

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
September 17, 2018

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

Mr. Koster 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.

Present:

Mr. Koster
Mr. Grob
Ms. Javer
Mr. Lee
Mr. Spiech
Mr. Wolf (arrived 8:07 pm)
Mr. Hadelers
Ms. Mercadante

Absent:

Ms. Clarkin
Mr. Wendrychowicz
Mayor Laforet
Dr. Schoen

Pledge of Allegiance

Public Present: Janet Ariemma – liaison to the Township Council

Public Comment:

A *motion* was made by Mr. Spiech and seconded by Mr. Lee to open to public session at 7:32 PM.

Ms. Ariemma reported that she has received several requests that the library board consider changing the location of Meet the Candidates Nights scheduled to take place in the Senior Center to the courtroom so that they can be taped by the cable TV people. Mr. Hadelers responded that all three events will be streamed live on the Mahwah Library's Facebook page and will be broadcast on YouTube immediately following the events. The Meet the Candidates Nights are scheduled as follows; October 18th for the Board of Education at 7:30 pm in the Library, October 23rd for the Mayoral candidates and October 25th for the Town Council candidates both starting at 7:30 pm and held in the Senior Center. A recording of all the events will be provided to the Mahwah Community News. Ms. Ariemma responded that she would let MCN know about the recording.

A *motion* was made by Mr. Lee and seconded by Ms. Javer to close public session at 7:36 PM. *Motion* passed unanimously.

Secretary's Report:

A *motion* was made by Mr. Spiech and seconded by Mr. Grob to accept the minutes from the June 20, 2018 monthly meeting as presented. *Motion* passed unanimously.

Treasurer's Report:

A *motion* was made by Mr. Grob and seconded by Mr. Spiech to accept the August 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 – absent
Mayor Laforet – absent
Dr. Schoen - absent

Motion passed.

Mr. Hadelers reported that the bills for the month are reasonable and customary, he noted that in the packet on page 16 and 17 is the annual reimbursement for the Township, the bill includes payment for pension medical/dental, optical, life insurance, workers comp, property and other insurance. All of the items were as expected, we budgeted \$311,000 and it came in at \$306,000. Mr. Hadelers explained that the town is self-insured for medical/dental and optical insurance, the library has its own plan and our experience/claims rate is the basis for the amount we are billed.

A motion was made by Mr. Grob and seconded by Mr. Spiech to approve the regular September 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 – absent
Mayor Laforet – absent
Dr. Schoen - absent

Motion passed.

Director's Report:

Mr. Hadelers highlighted the following from his report:

Buildings and Grounds

- Insurance claim due to power outage- Mr. Hadelers noted that on page 22 of the board packet, is information about the insurance claim for damages after a partial power outage in July. During the outages, the Library lost one phase of the three phase electrical service coming into the building resulting in damages to the elevator, HVAC, lighting and automatic door openers. The total claim was for \$20,104.60 with a \$5,000 deductible. The damage was due to low lying branches on the utility line, Rockland electric has since sent out a crew to clean up the trees. Mr Hadelers stated that he has contacted Glen from the DPW to cut back trees to improve the sight line when pulling out of the front entrance.
- Back-up generator – Mr. Hadelers reported that he contacted Folly Inc., the ESCNJ vendor awarded the contract for generators, for quotes on back-up generators. He requested a quote for a generator that has the capability of providing power for the entire building. This ties into the strategic plan, on

the survey one of the questions that was asked, “would you use the library as an emergency shelter in a time of extended power loss, heating or cooling. Overwhelmingly about 85% of respondents answered yes. The quote for a 200 KW natural gas generator would cost \$235,000. There are FEMA grants available to help with backup generators especially for emergency heating and cooling shelters. Depending on the results of the strategic plan this is something that may be included and grant money may be available to subsidize the cost. The board stated that ultimately it would depend on the cost to the library.

