

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
September 20, 2017

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

Present:

Ms Clarkin
Mr. Grob
Mr. Koster
Mr. Lee
Mr. Spiech
Mr. Wendrychowicz
Mr. Wolf
Mr. Hadelers
Ms. Mercadante
Ms. Bickel
Ms. Gilbert

Absent:

Ms. Javer
Mayor Laforet
Dr. Schoen

Pledge of Allegiance

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

Secretary's Report:

A motion was made by Mr. Wolf and seconded by Mr. Lee to accept the minutes from the regular monthly meeting on June 21, 2017. Motion passed unanimously.

President's Report:

Committee Reports:

Ad hoc By-Laws Review: Mr. Wendrychowicz proposed the following updates to the existing By-Laws:

- Article II - Trustees
 - Section 2: Remove "library"
 - Section 4: Remove "of the Director".
- Article III – Officers
 - Section 3: Added the last sentence, "At the option of the Board, the President's term may be extended by a 2/3 majority vote, after discussion."
 - Section 6: Updated "Once the minutes have been approved by the Board, the Secretary, or designee, shall post said minutes on the library web site along with a hard copy for the library archives."
- Article IV – Meetings
 - Section 3: Revised - "The Annual Meeting, at which officers are elected, shall be scheduled during March. The Annual Meeting shall be held just before the regular meeting on the same date."
 - Section 4: The following changes were made to the order of business:
 - Added – b. Pledge of Allegiance, h. Statistical Report
 - Removed – Friends of the Library.
 - Changed - Unfinished Business to Old Business, Trustee Concerns to Trustee Education.

- Section 5: Revised - *“Special meetings may be called by the President, or designee, or at the written request of three members, for the transaction of business as stated in the call for the meeting. All meetings of the Board shall be opened to the public and advertised in accordance with NJ Open Meetings Act.”*
- Article VII – Committees
 - Section 3: Revised – *“Committees shall present written report to the Board documenting the activities at each of its meetings. The Secretary, or designee, shall file all Committee reports with the Board minutes.”*
- Appendix – Includes the most recent copy of Roberts Rules for Committees and Small Boards.

The board agreed to the proposed revisions to the By-Laws and will plan to approve them at the October meeting.

Meet the Candidates Night 2017: Mr. Koster reported that the event is scheduled for Thursday, October 19 at 7:30 PM in the Mahwah Senior Center. This year there are four candidates running for two seats. No questions will be entertained from the floor. Each candidate will be asked the same question; the order that questions will be asked will be rotated. No surrogates will be allowed. There will be no rain date. Mr. Grob and Mr. Wolf agreed to select the questions from submissions by residents. One question will be given to the candidates in advance; the remaining questions will be given to Mr. Koster on the night of the event. At the end of the evening, half an hour will be left for residents to meet the candidates at tables set-up around the perimeter of the room.

Treasurer’s Report:

Mr. Wendrychowicz reviewed the August 2017 Treasurer’s Report.

- Mr. Wendrychowicz noted that professional services is over budget by \$4,000. Mr. Hadelier reported that the legal expenses to defend the quiet study room lawsuit were \$10,000.
- Mr. Wendrychowicz stated that the annual insurance bill from the Town was received and is included in the bills for payment, the amount was accurately estimated for the year and is less than budgeted due to retirements.
- Mr. Spiech questioned if looking at the trend we should transfer available funds to the capital account. Mr. Wolf reported that a \$50,000 transfer to capital was budgeted for the year and was expected to leave us \$41,000 over budget, however due to savings in salaries and wages he recommends transferring \$100,000 from the operating reserve to the capital reserve account. Mr. Hadelier explained that we had three unplanned staff departures this year that resulted in savings in personnel.

A motion was made by Mr. Koster and seconded by Mr. Wendrychowicz to transfer \$50,000 from the operating reserve account to the capital reserve account.

Roll Call:

- Ms. Clarkin - yes
- Mr. Grob - yes
- Ms. Javer - absent
- Mr. Koster - yes
- Mr. Lee - yes
- Mr. Spiech - yes
- Mr. Wendrychowicz - yes
- Mr. Wolf – no
- Mayor Laforet – absent

Dr. Schoen - absent

Motion passed.

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

Roll Call:

Ms. Clarkin - yes
Mr. Grob - yes
Ms. Javer - absent
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. Lee and seconded by Mr. Spiech to approve the September 2017 Bills for Payment.

Roll Call:

Ms. Clarkin - yes
Mr. Grob - yes
Ms. Javer - absent
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. Hadelier introduced two new staff members; Kara Gilbert and Alexandra Bickel. Ms. Gilbert is our new Supervising Librarian, she comes to us from Mystic, Connecticut. Alexandra Bickel is our Adult Services Librarian, she comes to us from the Louis Bay II Library in Hawthorne. Alexandra covers the reference desk, with time off the desk for collection development and displays.
- The part-time maintenance position has been filled by Richard Breuer, he will be working 10 hours a week.
- Andrew Gallina was promoted to Supervising Library Assistant, he will be managing the circulation department. The head of circulation will no longer order the adult fiction, it will be discussed who will take on ordering adult fiction as well as Andrew's previous duties.

Buildings & Grounds:

- DPW re-striped the parking lot, Glen the new Director of DPW has been good to work with.
- A representative from the roofing manufacturer came out to inspect the roof after the HVAC units for the quiet study rooms were installed on the roof. He re-inspected the entire roof and was not pleased with how it was originally installed. The company has agreed to cover the repairs under warranty. We will need to have the 5 bump out areas in the front of the library re-roofed.

