

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
September 18, 2019

Call to Order: Mr. Wendrychowicz, President, called the regular monthly meeting to order at 7:30 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:

Ms. Cassotis
Mr. Grob
Mr. Koster
Mr. Lee
Mr. Orlich
Mayor Roth
Mr. Wendrychowicz
Mr. Wolf
Mr. Haderler
Ms. Gilbert
Ms. Mercadante

Absent:

Ms. Clarkin
Dr. Schoen

Pledge of Allegiance

Public Present: Robert Ferguson, Township Council representative. John Fesen, Mahwah Museum.

Public Comment:

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

Mr. Fesen, representing the Mahwah Museum, urged all present to join the museum. He handed out membership forms, indicating annual membership fees of \$20 and \$30 for an individual and family respectively. He announced the Museum's upcoming participation in Mahwah Day.

A motion was made by Mr. Koster and seconded by Ms. Cassotis to close the public session at 7:36 PM. Motion passed unanimously.

Secretary's Report:

A motion was made by Mr. Wolf and seconded by Mr. Orlich to accept the minutes from the June 18, 2019 regular meeting minutes as presented. Motion passed unanimously.

Treasurer's Report:

Financial Reports

Mr. Lee stated that the month's personnel benefits and professional services were over for the month; however, the total cost remains under budget for the year. All the other line items are consistent. This month, a large payment for reimbursable insurance expenses was made to the Town, with the pension component coming in slightly under expectation.

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

Mr. Wolf questioned if the difference between the actual and budgeted programming spend was due to timing. Mr. Hadelers provided confirmation. The program budget was \$56,000 through the end of August, but only about \$44,000 was spent, with eighty percent dedicated to adult programs. ESL costs are on target. The under expenditures fell into the young adult and children's programs: both departments held off on programming in the beginning of the year and increased scheduling for summer and fall. Next year, the program budget will be adjusted to better reflect month-to-month spend.

Roll Call:

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

Motion passed unanimously.

Bills for Payment - A motion was made by Mr. Wolf and seconded by Ms. Cassotis to approve the September 2019 Bills for Payment.

Roll Call:

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

Motion passed unanimously.

Director's & Staff Reports:

Mr. Hadelers stated the following additions to his report.

- New telephone system – The approximate timeframe for installation of the new telephone system will take place in early October. The two systems will be running in parallel, expecting a mid-October cut over, depending on the carrier.
- Energy saving grant program - The energy saving grant program through Lime Energy is moving along well. As stated in Mr. Hadelers's summer email, the shift of the Mahwah program into 2019/2020 will yield about a \$12,000 savings below the amount authorized by the Board. When the installers conducted the final walkthrough, they identified the inadequacy of the emergency lighting. Adding

night lights throughout the building will cost about \$2,600. The total cost will increase from \$32,216 to \$35,228, which is still about \$9,500 less than the amount authorized by the Board in June. The lighting installation will begin next week in the evening. No firm timeline for the HVAC installation was provided but the contractor is expecting delivery of the units next week.

- Location scout – Mr. Hadelar stated a location scout approached him in the afternoon about the possibility of shooting Emergence, an ABC series airing in the fall, in the library. Mr. Hadelar reported he gave the scout a copy of the library’s revised photography policy. The scout is exploring possible locations and may decide to use another library. If selected, the shoot requires full use of the library for a day.
- Room rentals – Mr. Hadelar reported that rentals increased through the end of August, bringing in \$2,540 against a full year projected budget of \$2,500, mostly due to several rentals in June, July and August by two organizations. The time allocated by staff to handle rental activity is not as egregious as initially believed. Mr. Hadelar recommending continuing rentals but exercise care when projecting 2020’s rental revenue, since most revenue is derived from these two organizations, unless the base of renting organizations is expanded. Mr. Hadelar explained some organizations have been deterred from renting rooms due to the cost or the insurance requirement. After discussions at the June meeting about the insurance requirement, an inquiry was made to PIA, who can provide a third party insurance option for renters.
- Advocacy Update – Mr. Hadelar stated that the pocket guide brochure on the referendum and book marks provide a simple synopsis of the impact of yes and no votes. The pocket guide brochure and book mark contain a link to a webpage that contains
 - detailed information about the referendum
 - the ballot language
 - a sample ballot
 - a quick summary of yes and no votes
 - what the library tax pays for
 - how the library enriches the community and creates value
 - proposed uses of the additional funds
 - impact to the library if funds are not secured
 - financial impact to homeowners