Personnel – We are filling three part-time vacancies, Kara and Andrew have interviewed five or six people for part-time circulation assistant position. We promoted someone internally from clerk to library assistant, we are looking for someone to come in on the week-ends and fill-in as needed. We are also looking for an adult services librarian to work two Saturday’s a month. In addition, we are interviewing for the maintenance position, we had to increase the salary and it looks like we have some qualified candidates this round. Mr. Hadelers stated that he is hoping to have all the positions filled by October.

BCCLS Delivery Task Force

- Mr. Spiech questioned if BCCLS has considered approaching Amazon and find out if they would be willing to work on this. Mr. Hadelers reported that the recommendation that went to executive board and to system council is for BCCLS to start their own delivery service. We received quotes from vendors that we were not happy with since we are not able to get the service we want, are subject to fuel surcharges and increases based on volume. The cost to do it ourselves would be about what vendors would charge. BCCLS would lease a warehouse, hire a delivery coordinator and six drivers, finance seven vans, purchase 1,000 totes. It would be modeled after the Ramapo Catskills library delivery system which has been operating successfully since 1959. The benefit is that items can be sorted and delivered the same day. The cost would be divided evenly among the libraries an issue that the task force wrestled with and determined to be the most equitable due to collective use of collections, approximately \$7,500 per library. The smallest BCCLS libraries are supportive and have stated that they will find the money since they rely heavily on the system.
- Mr. Hadelers explained that it will be presented to system council in September and voted on in October. In September BCCLS introduces its 2019 budget, this would be an amendment to the budget. The budget has to be voted on and passed by a 2/3rd majority vote as well as the amendment. The directors are the voting representatives of their library and their respective boards, as such it is expected that they vote with the agreement of their board.

Mr. Koster made a motion seconded by Ms. Javer to support the Director’s position to approved the amendment to the budget for BCCLS delivery. Motion passed unanimously.

- Mr. Hadelers stated that Library Link NJ which is the non-profit that runs the statewide delivery is not in the best financial health, they have been funded flat for eight years and are not getting additional funds for next year. Currently, they are lobbying the State Library and legislatures to get more money but there is little public support. If Library Link NJ does not get additional funding by December, they will begin winding down operations in January and cease operations in June, ending a statewide delivery system. Mr. Hadelers expressed concern that if BCCLS does not get the super majority vote for their own delivery service and the state library delivery fails to get the needed additional funding by July 1st we will no longer have any delivery service.

Ditching Dewey Task Force

- Mr. Hadelers stated that he is looking for the will of the board on the Ditching Dewey project. He reported that over the past three months a staff task force has been researching to carefully determine if this type of classification system makes sense for us. We have gotten to the point where we think it does. Mr. Hadelers showed the board several books that have been changed using the new

system, making it easier for people to find books on a subject without using the Dewey Decimal system. We are playing around with colored labels with graphics that will correspond to signage.

