

BOARD OF TRUSTEES MONTHLY MEETING

Wednesday, May 20, 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 annual meeting held Wednesday, April 15, conducted online
 - ii. Minutes of the monthly meeting held Wednesday, April 15, conducted online.
6. TREASURER'S REPORT
 - a. Approval of Financial Reports: ACTION
 - i. Operating Budget vs Actual as of April 30.
 - ii. Operating & Capital Account Balances as of April 30.
 - iii. Operating & Capital Account Reconciliation as of April 30.
 - b. Approval of Bills for Payment: ACTION
 - i. Bills for payment from the Operating Fund in May, totaling \$35,843.56.
 - ii. There are no bills for payment from the Capital Fund in May.
 - c. Reporting Future Capital Expenses ACTION
 - i. Presentation of a new format for reporting future capital expenses developed by Mr. Frank Orlich.
 - d. Reallocating Material Budgets to Online Services INFORMATION

- i. Budgets for library materials were reallocated, with additional funds transferred to online content and services from physical books and media as the current stay-at-home orders are extended and use of online services continues to grow.

7. DIRECTOR & STAFF REPORTS INFORMATION

- a. Library activities, April/May. Updates on community relations, budget and finance, personnel issues, technology, facilities, status of capital projects and other library operations.
- b. Staff continuing education activities. Summary of webinars and online programs staff have attended while working from home.

8. STATISTICAL REPORTS INFORMATION

- a. Statistical summary, April 2020.
- b. Program details, April 2020.

9. COMMITTEE REPORTS INFORMATION

- a. Security Measures. The ad hoc committee formed to review security measures and concerns introduced at the April meeting is scheduled to meet 5/14 and an update will be presented at the May meeting.

10. FRIENDS OF MAHWAH LIBRARY REPORTS INFORMATION

- a. The Friends have not met recently due to the current health crisis.

11. CORRESPONDENCE ACTION

12. OLD BUSINESS INFORMATION/ACTION

- a. Recommendations for Winter Room lighting. In April, the Board requested Administration identify options for replacing or repairing the Winter Room lights after the swiveling ball nut supporting one of the globes broke.

13. NEW BUSINESS ACTION

- a. Late Fee Free Summer. Formalizing the Library's decisions to eliminate on overdue fines on most materials, excluding devices and museum passes, during June, July and August. Only overdue fines will be eliminated, the Library will continue to charge for lost items.
- b. Draft staged reopening plan. Administration worked with the management team and staff to develop a staged reopening plan that balances resuming services against staff and public health.
- c. Recommendations for RFID tagging and self-service. Transitioning to Radio Frequency Identification (RFID tags) and self-service kiosks are a major component of the Library's long-range plan. Administration recommends moving ahead with tagging the collection and adding self-service to promote social distancing and reduce physical contact between staff, patrons and materials.
- d. Meet the Candidates Night. In previous years, the Board hosted successful meet the candidates nights every year. Planning should begin soon if we are going to host this again this year. Considerations include improving our ability to stream the event.

14. TRUSTEE EDUCATION INFORMATION

15. EXECUTIVE (CLOSED) SESSION ACTION

- a. Review the Director's 2019 annual evaluation and compensation for 2020.

16. PUBLIC PORTION

17. 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, 6/17, 7:30pm – Board of Trustees regular monthly meeting.
- b. No regularly scheduled meetings in July and August.