

BOARD OF TRUSTEES MONTHLY MEETING

Wednesday, February 19, 2020 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, January 15, in the Mahwah Public Library.
6. TREASURER'S REPORT
 - a. Approval of Financial Reports: ACTION
 - i. Operating Budget vs Actual as of January 31, 2020.
 - ii. Operating & Capital Account Balances as of January 31, 2020.
 - iii. Operating & Capital Account Reconciliation as of January 31, 2020.
 - b. Approval of Bills for Payment: ACTION
 - i. Bills for payment from the Operating Fund for February 2020 totaling \$69,108.27.
 - ii. *There are no bills for payment from the Capital Fund this month.*
7. DIRECTOR & STAFF REPORTS INFORMATION
 - a. Library activities, January/February. 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, January 2020.
 - b. Program details with attendance and cost, January 2020.
9. COMMITTEE REPORTS INFORMATION
10. FRIENDS OF MAHWAH LIBRARY REPORTS INFORMATION
 - a. The Friends are in the process of updating their website. They are using a new theme that is oriented towards charitable organizations and giving. They identified a new credit card processor with lower fees for online payments and are integrating this service into the new site.

They are looking forward to a spring membership meeting and a membership drive in conjunction with summer reading.

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| 11. CORRESPONDENCE | ACTION |
| 12. OLD BUSINESS | INFORMATION/ACTION |
| 13. NEW BUSINESS | ACTION |
| a. Duct cleaning proposals. As discussed at the January Board meeting, Library administration requested quotes to clean HVAC ducts throughout the building from several firms. Based on price, administration recommends Dr. X Duct Cleaning in North Plainfield at a cost of \$12,550. | |
| b. Nominating Committee. Creation of an ad hoc Nominating Committee. The Committee will prepare and present a slate of candidates for office to be voted on at the Annual Meeting in March. | |
| 14. TRUSTEE EDUCATION | INFORMATION |
| 15. PUBLIC PORTION | |
| 16. ADJOURNMENT | |

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| UPCOMING MEETINGS & EVENTS | INFORMATION |
| a. Wednesday, 3/18, 7:30pm – Board of Trustees annual meeting and reorganization. | |
| b. Wednesday, 3/18, 8pm – Board of Trustees regular monthly meeting, immediately following the annual meeting. | |
| c. Wednesday, 4/15, 7:30pm – Board of Trustees regular monthly meeting. | |
| d. Wednesday, 5/20, 7:30pm – Board of Trustees regular monthly meeting. | |