- Ms. Javer questioned if students are still being taught how to use the Dewey Decimal system and look things up in a library, are we teaching them one thing and showing them something else. Mr. Hadelers responded that he would argue that school and media specialists no longer actively teaching the Dewey Decimal system and if a child learns it they forget it the moment they walk out the door. We have the conversation all the time with children, teens and adults what section a specific book is in.
- Ms. Javer questioned the detail of the new classification system. Mr. Hadelers stated that the Dewey Decimal system is designed for detailed classification but the new system is easier for people to find books on a particular subject. For example, if someone is looking for a book on travel they can go right to that section. If a patron is looking for a particular book, they will go to the catalog to find its location.
- Mr. Spiech believes that this approach is looking at what people are moving into and doing, most people that walk into a bookstore can easily find the section that they are looking for without using Dewey.
- Mr. Lee stated that he believes the systems is adapting to what people want and if this could create a change to the way people approach libraries he supports it.
- Mr. Hadelers explained that there are two reasons not to make this change. First, we have to commit to it, it's a commitment that will takes us a year to eighteen months to complete, we have to live with the change. Second, out of 3,000 to 4,000 libraries in the country there are possibly 100 that have made this change, a fraction of libraries. Mr. Hadelers explained that the new classification is only for non-fiction, including children's, teens and adults.
- Mr. Hadelers reported that when the staff made the changes using the new classification he had them do a time and motion study to determine the time it took to change each book. It took them longer per item since they were doing each book one by one, they all estimated 3 to 3.5 minutes per item. On page 27 it is estimated to cost for the adult collection would require 1511.1 hours which translates at the current NJLA minimum standard \$23,436.64.
- Ms. Javer questioned if it made sense to make the change to the children's department first to generate public interest in the change and the results before embarking the rest of the collection and promoting what will be coming to the rest of the library.
- Mr. Hadelers agreed that starting in the children's makes sense, one of the things that we have heard over and over of libraries that have made the change is the importance of public relations and marketing and promoting this is the key to getting it to work.
- Mr. Grob questioned if we would be the only library in BCCLS that has made the change. Mr. Hadelers responded that Old Tappan uses this type of classification, it is not a problem with BCCLS.
- Mr. Wolf stated that the strategic planning committee is going to be considering RFID which requires putting barcodes in each of the books would this be something to perform during this process. Mr. Hadelers stated that if we go ahead with changing the classification it is the right time to apply the RFID labels even if we are not ready to go ahead with it right now, we are touching every non-fiction book so it makes sense to apply the labels even if we do not buy all the rest of the equipment.
- Mr. Hadelers explained since we do not have enough library staff to do this work, his plan is to get an intern from a library school that would be willing to do the work for pay as well as good experience.
- Mr. Grob questioned, what were the reasons that the two libraries that made the change went back. Mr. Hadelers stated that Albany Public Library was allusive as to why they went back. In 2010 they began to change some of their branches but never changed the main library, they received a lot of press. Albany is Dewey Melville's hometown which may be part of the reason why they went back. Somewhere very quietly the Director that started the project moved on and they went back. The second library is Nyack however in Mr. Hadelers's opinion they did not fully commit to the change.
- Mr. Spiech made a motion seconded by Mr. Grob to take straw poll, all those that are in favor leaning towards the Ditching Dewey System;
 - Yes – 4 (Mr. Spiech, Mr. Grob, Mr. Lee, Mr. Wolf)
 - No – 2 (Ms. Javer, Mr. Koster)

- Ms. Javer explained that she is not against the change but she would like to see the reaction to the children's room in conjunction with the renovation.
- Mr. Koster explained the reason why he did not support it is that change is always a hassle, will patrons be overcome by a benefit that they experience and be happy about. Mr. Hadelers recommended that Mr. Koster visit Old Tappan who has made this change.
- Mr. Wolf stated that we should be looking forward to what is best for the library.
- Ms. Javer questioned if Mr. Hadelers is asking for the board to make a decision.
- Mr. Hadelers stated that at this point before we have a couple of choices, in order for us to start there is more research and leg work that needs to be done, going through 5,000 subject headings to decide what we will use and how they are used. If we are going to move forward this is the next step, the question for the board is if they interested enough in the project to spend 10-15 for staff resources to so we can start with the children's room in February.
- Mr. Hadelers stated if the overall will of the board is to do the leg work for the next step so that we have the children's subject headings so that we are prepared to move forward in February. Mr. Spiech stated that we took a straw poll that indicated that those present would like to move forward, march on.

Children's Room Enhancements – We had Janice Davis, the designer that is working on the children's room contact a couple of the fabricators that she has worked with in the past, she received preliminary quotes. On page 23 there is a list of anticipated costs for the children's room renovation project which we expect to be between \$156,000 to \$160,000. The cost of the project will require that we get public bids for fabrication of the designs. Mr. Hadelers stated he is looking for direction from the board to begin the process.

