

The Public Library of the Township of Mahwah  
Minutes of the Board of Trustees Meeting  
April 18, 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.

**Present:**

Ms. Clarkin  
Ms. Javer  
Mr. Koster  
Mayor Laforet  
Mr. Spiech  
Mr. Wendrychowicz  
Mr. Hadelers  
Ms. Gilbert  
Ms. Mercadante  
Ms. Siciliano

**Absent:**

Mr. Grob  
Mr. Lee  
Dr. Schoen

**Pledge of Allegiance**

**Public Present:** Janet Ariemma – liaison to the Township Council, Eileen Dinice – 18 Wagon Trail.

**Public Comment:**

A *motion* was made by Ms. Javer and seconded by Ms. Clarkin to open to public session at 7:33 PM.

Ms. Dinice made a complaint about the potholes in the library parking lot and questioned when they would be repaired.

Mr. Hadelers responded that he reached out to Glenn Dowson, head of DPW, about a month ago to ask if they would patch the potholes in the library parking lot as they have done in the past. Glenn responded that they are busy cleaning up from storm damage and repairing roads throughout town and will get to it when they can.

A *motion* was made by Mr. Spiech and seconded by Ms. Clarkin to close public session at 7:34 PM.

*Motion* passed unanimously.

**Secretary's Report:**

A *motion* was made by Mr. Wolf and seconded by Ms. Javer to accept the minutes from the 2017 annual meeting on April 4, 2018 as presented. *Motion* passed, Mr. Wendrychowicz abstained.

A *motion* was made by Mr. Koster and seconded by Ms. Javer to accept the minutes from the April 4, 2018 monthly meeting as presented. *Motion* passed, Mr. Wendrychowicz abstained.

**President's Report:**

**Treasurer's Report:**

Ms. Javer had a question about the new format of the treasurer's report, where the \$3,000 in liabilities matched up. Mr. Wolf explained that on the balance sheet, assets are listed at the top followed by the liabilities and equity. The total equity is an accumulation of earnings, in governmental accounting there is a fund balance that accumulates over time, as opposed to earnings.

Mr. Wolf reviewed the March 2018 Treasurers Report.

- Revenue for year to date is on budget, we received \$500,000 in March that was budgeted for receipt in February.
- Expenses for the month are on budget for salaries, year to date we are slightly below budget due to open positions. Year to date library materials and programming are on budget. For the quarter we are under budget in operating expenses. Mr. Hadelers explained that it is a challenge to budget the actual month that some expenses are actually expended throughout the year. Some expenses we know when they are going to be incurred, others have been forecasted based on past spending.
- Mr. Wolf stated that year to date expenses are running \$35,000 under budget but for the year we plan to break even which includes funding the capital fund with \$100,000.

A motion was made by Mr. Wolf and seconded by Mr. Koster to accept the March 2018 Treasurer's Report. Motion passed unanimously.

Roll Call:

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

Motion passed

Ms. Javer questioned if the elevator bill is for the year. Mr. Hadelers responded that we are billed quarterly for the elevator maintenance contract. Mr. Wolf noted that the largest expenditure on the list of bills is for eContent, Value Line Publishing. Mr. Hadelers noted, according to the statistics this year Value Line and Morningstar are well used.

A motion was made by Mr. Wolf and seconded by Ms. Javer to approve the April 2018 Bills for Payment.

Roll Call:

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

Motion passed.

**Staff Reports:** Mr. Hadeler introduced Catilin Siciliano the children's manager and reported that she and the children's department met with Janice Davis this week to work on the plans to renovate the children's room. Caitlin stated that they have selected a safari theme that focuses on animals to attract children. The renovation will include better signage for the collection, a play area with a hut and a pass through to the craft area, play Jeep, transformation of the desk, entry ways that differentiate the children's area and changes to the end panels. Mr. Hadeler stated that they are working to maximize the available floor space which may require slightly higher shelving which will not interfere with the line of site in the department and the main circulation desk. In addition, the window film in that department will need to be replaced to protect the area from damaging effects of the sun.

#### **Friends Report:**

**Director's Report:** Mr. Hadeler stated that he will review any items in his written report that anyone may have questions about.

