

The Public Library of the Township of Mahwah  
Minutes of the Board of Trustees Meeting  
September 21, 2016

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

**Attendance:**

**Public:**

**Present:**

Mr. Alderisio  
Mr. Koster  
Ms. Clarkin  
Mr. Grob  
Mr. Spiech  
Mr. Wendrychowicz  
Mr. Wolf  
Mr. Hadelers  
Mr. Shaver  
Ms. Mercadante

**Absent:**

Mr. Lee  
Mayor Laforet  
Dr. Schoen

**Pledge of Allegiance**

**Public Comment:**

**Secretary's Report:**

A motion was made by Mr. Spiech and seconded by Mr. Wendrychowicz to accept the minutes from the June 17, 2016 monthly meeting with a revision under New Business - Collection Management, "On-line resources are about 6.5% of our circulation, we want to make sure we have on-line resources to meet the needs of our patrons." Motion passed unanimously.

**Treasurer's Report:**

- Mr. Wolf reviewed the August 2016 Treasurer's Report. Income is largely on budget for the year. Expenses are lower than anticipated, largely due to lower-than-anticipated personnel costs after staffing changes in the children's room earlier this year.
- Mr. Hadelers added that staff development costs for tuition reimbursement and conference attendance is also under budget due to changes in staffing.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Spiech to accept the August 2016 Treasurer's Report and approve the September 2016 Bills for Payment.

**Roll Call:**

Mr. Alderisio - yes  
Ms. Clarkin - yes  
Mr. Grob - yes  
Mr. Koster - yes  
Mr. Lee - absent  
Mr. Spiech - yes

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

Motion passed.

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.

Roll Call:

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

Motion passed.

**President's Report:**

**Committee Reports:**

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

Library Operations

- Axis360 eBook Platform – The Library contracted with Baker & Taylor for Axis360 eBook platform, initially this fall a collection of eBooks for children and parents will be available for Mahwah patrons, we will promote the service to children and their parents as an alternative to Netflix and Amazon Prime. BCCLS is shifting their eBook collection to Axis360 with a scheduled launch date in January which will offer Mahwah patrons a “one stop shop” for eBooks.
- Borrow by Mail – Paul Shaver reviewed the plans to launch a Borrow by Mail services as outlined in the Strategic Plan. Mr. Shaver reported that the system is working in other larger libraries, such as Princeton, where they have found it successful with getting patrons into the library when returning items.
  - The board expressed a few concerns with the borrow by mail service, including the cost and Mahwah's unreliable mail service which may result in books not being returned in time. Mr. Hadelier explained that loan periods were discussed with BCCLS Executive Director, BCCLS has minimum mandated loan periods, and loans will be extended by three days to allow

- adequate time for mailing. With regard to cost, Mr. Hadelar responded that the primary goal is to make the library more accessible and convenient for patrons who might not stop by in person. The library is footing most of the cost and will be charging a nominal convenience fee underwrite the new service and discourage abuse.
- If approved, Mr. Hadelar estimates a launch date of November 1<sup>st</sup>, allowing time to notify BCCLS, market to the public and review the process with staff.

A motion was made by Mr. Spiech and seconded by Mr. Wolf to approve the borrow by mail on a trial basis for one year. Motion passed unanimously.

#### Community Outreach & Partnerships

- We will be at Mahwah Day this Saturday, please come out and stop by the library's tent.

#### Building & Grounds

- Exterior Painting – Darlene is working on getting proposals from vendors to paint the exterior steel lintels, the railings and steel doors by the loading dock and the wood beams on the south end of the building.

