

BOARD OF TRUSTEES MONTHLY MEETING

Wednesday, April 15, 2020 at 7:30pm

Meeting will be conducted ONLINE

In order to promote social distancing and take reasonable precautions to safeguard the health of trustees, staff and public in attendance, Library meetings will be conducted online until further notice.

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.
 - b. This meeting is taking place online. N.J.S.A 10:4-8(b) authorizes local units to conduct public meetings through use of streaming services and other online meeting platforms. Information on accessing this public meeting has been posted to 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) or using the "chat" feature in the conferencing software.
4. PUBLIC PORTION
5. SECRETARY'S REPORT
 - a. Approval of Minutes of Prior Meetings: ACTION
 - i. Minutes of the regular meeting held Wednesday, February 19, in the Mahwah Public Library.
 - ii. *The annual and monthly meetings originally scheduled for March 18 were cancelled due to the COVID-19 outbreak.*
6. TREASURER'S REPORT
 - a. Approval of Financial Reports: ACTION
 - i. Operating Budget vs Actual as of February 29.
 - ii. Operating Budget vs Actual as of March 31.
 - iii. Operating & Capital Account Balances as of February 29.
 - iv. Operating & Capital Account Balances as of March 31.
 - v. Operating & Capital Account Reconciliation as of February 29.
 - vi. *Operating & Capital Account Reconciliation as of March 31 will be distributed prior to the Board meeting, pending staff availability.*
 - b. Approval of Bills for Payment: ACTION
 - i. Bills for payment from the Operating Fund for March, totaling \$52,093.58.

- ii. Bills for payment from the Capital Fund for March, totaling \$12,550.00.
 - iii. *Bills for payment from the Operating Fund for April will be distributed prior to the Board meeting, pending staff availability.*
- c. Approval of Draft Audit ACTION
 - i. Draft 2019 audit, pending release of GASB 68 information on pensions and other employee benefits from the State.
- 7. DIRECTOR & STAFF REPORTS INFORMATION
 - a. Library activities, February/March. Updates on community relations, budget and finance, personnel issues, technology, facilities, status of capital projects and other library operations.
 - b. Library activities, March/April. Updates on activities during COVID-19 health crisis while staff work from home pursuant to the Governor's "stay at home" executive order.
 - c. Security walk through. Summary of security recommendations made by Mahwah Police during a walk-through of the building on March 9. Formal recommendations will be forthcoming based on Board input.
- 8. STATISTICAL REPORTS INFORMATION
 - a. Statistical summary, February 2020.
 - b. Statistical summary, March 2020.
 - c. Program details with attendance and cost, February 2020.
 - d. Program details with attendance and cost, March 2020.
- 9. COMMITTEE REPORTS INFORMATION
- 10. FRIENDS OF MAHWAH LIBRARY REPORTS INFORMATION
 - a. The Friends have not met recently due to the current health crisis. Their annual meeting, originally scheduled for April 13, will be rescheduled.
- 11. CORRESPONDENCE ACTION
- 12. OLD BUSINESS INFORMATION/ACTION
- 13. NEW BUSINESS ACTION
 - a. 2020 Landscape Maintenance Services. Based on the responses to a Request for Quote issued in February, administration recommends the contract for landscaping maintenance services be awarded to Green Meadows Landscaping of Oakland NJ at a cost of \$7,650.00.
 - b. Winter Room lighting safety concerns. During routine service to one of the large pendant lights in the Winter Room, the mounting nut failed leaving the fixture supported only by the electrical wires. All pendant lights were removed pending repair or replacement.
- 14. TRUSTEE EDUCATION INFORMATION
- 15. PUBLIC PORTION
- 16. ADJOURNMENT
- UPCOMING MEETINGS & EVENTS INFORMATION

In order to promote social distancing and take reasonable precautions to safeguard the health of trustees, staff and public in attendance, Library board meetings will be conducted ONLINE until further notice.

 - a. Wednesday, 5/20, 7:30pm – Board of Trustees regular monthly meeting.
 - b. Wednesday, 6/17, 7:30pm – Board of Trustees regular monthly meeting.

- c. *No regularly scheduled meetings in July and August.*