

BOARD OF TRUSTEES MONTHLY MEETING

Tuesday, December 17, 2019 at 7:30pm  
**Meeting will be held in the Large Meeting Room**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ANNOUNCEMENT OF OPEN PUBLIC MEETING NOTICE
  - a. In compliance with the New Jersey Open Public Meetings Act, this meeting was announced in the Bergen Record, on the Library's website, and on signs posted at the Library entrances.
4. PUBLIC PORTION
5. SECRETARY'S REPORT
  - a. Approval of Minutes of Prior Meetings: ACTION
    - i. Minutes of the regular meeting held Wednesday, November 20, 2019, in the Mahwah Public Library.
6. TREASURER'S REPORT
  - a. Approval of Financial Reports: ACTION
    - i. Operating Budget vs Actual as of November 30, 2019.
    - ii. Operating & Capital Account Balances as of November 30, 2019.
    - iii. Operating & Capital Account Reconciliation as of November 30, 2019.
  - b. Approval of Bills for Payment: ACTION
    - i. Bills for payment from the Operating Fund for December 2019 totaling \$39,443.73.
    - ii. Bills for payment from the Capital Fund for December 2019 totaling \$35,228.28.
7. DIRECTOR & STAFF REPORTS INFORMATION
  - a. Library activities, November/December 2019. Updates on community relations, budget and finance, personnel issues, technology, facilities, status of capital projects and other library operations.
8. STATISTICAL REPORTS INFORMATION
  - a. Statistical summary, November 2019.
  - b. Program details with attendance and cost, November 2019.
9. COMMITTEE REPORTS INFORMATION
10. FRIENDS OF MAHWAH LIBRARY REPORTS INFORMATION
  - a. The Friends did not meet in November.
11. CORRESPONDENCE ACTION

## 12. OLD BUSINESS

## INFORMATION/ACTION

- a. Draft 2020 Budget. The revised draft includes adjustments to a number of individual budget categories, including personnel, benefits, collections, programs and technology based on feedback from the Board of Trustees and staff. The format is also slightly updated based on suggestions from the Board.
- b. Restructuring. A plan to restructure several departments, notably integrating Children's and Teen Services into a single Youth Services department, was introduced at the November Board meeting and is pending Board approval or further review.

## 13. NEW BUSINESS

## ACTION

- a. Award of contract for cleaning services and janitorial services from Jan – Dec 2020 to Amava Janitorial of Mahwah, NJ, for \$27,120 plus windows cleaning ("Option A") for \$820.
- b. Award of contract for routine HVAC maintenance from Jan – Dec 2020 to Armistead Mechanical of Waldwick, NJ, for \$5,500 plus condenser coil cleaning ("Option A") for \$442.50 per unit or \$1,780 for all nine units.
- c. Request for leave of absence. An employee has requested a leave of absence for the month of January. Per Library policy, leaves of absence must be approved by the Board.

## 14. TRUSTEE EDUCATION

## INFORMATION

- a. Review of BCCLS trustee development program, "Hot Topics for Trustees: Working with the Community, Relationships, Legislation and more."

## 15. PUBLIC PORTION

## 16. ADJOURNMENT

## UPCOMING MEETINGS & EVENTS

## INFORMATION

- a. Thursday, 12/19 – Library staff development 1pm – 5pm; trustees are warmly welcomed to join the festivities!
- b. Tuesday, 12/24 – Library closed for Christmas Eve
- c. Wednesday, 12/15 – Library closed for Christmas Day
- d. Tuesday, 12/31 – Library closed for New Year's Eve
- e. Wednesday, 1/1/2020 – Library closed for New Year's Day
- f. Wednesday, 1/15/2020, 7:30pm – regular monthly meeting of the Board of Trustees.