#### Computers & Technology

- Replacing Network Switches
  - Mr. Hadelar reviewed his recommendation for replacing the library's two HP ProCurve 2810-24 24 port network switches that were installed in early 2011 with two Meraki MS220-48FP switches. He explained that the current switches are nearing their capacity, space is limited in both network cabinets and greater port density will be an advantage if we want to add computers, printers and other device connections to our local network. The existing switches do not have Power Over Ethernet (POE) capabilities that are needed for access points, cameras and other small devices to operate without dedicated power lines being run. The existing switches can only be configured and managed on-site via a command-line interface which doesn't allow for rapid changes to configuration.
  - Mr. Hadelar reported that he arranged for a trial in August and was impressed by the solid performance, ease of cloud-based configuration and management as well as the reporting capabilities.
  - Mr. Wendrychowicz questioned how the replacement switches fits in with our strategic plan. Mr. Hadelar responded that we have \$5,000 for computer hardware that has not been spent this year which will cover the majority of the expense.
  - Mr. Spiech questioned how long the switches would carry our technology needs. Mr. Hadelar stated that the hardware would last about (6) six years as things continue to be more wireless.

A motion was made by Mr. Wendrychowicz to approve the purchase of the two (2) Meraki MS220-48FP network switches.

#### Roll Call:

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

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

Motion passed.

### Capital Projects

- Quiet Study Rooms
  - Mr. Hadelers recapped the status of the quiet study rooms project. After the teen department was completed two years ago the board decided to proceed with building five quiet study rooms. Last spring we worked with Montoro to develop the plans and specifications. Last fall we requested quotes from individual contractors for the HVAC, electrical, construction and sprinklers separately. The quotes came back much higher than expected so we met with the engineer and worked with Mr. Montoro to have the plans revised to try to lower the cost of the project. In the spring of this year the revised plans were sent out in an RFQ to different contractors, they responses came back even higher.
  - Mr. Hadelers reported that over the summer he requested a quote for the project from Gordian Group, the contractor who was awarded the ESCNJ (formerly MRESC) contract for job order contracting. They came back with a quote of \$250,000 which was significantly higher than the combined quotes previously received.
  - Mr. Hadelers stated after receiving Gordian Group's quote he consulted with Carl Waledmaier to gain insight and review the options which included the following: Proceed with the job as-is using Gordian Group; request that John Montoro convert the original architectural drawings and specification into specifications to be used for public bid; alter the scope of the project, for example, use modular partition walls to build five study rooms with no changes in HVAC and fewer changes to electrical.
  - Mr. Wendrychowicz questioned whether it would be less expensive to have one quiet study room. Mr. Hadelers responded that during the strategic planning process the committee discussed the issue at length and decided that they wanted quiet study rooms suitable for small groups and tutors to use.
  - Mr. Hadelers stated that the total cost of the project should be approximately \$150,000 but we need to go out to public bid to try to get this figure.
  - Mr. Montoro provided an estimate of \$14,250 to take the work that he already had done, make revisions to the HVAC to reduce costs and put the plans and specifications together for public bid.
  - Mr. Wolf noted we have already spent \$10,000 in professional service fees for this project and the \$14,250 is in addition to what has already been spent.
  - Mr. Spiech noted that there is no guaranty that the proposals received through a public bid will be closer to our budget than the quotes already received. Mr. Hadelers agreed and noted the Board can set an upper limit on what it is willing to spend in order to undertake this project.

A motion was made by Mr. Wendrychowicz and seconded by Ms. Clarkin to authorize Mr. Hadelers to proceed with asking architect, John Montoro, to revise the quiet study room plans to simplify the HVAC system and develop a specification book for public bid at the cost of \$ 14,250.

Roll Call:

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

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

Motion passed.

- Security Camera System Replacement
  - Mr. Hadelier reviewed the estimate for the replacement of the security camera system. The planned locations of exterior camera will capture the driveway, walkways and Dwork memorial. The cameras will be on a new HP server that has expansion capability.
  - Mr. Spiech recommended contacting the police department to make sure there is sufficient camera coverage. Mr. Hadelier agreed to review the plans with the police.
  - Mr. Wendrychowicz expressed concern with the option of keeping the older existing cameras and recommended eliminating them, the board agreed. Mr. Wendrychowicz questioned if the cameras will capture images at night with the existing exterior lighting. Mr. Hadelier stated that he believes the exterior lighting is adequate but agreed to verify with the vendor.
  - Mr. Wolf questioned if the additional cameras would reduce insurance costs, Mr. Hadelier agreed to verify this with our insurance carrier.
  - Mr. Koster requested that Mr. Hadelier come back with a firmer proposal that includes the camera and server specifications with additional capacity. Mr. Hadelier agreed.

