he bring up the issue with MCN.

Ms. Dinice asked where the board is with the redoing the parking lot and what spaces are being discussed. Mr. Hadelers responded that the strategic planning committee is looking at the parking lot and all of its variations, including resurfacing and resurfacing and adding parking spaces. Mr. Hadelers stated that we can't easily extend the lot behind the building and are looking at adding parallel or angled spaces along the two driveways. Ms. Dinice asked if the board was aware that the spaces that are being considered are located where parents pick up their children after school. Mr. Hadelers acknowledged that he is aware that parents use the library as a location to pick up their kids after school but expansion of the parking lot depends on money and if it is worth the cost. Mr. Koster stated that if the lot is expanded the issue will self-cure itself, people will realize it is a bad place to pick up their kids. Mr. Wolf stated that the library has become a type of recreation center for the town and with that comes some problems including parking, the decision comes down to most effectively spending our money.

A motion was made by Mr. Spiech and seconded by Ms. Javer to close public session at 8:52 PM. Motion passed unanimously.

#### **Executive Session:**

#### **Upcoming Meeting Dates:**

- Tue. 10/23: Meet the Mayoral Candidates in the Senior Center
- Thu. 10/25: Meet the Town Council Candidates in the Senior Center

- Sat. 10/27: NJLTA Trustee Institute in East Windsor

**Adjournment:**

A *motion* was made by Mr. Spiech and seconded by Ms. Javer to adjourn the meeting at 8:54 PM. *Motion* passed unanimously.

Respectfully submitted,

Sharon Javer  
Secretary