

The Public Library of the Township of Mahwah  
Minutes of the Board of Trustees Meeting  
September 16, 2020

**Call to Order:**

Ms. Clarkin, President, called the special meeting to order at 7:31 PM.

- In compliance with the Open Public Meeting Act, this meeting was announced in the Bergen Record, on the Library's website and on signs posted at the Library entrances.
- This meeting is taking place on-line in accordance with New Jersey state statute 10:4-8B, which authorizes local units to conduct public meetings through the use of streaming services and other online meeting platforms.
- Information on accessing this public meeting has been posted on the library's website, members of the public are welcome to participate only during the public portions at the beginning and end of the meeting by voice, telephone or webcam using the "chat" feature in the conferencing software.

**Present:**

Ms. Cassotis  
Ms. Clarkin  
Dr. Fitts  
Mr. Grob  
Mr. Koster  
Mr. Lee  
Mr. Orlich  
Mr. Wendrychowicz  
Mr. Wolf  
Mr. Hadelers  
Mr. Gallina  
Mr. Liden  
Ms. Mercadante

**Absent:**

Mayor Roth

**Pledge of Allegiance:** Mr. Grob led the pledge of allegiance.

**Public Present:** None.

**Public Session:**

A motion was made at 7:33 PM by Mr. Wolf and seconded by Mr. Lee to open the meeting to the public. Motion passed unanimously.

A motion was made at 7:33 PM by Mr. Wolf and seconded by Ms. Cassotis to close the meeting to the public. Motion passed unanimously.

**Secretary's Report:**

Mr. Wolf had the following correction to the minutes under "Upcoming Meeting Dates":

- ~~Wednesday~~ Tuesday, October 13, 7:30 pm: Meet the Candidates for Mayor
- ~~Wednesday~~ Tuesday, October 20, 7:30 pm: Meet the Candidates for Town Council.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Lee to approve the minutes as amended from the August 19, 2020 meeting. Motion passed unanimously.

#### **Treasurer's Report:**

- Operating Budget vs Actual as of August 31, 2020
  - Mr. Wolf reported that revenue was slightly lower than planned due to lower patron revenue, attendance and overall activity.
  - We spent more than the monthly budgeted amount on expenses, catching up on library materials and building and grounds spending.
  - Overall, spending is \$203,000 below our budget due to reductions in payroll, library materials, programming, operating expenses and building and grounds costs. The library was closed for several months so expenses are expected to be down. Currently, there does not appear to be any significant additional expenses due to COVID.
- A motion was made by Mr. Wendrychowicz and seconded by Mr. Lee to transfer \$77,515.00 to the capital fund.

#### Roll Call:

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

Motion passed unanimously.

Mr. Hadelier agreed to update the capital spending spreadsheet to reflect the transfer of funds to capital and ongoing capital project expenditures.

- A motion was made by Mr. Wendrychowicz and seconded by Mr. Lee to accept the operating budget, account balances and reconciliations in the August 2020 Treasurer's Report.

#### Roll Call:

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

Motion passed unanimously.

- Bills for Payment -

A motion was made by Ms. Clarkin and seconded by Mr. Wendrychowicz to approve the September 2020 Bills for Payment from the operating and capital funds.

Roll Call:

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

Motion passed unanimously.

**Director & Staff Reports:**

- Mr. Hadelер commented on additional COVID guidelines for staff, which include quarantine precautions to take if they feel sick or have traveled to restricted states or outside the country. Additional measures implemented include daily temperature checks and self-certification at the beginning of an employee's shift.
- Mr. Hadelер reported that we received the two self-checkout kiosks and will demonstrate how they work at the end of the meeting. The kiosks will be placed near the cashiers, which seems to work out best for two reasons.
  - The lending services team will be close by to guide patrons on use and troubleshooting.
  - The location serves as a central check-out location when patrons are ready to leave.
- Mr. Hadelер reported David May inquired about the recreation department using the library's moving licensing to show an outdoor movie. After review of the library movie licensing agreement, Mr. Hadelер responded that the library's license will not cover outdoor performances. He learned that licensing agreements are very different for libraries and parks & recreation departments: the library's license covers all indoor performances for the year, whereas the license for the parks and recreation departments covers one outdoor showing.
- Mr. Hader reported that the majority of staff computers are five or six years old and plans to begin replacing them. We have allocated about \$6,000 a year in capital funds for computer replacement. Older staff computers will be re-used as public computers for a year or two, totaling eighteen public computers.
- Mr. Hadelер requested if anyone with feedback on the new website to email him separately. The library is targeting a launch in October 2020.
- Mr. Hadelер reported we are about 75% through the RFID tagging project, with the goal of introducing the self-checkout kiosks to the public on Thursday, October 1<sup>st</sup>.

**Statistical Reports:** The statistical reports for August 2020 were acknowledged.

- Mr. Hadelер reported that overall, the library feels busy:
  - People are coming in, checking out their items and leaving shortly thereafter.
  - Last week, we had two days where over a 1,000 items were checked out. Circulation has been healthy in September.

- After school, the kids have been good and far fewer parents are queuing up in the parking lot after school, compared to what is typically seen.