#### BCCLS & Professional Development

- Mr. Hadelier encouraged the board to attend the annual BCCLS Friend's Breakfast on Tuesday, October 25<sup>th</sup> at Season's in Washington Township, the event is a fundraiser for the BCCLS scholarship fund.
- Mr. Hadelier reported that he has agreed to run for BCCLS Executive Board, there are seven seats available that are voted on by the membership. Mr. Hadelier expressed his concern with decisions that are being made by the organization.

**Monthly Statistical Reports:** The August 2016 statistical reports were reviewed and acknowledged. Mr. Spiech noted that teen music was down 38% and questioned if we look at total funding and analyze categories when developing the budget. Mr. Hadelier responded that he is analyzing the collection use and budget this year and anticipates shifting funds away from categories that are not performing well to those that are increasing in use, such as on-line services.

#### **Old Business:**

##### Draft 2016-2018 Strategic Plan

Mr. Wolf recommended revising point 1. A. on page 9 under Goals and Objectives 2016-2019 - Funding, after discussion by the board, all agreed to the following revision:

*“Manage budget appropriately. Operating expenses will be managed within traditional “1/3 mill” appropriation. The library will pay for approved capital projects by transferring funds from the operating to capital accounts to pay for major repairs or improvements that will result in long term enhancements to library services.”*

Typographic errors were noted and corrected.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Spiech to approve the draft copy of the Strategic Plan 2016 – 2019 with the agreed upon revision.

Roll Call:

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

Motion passed.

**New Business:**

2017 Holidays and Closings - A motion was made by Mr. Wendrychowicz and seconded by Mr. Wolf to approve the 2017 Holidays and Closings list. Motion passed unanimously.

Meet the Candidates Night – The board discussed hosting a Meet the Candidates Night for the eight (8) candidates running for three (3) open seats on the Town Council and three (3) candidates running for mayor. After a discussion by the board the following format was decided for this year's events:

- A motion was made by Mr. Wendrychowicz and seconded by Mr. Spiech to hold “Meet the Candidates Night” on two separate nights, one night for council candidates and one for mayoral candidates, both events will be held in the Senior Center in town hall. Motion passed.
- The format for the two evenings will be as follows:
  - The Town Council candidates will be allowed 3 minutes each for an opening statement, 3 minutes each to answer 3 pre-selected questions, then move to their individual table to meet the public and respond to one-on-one questions.
  - The mayoral candidates will be allowed 5 minutes each for an opening statement, 3 minutes each to answer 4 pre-selected questions and 5 minutes each for a closing statement before moving to their table to meet the public. Both events will begin at 7 pm and end at 10 pm.
- The board discussed whether or not candidates would be given the questions in advance, a poll was taken that resulted in a tie. Mr. Koster stated if nobody objects that one (1) of the questions selected will be given to the candidates in advance, no objections were made.
- Dependent on the availability of the Senior Center the following dates were selected, Tuesday, October 25<sup>th</sup> for the Council candidates and Wednesday, October 26<sup>th</sup> for the Mayoral candidates. Once the dates have been confirmed, invitations will be mailed out to the candidates and posters will be made to advertise the event.

Date to welcome the Town's new Business Administrator – Mr. Hadelier stated that he will contact the Town's new business administrator after he starts and invite him to a board meeting and a visit to the library in the afternoon.

**Trustee Education:**

Mr. Wendrychowicz and Mr. Spiech reported that they attended the Trustee Institute this year in East Windsor. In comparison to other libraries in the state that attended we are in good shape, there were some libraries that had not yet completed a strategic plan.

**Adjournment:**

A motion was made by Mr. Koster and seconded by Mr. Spiech to adjourn the meeting at 9:43 PM. Motion passed unanimously.

**Upcoming Meeting Dates:**

The next regular monthly meeting will be held on October 19, 2016

Respectfully submitted,

Angela Clarkin  
Secretary