In addition to the printed material, the main points of our message are being communicated through social media and email blasts over the coming weeks. The brochure will be given to program attendees; book marks will accompany all borrowing transaction with the reminder to vote November 5th. The Mahwah Day banner “Mahwah Public Library, vote November 5th” will be returned to and displayed at the library.

- Mr. Hadelar stated that the board packet includes a quick and simple break down and guideline of what the board (both when acting as a trustee or an individual) and staff can do and say regarding the referendum. The guideline was vetted by our attorney.
- Mr. Hadelar reported that the library will be at Mahwah Day, discussing programs. We will remind people to vote, but not tell them how to vote. We are continuing with the love the library campaign, highlighting the good feelings, services, experiences and discoveries described by the community. The response on social media has been phenomenal.
- Mr. Wendrychowicz explained that the work of Joy and Kurt for the Friends of Mahwah Library takes place outside their regular office work hours. Mr. Wendrychowicz emphasized the importance of trustees’ role to provide awareness of the referendum and the vote. He and Kurt attended a Lions’ Club meeting the previous night, where Kurt gave an excellent presentation to the group on the library’s current services, mentioning the campaign only at the end. The results were positive. The

organization was impressed with the current and envisioned services. Mr. Hadelers encouraged the board to share the brochure with residents in casual social situations.

Friends Report:

- Sharon Javer, President of the Friends, reported that the group has recently reorganized: new officers have been appointed, new members are joining and several meetings were held over the summer. Ms. Javer stated that they are courting library support from people in town. A booth will be available at Mahwah Day to create community awareness about the referendum. They will provide information, answer questions and encourage residents to vote yes, explaining the impact of a yes or no vote. They also plan to attend upcoming library programs and increase their social media presence. After Mahwah Day and the referendum, the Friends will begin setting up regular meeting dates. Currently, the group is coming together, getting a lot of things done, enjoying each other's company and sharing their love for the library.

Monthly Statistical Reports:

The August 2019 statistical summary report was acknowledged. Mr. Hadelers expressed his thanks to the administrative support received from Joyce Kilmer School and their new principal. The library received between 150 and 200 new registrations from incoming Joyce Kilmer fourth graders and their parents. We will be mailing out the new cards next week with literature about the library and gift coupons. Due to the positive response, it is hoped the registration drive will be continued next year. Mr. Wendrychowicz commented that the ESL program was strong, even in August. Ms. Gilbert responded that it will grow in September.

New Business:

Meet the Candidates Night – Mr. Hadelers reported that last year we set aside dates for Meet the Candidates Night for 2019. For this year's election season, we notified the four board of education candidates of the event by letter, asking for their interest. The following responses were received: one candidate could not attend, another candidate withdrew and a third candidate suggested a format change since the election would be uncontested. The board discussed that the purpose of the event is to introduce candidates to the community in an apolitical forum.

A motion was made by Mr. Koster and seconded by Mayor Roth to cancel the Meet the Candidate's Night for the 2019 election season since only one Board of Education candidate would be able to participate.

Roll Call:

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

Motion passed unanimously.

Room Rentals to Local Girl Scout and Boy Scout Organizations – Mr. Hadelers stated that he was approached by one of the Girl Scout troop leaders, with a small troop of 4th grade girls from Joyce Kilmer, requesting to use the Octagon for their meetings after school, due to school's new policy to vacate

the building a half hour after school ends. Mr. Hadeler stated it makes sense to let the scouts use the room since it is unused and does not require special set-up. In addition to allowing the scouts to use the octagon room for free 12 times per year, he recommended offering Mahwah-based scout troops a 50% discount for other rooms.