New Website - Ms. Javer asked about the project to update the website, and the company that offers a website integrated with other core functionality. Mr. Hadeler explained that last year when we began considering updating the web-site, the first consideration was building a new Drupal site that would integrate well with our existing calendar of events. We next explored using Word Press in place of Drupal, since it is a more prolific content management system. This spring Joy Laforme identified a number of companies that could build a Word Press site. After interviewing them, we narrowed it down to four that are based in NJ and have shown great diversity and quality based around Work Press. While at the Public Library Association conference in March, Mr. Hadeler was introduced to a company called Communico that offers an integrated platform that includes the website, calendar of events, study room bookings, digital signage, a mobile app which we were not considering, as well as a few other features as well as having better integration to the catalog. The downside to the integrated site is that it is expensive and you are tied to their platform for as long as you use it with an annual service fee. A traditional website built on Drupal or WordPress requires significant development fees up front but once it is done you do not have the ongoing service fees. With an integrated site, there are similar up-front costs as well as significant recurring costs. However, these costs are offset by fees we pay for some of the included functionality, such as \$2,000 a year for website updates, \$1,000 a year for the event management system, another \$1,000 for the room rental system, potentially \$1,000 year for a cloud-based digital signage system.

Delivery Service – Mr. Hadeler explained that after the statewide delivery service failed in January and early February, BCCLS went out and contracted with a separate service sole for BCCLS in the middle of March. In early April that company gave notice that they were going to exercise a clause in the contract to vacate the contract, giving BCCLS a 21-day notice, since they could not handle the amount of work for the price that they quoted and was accepted for the service. Effective April 30<sup>th</sup> delivery will go back to the state contractor delivery service. Mr. Hadeler expressed concern since the delivery service from April 30<sup>th</sup> to May 30<sup>th</sup> will be the state contractor that could not handle the volume at the beginning of the year. However, on May 29<sup>th</sup> the contract will go back to the state contractor that provided service last year. Mr. Hadeler stated that we are uncertain what state delivery service will look like next year. A BCCLS delivery task force is looking into all the options to be prepared for whatever may happen with delivery service next year.

**Buildings & Grounds:** Mr. Hadeler stated that in the past the board discussed repairing and resurfacing the parking lot, in preparation for discussing the issue, Mr. Hadeler reported that the estimate he just received for milling and resurface the existing lot is \$99,170. Back in 2014 we asked Mike Kelly from Boswell Engineering who provided different iterations for adding additional parking. There were four or five different ways to add parking to the lot that include parallel parking on the north side of the building, perpendicular parking on the south side, parallel parking on the south side. The most cost effective was angled parking along the north side driveway. Mr. Hadeler stated that the following are four-year-old

estimates: parallel parking on the north side for 12 spots will cost \$ 51,000, perpendicular parking on the south side will cost \$235,000 because it requires excavation and building a retaining wall, parallel parking on the south side for 11 spaces is \$32,000. We had focused in on at angled parking on the north side would get out you about 24 spaces for \$81,000 to \$97,000. Mr. Hadelers stated that if the board is considering resurfacing the lot it may want to consider adding additional spaces at the same time. Mr. Koster stated that this will be an important consideration for the next strategic plan, all agreed.

**Monthly Statistical Reports:** The March 2018 statistical reports were acknowledged. Mr. Hadelers reported that the library was closed eight days in March due to the weather.

### **Old Business:**

Proposal to change the quiet study room policy - Mr. Wolf summarized the proposed change to the policy, If the room is unoccupied for 15 minutes they vacate the room and it will be given to someone else that is waiting. Mr. Wendrychowicz restated his original concern about what happens to the personal items and where they will be placed. Mr. Wolf stated that most of the concerns expressed by the board about the policy change are with liability issues. Mr. Wolf questioned if we can vote on the policy and address the liability issues later. Mr. Hadelers stated that you need to differentiate between the policy and procedure. After discussion by the board they agreed that the policy is something that needs to be done however before approval they requested a procedure of how it will be done. Mr. Hadelers recommended that we table the discussion until next month, and he will work with Kara and the adult reference staff to come up with procedures to implement to policy.

A motion was made by Mr. Koster and seconded by Ms. Javer to table the approval of the change to the quiet study room policy until next month's meeting. Motion passed unanimously.