BCCLS & Professional Development:

- BCCLS under-budgeted for Hoopla, a streaming digital media service, consequently they decided to discontinue the service. We will pick up the service for our patrons on October 1 through the end of the year and will plan to continue with the service next year.
- BCCLS is facing difficult issues this year, the Executive Director resigned and half the full-time office staff left over the summer. In addition, if the new billing structure does not pass and the old one remains, libraries will drop clients that they no longer need which would increase costs for all members. Mr. Hadeler reported that they have worked to include the libraries in the process to pass the new billing structure. Next year's budget will be introduced with the old billing structure and with the new billing structure, a new budget and billing structure must pass with a super majority. Another change to the budget, for those line items that are in addition to the regular budget, each will require a vote.
- Mr. Hadeler reported that BCCLS is financially healthy and has not been fiscally mismanaged. Mr. Wolf stated that the board has given their support for the new billing structure and questioned if there is anything else that should be discussed. Mr. Hadeler explained that when the budget is presented the BCCLS expense is included as a line in the budget and anticipates that the change for Mahwah will be less than 3%.

Statistical Reports:

The August 2017 statistical reports were reviewed and acknowledged. Mr. Hadeler reported that programs are up and circulation is down. Mr. Wolf noted a decline in adult non-fiction from last year. Mr. Hadeler explained that adult non-fiction circulation was likely inflated in August of 2016 during weeding of the collection.

Old Business:

Quiet Study Rooms – Mr. Hadeler reported that the quiet study rooms are almost complete, Tuesday morning the final inspection are scheduled. The procedure for using the rooms will be finalized; proximity cards will be issued for entry after patrons have signed up for a room.

New Business:

Amendment to the Code of Conduct - Mr. Hadeler proposed two changes to the code of conduct.

- One refers to food and drink, the proposed revision is as follows:
“Snack food and nonalcoholic beverages in covered containers are permitted only in some areas of the Library. Food and drink are not allowed in computer areas or on computer tables and stands. It is expected that patrons will dispose of all litter and debris in trash containers and leave table tops and chairs clean. Meals may not be eaten in the Library. The delivery of food to the Library is not allowed and will not be accepted.”
- The second refers to smoking in the Library or on Library grounds, the proposed revision is as follows:

"No person shall smoke, carry or possess any lighted tobacco, or use any tobacco products including "electronic cigarettes" or similar while in the Library building or on Library grounds."

A motion was made by Mr. Wolf and seconded by Mr. Wendrychowicz to accept the proposed changes to the code of conduct. Motion passed unanimously.

Quiet Study Room Use Policy - Mr. Hadelar reviewed the recommended room use policy for the quiet study rooms.

- The policy tries to balance access to everyone but give Mahwah residents priority, Mahwah residents can reserve rooms in advance, non-residents can walk in and use the rooms. No one under 18 years old can use the rooms. The larger rooms are reserved for larger groups unless the other rooms are full. We have the ability to deny future use if a room is not left as it was found. The board discussed the need to include stricter restrictions to control the noise level while using the rooms, all agreed that if it becomes an issue the policy can be changed in the future.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Spiech to accept the proposed quiet study room use policy. Motion passed unanimously.

2018 Board Meeting Schedule:

- The board reviewed the board-meeting schedule for 2018, regular monthly meetings are on the third Wednesday of the month with the exception of July and August when there is no monthly meeting. The September and November were changed to Tuesday, September 18th and Tuesday November 20th due to holidays.

2018 Holidays and Closings:

- The board reviewed and approved the 2018 Holiday and Closing list.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Spiech to approve the 2018 Holidays and Closings list. Motion passed unanimously.

ThirdWay Brand Trainers Space Audit - Mr. Hadelar explained that ThirdWay Brand Trainers is a marketing and consulting company that specializes in helping businesses get the most value for retail space, making suggestions based on best practices, they began working with libraries a few years ago. Mr. Hadelar reported that Mahwah was selected to beta test a service they are developing for libraries. In exchange for meeting three times to discuss our needs, exchange ideas and provide feedback, we received the space audit at no charge. The board agreed to review and discuss the space audit at next month's meeting in October. Mr. Hadelar reported that we will begin to implement some of the low cost items immediately.

Trustee Education:

- Mr. Wendrychowicz stated that he is on the BCCLS trustee training committee and their goal this year is trustee advocacy. Libby Post will be holding two trustee workshops this year, one in Hasbrouck Heights Public Library and another one in Livingston Public Library on October 18th at 6 PM. The objective of the workshops is how to brand and market your advocacy program.
- Mr. Wendrychowicz reported on activity supporting the Library Construction Bond Act and recommended raising awareness of act at Meet the Candidates Night. Mr. Wendrychowicz stated that if it passes libraries across the state would have the opportunity to take advantage of matching

funds for needed construction that they otherwise could not afford. Mr. Hadelier stated that the Town does not provide funds for capital improvements on the building or property, the capital plan is funded by the library.

Upcoming Meeting Dates:

Mr. Wolf reported that Mahwah Day is this Saturday, September 23rd and everyone is invited the Environment Commissions dedication of the Rain Garden at 10:30 AM that morning.

The next regular monthly meeting will be held on Wednesday, October 18, 2017 at 7:30 PM.

Adjournment:

A motion was made by Mr. Spiech and seconded by Ms. Clarkin to adjourn the meeting at 9:33 PM. Motion passed.

Respectfully submitted,

Mr. Richard Lee
Secretary