

BOARD OF TRUSTEES MONTHLY MEETING

Wednesday, June 17, 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, May 20, conducted online
6. TREASURER'S REPORT
  - a. Approval of Financial Reports: ACTION
    - i. Operating Budget vs Actual as of May 31.
    - ii. Operating & Capital Account Balances as of May 31.
    - iii. Operating & Capital Account Reconciliation as of May 31.
  - b. Approval of Bills for Payment: ACTION
    - i. Bills for payment from the Operating Fund in May, totaling \$23,356.29.
    - ii. There are no bills for payment from the Capital Fund in May.
7. DIRECTOR & STAFF REPORTS INFORMATION
  - a. Library activities, May/June. 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.

- c. Updated phased reopening plan. The phased reopening plan was updated with input from staff, taking current guidelines and best practices from BCCLS, the Township, and State organizations into consideration.
- 8. STATISTICAL REPORTS INFORMATION
  - a. Statistical summary, May 2020.
  - b. Program details, May 2020.
- 9. COMMITTEE REPORTS INFORMATION
- 10. FRIENDS OF MAHWAH LIBRARY REPORTS INFORMATION
  - a. The Friends have not met recently due to the ongoing health crisis.
- 11. CORRESPONDENCE ACTION
- 12. OLD BUSINESS INFORMATION/ACTION
  - a. Meet the Candidates Night: In previous years, the Board hosted successful meet the candidates' nights every year. Planning should begin this month if we are going to host this again this year. Considerations include improving our ability to stream the event. As requested by the Board, Administration sought information from Swagit Productions to install and manage a multi-camera broadcast system in the Winter Room; their proposal is included.
  - b. Security Measures: Library Administration requested information from the Township's insurance consultant regarding concerns raised at the May Board meeting; we await a reply.
  - c. Security Measures: Information regarding the feasibility and cost to add cellular data service as a redundant internet service provider (ISP) for the telephone system, and specifically for emergency and 911 calls.
- 13. NEW BUSINESS ACTION
  - a. Recommendation to award a contract for website design and development services.  
*Information will be provided prior to the meeting.*
  - b. Recommendation to award a contract for elevator maintenance and repair services.  
*Information will be provided prior to the meeting*
- 14. TRUSTEE EDUCATION INFORMATION
  - a. Letter to Governor Murphy from the New Jersey Taskforce on Post COVID-19 Alignment, Trends and Strategies (TOPCATS) regarding reopening libraries across the state. Library Administration is scheduled to take part in a TOPCATS meeting on 6/12 to discuss reopening with state officials.
- 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. No regularly scheduled meetings in July and August.
  - b. Wednesday, 9/16, 7:30pm – Board of Trustees regular monthly meeting.
  - c. Wednesday, 10/21, 7:30pm – Board of Trustees regular monthly meeting.