Mr. Orlich asked if this would set a precedent. Mr. Hadeler explained that any Township sanctioned body is allowed to use the rooms for free: the only other organization in town that may want to use the rooms is the Boosters.

A motion was made by Mr. Lee and seconded by Mr. Wolf that all Mahwah-based Scout troops be

- allowed to use the Octagon up to twelve times each year without charge
- charged \$10 for the first two hours and \$10 for each additional hour for the Octagon for subsequent uses
- offered a 50% discount when renting other meeting rooms

Roll Call:

Ms. Cassotis – yes

Ms. Clarkin - absent

Mr. Grob - yes

Mr. Koster - yes

Mr. Lee – yes

Mr. Orlich - abstain

Mayor Roth - yes

Mr. Wendrychowicz - yes

Mr. Wolf – yes

Dr. Schoen – absent

Motion passed unanimously.

Blue Foundry Bank – The Community Alliance Program between the Friends of the Library and Blue Foundry Bank has brought in \$7,700 in the past couple years. The program financially benefits the Friends. However, we are always on the cusp of meeting the minimum enrollment requirement: when enrollment drops below twenty, we do not receive the benefit. The program benefits the Friends, which in turn indirectly benefits the Library.

Patty Langdale, the Mahwah branch manager, has offered to set up a table outside the Winter Room during the Sunday concerts to explain the program and enroll people.

Mr. Hadeler stated that there is a policy against solicitation without authorization of the library director. He presented the request for informational purposes: in the absence of a strong reaction, he plans on proceeding. Mayor Roth stated the Township has an ordinance prohibiting the solicitation of signatures on Township property, which includes the Library. 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. The board agreed with the Mayor's recommendation.

2020 holidays, scheduled closings and regularly scheduled Board of Trustee meetings – A motion was made by Mr. Koster and seconded by Mr. Orlich to approve the proposed list of 2020 holidays, scheduled closings and regularly scheduled Board of Trustee meetings. Motion passed unanimously.

Trustee Education:

Mr. Wendrychowicz reminded the board to let Mr. Hadeler know if they would like to attend the Friends breakfast as Seasons on October 22nd, since it provides a good opportunity to network with other trustees and libraries. A well-known author, Jane Green, will be this year's main speaker.

Public Session:

A *motion* was made by Mr. Lee and seconded by Mr. Wolf to go into public session at 8:44 PM. *Motion* passed unanimously.

Mr. Fesen stated that he would like to be a Life member of the Friends of Mahwah Library, with the one condition everyone present join the museum.

Mr. Ferguson asked Mr. Hadelers for the annual late fee revenue. Mr. Hadelers stated that the total budget is \$20,000, which does not include \$3,500 for lost materials.

A *motion* was made by Mr. Wolf and seconded by Mr. Lee to close the public session at 8:47 PM. *Motion* passed unanimously.

Mr. Koster reported that he watched a teen sewing class with the permission of Denise Jukneiwicz, the teen Librarian. He was very impressed by the woman conducting the program, who provided an expert introduction to sewing for the kids. He would like to see more similar programs.

Mr. Orlich questioned Mr. Hadelers position on auto-renewals and possible impact on late fees. Mr. Hadelers stated while auto-renewals will impact late fees, it will be outweighed by the customer service benefit. BCCLS will be introducing the measure at this month's system council, which will also include unifying loan periods within the seventy-seven member libraries. The vote will take place next month. The goal is to provide a more even customer experience, regardless of source library. However, libraries still retain the autonomy to set their own fines.

Upcoming Meeting Dates:

Saturday, 9/21 – Mahwah Day, 11 am – 5 pm.

Wednesday, 10/16 – Regular Library Board meeting, 7:30 pm.

Tuesday, 10/22 – BCCLS Friends Breakfast, 9:30 am – 12:00 pm.

Tuesday, 11/5 – Election Day.

Wednesday, 11/20 – Regular Library Board meeting, 7:30 pm.

Adjournment:

A *motion* was made by Mr. Koster and seconded by Mr. Lee to adjourn the meeting at 8:52 PM. *Motion* passed unanimously.

Respectfully submitted,

Zoe Cassotis
Secretary