### **Committee Reports:**

#### Meet the Candidates Night –

- Mr. Hadelers reported that the committee met Saturday morning. The report was sent out by email, which included their thoughts and ideas for the event.
- Ms. Cassotis reported the following plans for this year's event:
  - The event will be conducted entirely online through Zoom.
  - Meet the Candidates: Mayor
    - Mayoral candidates will be given a total of eight questions, one will be given in advance. The second question will be a follow-up based upon the candidate's response to the first question. The remaining questions will remain confidential to the candidates and co-moderators until the night of the event.
    - The mayoral candidates will be asked questions in rotation, in the order determined in advance of the event.
  - Meet the Candidates: Council
    - Council candidates will be given a total of five questions, one will be given in advance. The second question will be a follow-up based upon the candidate's response to the first question. The remaining questions will remain confidential to the candidates and co-moderators until the night of the event.
    - The council candidates will be asked questions in rotation, in the order determined in advance of the event.
  - Mr. Grob and Mr. Lee will form a sub-committee to select the questions. Ms. Cassotis and Mr. Koster will act as co-moderators and will not know the questions in advance, except for the first question given to the candidates. Mr. Hadelers will run the zoom session.
- Note: After the September 16, 2020 board meeting, the sub-committee members were changed as follows:
  - Question selection: Mr. Grob and Mr. Koster
  - Moderators: Mr. Lee and Ms. Cassotis.
- We will host a meeting to formally educate the candidates for mayor and council on the format and disclose the first question.
- On October 6<sup>th</sup> in the evening, the committee will have a dry run to test the equipment and resolve any technical issues in advance.
- Mr. Hadelers reported the following:
  - We have received confirmations from three of the candidates.
  - We will be running the event as a Zoom webinar, not a meeting, so that only the candidates and moderators will be on screen. Up to five hundred people can attend. The candidates and the moderators will be on the screen. A timer will also be on display for everyone to see the remaining time.
  - We need help getting the word out to the community to submit questions for the candidates.

### **Friends of Mahwah Library Report:**

#### **Correspondence:**

#### **Old Business:**

#### **New Business:**

- Mr. Hadelers stated that Library administration recommends going ahead with indefinitely extending the current fine free policy for the majority of our items. The extension excludes items that are high demand, current best-sellers, popular DVDs, museum passes and devices. The board discussed permanently extending the fine free policy.

A motion was made by Mr. Koster and seconded by Mr. Wolf to extend the current fine free policy until the October meeting when a formal policy and guidelines have been compiled. Motion passed unanimously.

- Mr. Hadelier made a request to transfer money in the children's material budgets, explaining that when we were closed we moved a lot of money into eBook and eContent lines. The children's department is having trouble finding great eContent and would like \$2,500 moved back into physical materials to purchase read-a-long Wonderbooks.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Wolf to approve the transfer of money in the children's material budgets, \$2,500 from on-line services to library materials.

Roll Call:

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

Motion passed unanimously.

- 2021 Holidays and Closings Schedule – Mr. Hadelier noted that since the referendum passed, there are no longer summer hours during July and August. We are able to offer extended hours, 62 hours/week, year round.

A motion was made by Mr. Wolf and seconded by Mr. Wendrychowicz to approve the 2021 holidays and closings schedule. Motion passed unanimously.

**Trustee Education:** Mr. Wendrychowicz stated that he sent out an email that explains the virtual trustee training coming up.

- On October 1<sup>st</sup> is BCCLS Trustee Development webinar from 7 pm to 8:30 pm, "Trustee 101 for the New & Newer Trustee" (1 credit).
- On October 17<sup>th</sup> is NJLA/NJLTA virtual Trustee Institute from 9 am to 1 pm (7 credits).
- On October 29<sup>th</sup> is BCCLS Trustee Development webinar from 7 pm to 8:30 pm, "Trustee 201 for the Seasoned Trustee (1 credit).

**Public Session:**

A motion was made at 8:42 PM by Ms. Cassotis and seconded by Mr. Wendrychowicz to open the meeting to the public. Motion passed unanimously.

A motion was made at 8:42 PM by Ms. Cassotis and seconded by Mr. Orlich to close the meeting to the public. Motion passed unanimously.

**Executive Session:**

**Upcoming Meeting Dates:**

- Tuesday, 9/22, 7pm – BCCLS Webinar, “Your Friends Group in the Virtual Age.”
- Thursday, 10/1, 7pm – BCCLS webinar, “Trustee 101 for the New & Newer Trustee.”
- Tuesday, 10/13, 7:30pm – Meet the Candidates for Mayor.
- Tuesday, 10/20, 7:30pm – Meet the Candidates for Town Council.
- Wednesday, 10/21, 7:30pm – Board of Trustees regular monthly meeting.
- Thursday, 10/29, 7pm – BCCLS webinar, “Trustee 201 for the Seasoned Trustee.”

**Adjournment:**

A *motion* was made by Mr. Koster and seconded by Mr. Orlich to adjourn the meeting at 8:43 PM. *Motion* passed unanimously.

Respectfully submitted,

Zoe Cassotis  
Secretary