Mr. Hadelers reported that Darlene Mercadante is officially our qualified purchasing agent. She has completed the coursework, taken the exam and passed the qualified purchasing agent exam.

Resolution # 2018-13 Resolution of the Mahwah Public Library to designate the position of purchasing agent and increase the bid threshold for contracts subject to public bidding.

A motion was made by Mr. Spiech and seconded by Ms. Javer to approve Resolution #2018-13 designating and appointing Darlene Mercadante to the position of purchasing agent and increasing the public bid threshold to \$40,000.

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 – absent
 Mayor Laforet – absent
 Dr. Schoen - absent

Motion passed.

Resolution # 2018-14 Resolution of the Mahwah Public Library to authorize the use of competitive contracting process for the purpose of soliciting request for proposals for a specialty children's décor fabricator for the library.

A motion was made by Mr. Spiech and seconded by Mr. Grob to approve Resolution #2018-14 authorizing the use of the competitive contracting process for the purpose of soliciting RFP's for a specialty children's décor fabricator.

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 – absent
Mayor Laforet – absent
Dr. Schoen - absent

Motion passed.

Mr. Spiech stated that since the responsibilities of purchasing agent are in addition to Ms. Mercadante's job description there should be some type of remuneration. The board decided to discuss the issue in executive session.

Mahwah Day – Mr. Hadelar reported that we are prepared for Mahwah Day this Saturday. We will be in our usual location, we will have buttons, the strategic plan survey and library card sign-ups.

Monthly Statistical Reports:

Mr. Hadelar reported at the beginning of the summer Mr. Wendrychowicz asked that we include a breakdown of all the programs and how much it costs to run each program. The board expressed their approval with the report and found it helpful having the additional information.

Committee Reports:

Meet the Candidates Night – Mr. Hadelar noted that on page 35 is a summary of the meet the candidates events planned for this year, on page 36 is a copy of the letter that was sent to each of the candidates that states the ground rules. Mr. Hadelar stated for the questions on October 1st he will send out a survey to everyone on our email, Facebook page, newsletter list, etc. to find out what three questions they would you like to ask the mayoral, council and board of education candidates. We will be closing the question survey on October 12th which will give the trustees time to select the questions. We will have flyers and poster to advertise at Mahwah Day, around town and the library.

Old Business:

New Business:

2019 Dates for Board Meetings and Holidays and Closings:

The board reviewed and approved the 2019 Dates for Board Meetings and Holidays & Closings list.

A motion was made by Mr. Wolf and seconded by Mr. Koster to approve the 2019 dates for board meetings and holidays & closings list as presented. Motion passed unanimously.

Trustee Education: Mr. Hadelor announced that the BCCLS Friends Breakfast is on Tuesday, October 13th and The Planning for Innovation in Today's Libraries is Saturday October 27th that is hosted by NJLTA and fulfills the continuing education requirements. If you are interested in going to either of these events let Darlene know so you can be registered.

Public Session:

Executive Session:

A *motion* was made by Mr. Wolf and seconded by Ms. Javer at 8:55 pm to go into executive session to discuss personnel matters. *Motion* passed unanimously.

A *motion* was made by Mr. Wolf and seconded by Mr. Grob at 9:00 pm to come out of executive session. *Motion* passed unanimously.

A *motion* was made by Mr. Wolf and seconded by Mr. Grob to approve paying a quarterly stipend of \$250 to Darlene Mercadante to act as our qualified purchasing agent conditional upon maintaining her certification.

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.

Upcoming Meeting Dates:

- Wed. 10/17: Monthly Board Meeting
- Thu. 10/18: Meet the Board of Education Candidates Night in the Winter Room
- Tue. 10/13: BCCLS Friends Breakfast with special guest speaker Harlan Coben in the Seasons, Washington Township
- 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. Wolf and seconded by Mr. Lee to adjourn the meeting at 9:01 PM. *Motion* passed unanimously.

Respectfully submitted,

Sharon Javer
Secretary