### **New Business:**

Written staff reports from 2018 PLA Conference in Philadelphia were distributed in the monthly packet –

Ditching Dewey: Ms. Clarkin asked Mr. Hadelers about the work shop on ditching Dewey. Mr. Hadelers reported that we have been discussing in our management meetings moving away from the Dewey system. We are going to set up a task force with five or six staff members to thoroughly consider what the new system will look like, how patrons will use it, how will we market it, how we will do it, how much it will cost, and how long it will take in a proposal to present before the board in September. Mr. Hadelers stated that he views the change as making the collections much more patron centric. Mr. Koster questioned whether it would interfere with our interchange with other libraries. Mr. Hadelers responded that it will not impact lending with other libraries.

Eliminating overdue fines for Children's materials – Mr. Hadelers reported libraries are doing away with overdue fines for the children's materials and it has been discussed internally. Overall our fines are about \$20,000 a year and of that possibly \$10,000 a year is from children's materials. We need to consider what is more important the money or good customer service and encouraging kids to read. Studies show that unless the fines are prohibitively high they do not get the books back on time, we would not do away with charges for lost items. Mr. Hadelers reported that he is working with Caitlin to come up with something for the board to consider as a trial during summer reading.

Report from Mayor Laforet - Mayor Laforet thanked everyone for their dedication and work done at the library and acknowledged on behalf of the community the huge undertaking that is done with heart and dedication. He recognized all the work that goes into making the library a place in the community that is great in comparison to other libraries. The Mayor explained that the initial reason for coming was in response to the late payment, he explained that there were power outages and the budget. He stated that he hopes there is no harm done and recommended in the future to reach out to Ken if the issue pertains to money, Quentin for anything else and call him last and he will try to fix it.

The Mayor stated that another reason for coming tonight was to talk about the future.

- He reported that in total the Township is a \$220,000,000 company. The growth over the last 7 years has increase the budget of from \$28,000,000 to now near \$38,000,000. The things that it took to run this company prior \$175,000,000 to \$200,000,000 takes a lot more, we are struggling with an economic decline, stress on good employees, physical growth of physical demands that the residents in this economy are putting on us in this economy.
- The Mayor stated that it is appreciated the lengths that you go to and explained that there is the understanding of a looking at a ten-year plan. The ten-year plan he reported is his plan for businesses, since the ratio of what residential and what businesses pay is critical on bending the curve on accelerated taxes. There are things that can happen because of industry in business, we have grown with opportunities that are provided to us and he has done everything in his power along with partners to make sure companies like Jaguar Land Rover stay in Mahwah. Jaguar Land Rover was a big accomplishment that will it our books this year. Mayor Laforet explained how a company known as Snow Jo is taking over rooms at the Crossroads, and Jaguar Land Rover has added 30,000 square feet on the back. One of the most attractive things in the community to businesses is the high speed internet that now runs along Mc Arthur Blvd that contains a fiber optic cable. There are two potential clients that are looking at the old Jaguar Land Rover building. The Valley Health and Wellness Center leases the building from Bolt, the owner of the property that pays taxes. Carmel Retreat is a property owned by the archdiocese that is off book, currently there is a proposal for a high end drug and rehab center to purchase the property, as well as new subdivisions.
- The Mayor stated that Mahwah's future is bright. We believe that next year it could go up 1%, the good news is that we are growing and optimistic. He explained that we are looking at a budget with the council, we need to continue to provide services but we continue to look at big capital items that in the long term will improve infrastructure. He stated that we are doing all we can and we were rated as 99<sup>th</sup> on the list of safest communities in the United States.
- Mr. Wolf stated that we are about to embark on our three-year strategic plan and asked the Mayor if he can provide us with the anticipated revenue for the next three years. Mayor Laforet stated that he is going to meet with Ken and Quentin to discuss non-committal forecast of what we think.
- Mr. Wolf questioned if he envisioned any change in the residency, aging of citizens or children coming back in. The Mayor reported that the demographics indicate a more diverse affluent community, the demands on the schools will be minimal to what people expect.
- The Mayor reported that our triple A bond rating helps with debt, for seven years we have had two triple A bond rating with Moody's and Standard and Poor's which is our ability to repay debt, an amazing factor we have floated 11 million in debt and paid back 1.01% interest. Mayor again thanked the board for what they do and that he thinks the world of what you are doing.
- Mr. Spiech explained that what is most important to the library board is that the assessed valuation continues to go up since that is what drives the money for the library, if the assessed value goes up the library funding increases. He stated when an HVAC unit needs to be replaced we do not ask the town for money, that is where the capital funds come in. Mayor Laforet stated that we appreciate you buying the HVAC units. Mr. Wolf thanked Mayor Laforet for coming to the meeting.

#### **Trustee Education:**

Mr. Wendrychowicz stated that in the packet that you received last month it contained information that NJLTA is doing. He reported that NJLTA, NJLA and BCCLS have been working together, together they were able to get the Johnson amendment and the construction bond act passed, they are now working on getting the per capita from \$3.6 million dollars to \$10 million dollars, where it belongs. Mr. Wendrychowicz reported that they are going to have a series of three meetings this year.

- The first for the Friends of the Library which will be in June "Build your capital campaign".
- In September there will be meeting with the trustee development committee "Johnson Legislation primer and profiles", hoping to get Johnson who wrote the bill and Pat Tumulty to explain what the bill is all about.

- In November a government relations committee, will explain the nuts and bolts of getting a referendum on the ballot and in January there will be a refresher course. It is important to get through these advocacy meetings to get people motivated for this and do it properly, since there are many communities that are really hurting financially. The meeting for trustees every two years will be held this year in central Jersey on October 27<sup>th</sup>, he encouraged everyone to attend.

**Public Session:**

A motion was made by Mr. Spiech and seconded by Mr. Koster to go into public session at 9:01 PM. Motion passed.

Ms. Ariemma stated that she had four points that she wanted to make.

- First, Ms. Ariemma stated that she is not sure she agrees with the quiet study room policy since you can only have the room for two hours.
- Ms. Ariemma disagrees with eliminating fines for children's materials, she doesn't believe is fair to other children who might be waiting for these items to come back.
- Ms. Ariemma stated that the Mayor raised the issue that low cost housing will have minimal impact on the number of children in the community, she disagreed. Mr. Wolf requested that Ms. Ariemma provide the board with information on the impact of development in the Township which would pertain to the library and be useful in developing the next strategic plan.
- Ms. Ariemma stated that she was approached by someone from Field Goods, a private company, about having the library be a distribution place for the products they supply to customers. Mr. Wolf responded that we have been contacted by Field Goods to be a distribution point and have not brought it before the board since it first needs to be considered if the library is the proper place for this type of operation

Ms. Dinice had three issues to bring before the board.

- Ms. Dinice questioned when the expansion of the parking lot on the north and south side of the lot if the board is aware that parents park there to pick up their children along the driveway and what impact would expansion have on that. Mr. Hadelers responded that expanding the lot would provide legitimate parking for them rather than have people parked in no parking zones, fire zones and blocking up the driveway. Mr. Wolf acknowledge that the library programs have been very successful which we want to continue however, the major problem with programming is that we do not have the parking to accommodate those that want to attend the programs, you add the pickups and you have to make a choice to expand the lot which is expensive or limit what you are doing in the library. Mr. Wolf stated that the expansion of the parking lot will be addressed in the next strategic plan.
- Ms. Dinice questioned when the pot-holes will be filled. The board re-iterated Mr. Hadelers and the Mayor's statement that the DPW will be coming out to fill the pot-holes when they are able to get to the library. We do not have control over the timing and when it will be done. Mr. Wolf stated that this happens every year and it is the same issue and it is an expensive proposition to fix it properly that needs to be considered.
- Ms. Dinice questioned why the library was suing the contractor for the quiet study rooms. Mr. Hadelers explained that the library is not sue anyone but was sued early last year by one of the contractor that bid on the quiet study rooms. He explained that the library rejected one bid at a lower cost because the contractor did not provide all of the state required paperwork. The administrative assistant, the Town's attorney and library's attorney all recommended awarding the project to the second lowest bid. The first lowest bidder sued the library, the town and the winning contractor. The case was found to be without merit and was dismissed. Mr. Wolf explained that at the time we were legally bound to reject the bid since they did not provide the information that was needed.

A motion was made by Mr. Spiech and seconded by Mr. Koster to close public session at 9:15 PM. Motion passed unanimously.

**Executive Session:**

A motion was made by Mr. Wolf and seconded by Ms. Javer to go into executive session at 9:15 PM to discuss personnel matters. Motion passed.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Koster to return to public session at 9:24 PM. Motion passed.

**Upcoming Meeting Dates:**

The next monthly meeting will be held on May 16, 2018 at 7:30 PM.

**Adjournment:**

A motion was made by Mr. Spiech and seconded by Mr. Wolf to adjourn the meeting at 9:25 PM. Motion passed.

Respectfully submitted,

Sharon Javer  
Secretary