

BOARD OF TRUSTEES MONTHLY MEETING

Wednesday, December 16, 2020 at 7:00pm

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. WELCOMING NEW TRUSTEES ACTION
 - a. Welcoming Hon. Jim Wysocki as the new Mayor.
 - b. Welcoming and swearing in Mr. Robert Ferguson as the Mayor's Alternate and Town Council Liaison.
 - c. Welcoming and swearing in Ms. Zoe Cassotis as a reappointed Trustee. Ms. Cassotis' term is January 1, 2021 – December 31, 2025.
 - d. Welcoming and swearing in Ms. Sharon Javer as a returning Trustee. Ms. Javer's term is January 1, 2021 – December 31, 2025.
6. SECRETARY'S REPORT
 - a. Approval of Minutes of Prior Meetings: ACTION
 - i. Minutes of the monthly meeting held December 16, 2020, conducted online
7. FINANCIAL REVIEW
 - a. Approval of Financial Reports: ACTION
 - i. Operating Budget vs Actual as of December 31, 2020.
 - ii. Operating & Capital Account Balances as of December 31, 2020.
 - iii. Operating & Capital Account Reconciliation as of December 31, 2020.
 - iv. *Note: FY 2020 Financials will be finalized pending a review by the library's accountant.*

- b. Approval of Bills for Payment: ACTION
 - i. Bills for payment from the Operating Fund in December 2020, totaling \$44,110.56.
 - ii. Bills for payment from the Operating Fund in January 2021, totaling \$29,531.89.
 - iii. Bills for payment from the Capital Fund in December 2020, totaling \$28,4769.50
 - c. Capital Projects Schedule
 - i. Projected Funding for Capital Projects. Updated schedule of approved current and forthcoming capital projects and ideas for reorienting capital projects in light of the ongoing pandemic and shifting patterns of library use.
- 8. OPERATIONAL REVIEW INFORMATION
 - a. Library activities, December 2020/January 2021. Updates on community relations, budget and finance, personnel issues, technology, facilities, status of capital projects and other library operations.
 - b. Statistical summary, December 2020.
 - c. Program details, December 2020.
 - d. Capital projects update. Library Administration continued discussions with representatives from Boswell Engineering regarding repairs to the parking lot and driveway, installation of a solar canopy, and establishing a walking path to neighboring parking lots.
- 9. FRIENDS OF MAHWAH LIBRARY REPORTS INFORMATION
 - a. The Friends have decided to postpone all meetings until the spring of 2021 when they hope to host an in-person annual meeting.
- 10. CORRESPONDENCE INFORMATION
- 11. OLD BUSINESS INFORMATION/ACTION
 - a. Revised Bylaws. Distribution of revised Bylaws, as approved by the Board during their December 2020 meeting. *Information only – no action necessary.*
 - b. Amendments to the Code of Conduct. Recommendation to extend the temporary amendments to the Code of Conduct to promote the health and wellbeing of library visitors and staff during the COVID-19 pandemic.
- 12. NEW BUSINESS ACTION
 - a. Resolution 2020-01 authorizing the award of a professional services contract for financial accounting services to HBK CPAs and Consultants in Clark, NJ, with total fees not to exceed \$5,000 for the year without prior written approval of the Board of Trustees. The hourly rates for Partners has increased 3% from last year; rates hourly rates for Managers, Senior Associates, and Staff Associates are unchanged.
 - b. Resolution 2020-02 authorizing the award of a professional services contract for general legal counsel to Price, Meese, Shulman & D'Arminio Attorneys at Law in Woodcliff Lake, NJ, with total fees not to exceed \$10,000 for the year without prior written approval of the Board of Trustees. All hourly rates are unchanged from last year.
 - c. Resolution 2020-03 authorizing the award of a professional services contract for financial auditing services to Garbarini & Co. P.C. Certified Public Accountants in Carlstadt, NJ, with total fees not to exceed \$6,000 for the year without prior written approval of the Board of Trustees. The contract amount is unchanged from last year.
 - d. Resolution 2020-04 authorizing the award of non-fair and open contact for library materials to Amazon.com.
 - e. Resolution 2020-05 authorizing the award of a non-fair and open contract for library materials to Baker & Taylor, LLC.

- f. Resolution 2020-06 authorizing the award of a non-fair and open contract for library materials to Midwest Tape, LLC.
- g. Resolution 2020-07 authorizing the award of a non-fair and open contract for library materials to Overdrive.
- h. Resolution 2020-08 authorizing the Library to participate in a cooperative pricing agreement with the Educational Services Commission of New Jersey for the purchase of goods and services.
- i. Resolution 2020-09 authorizing the Library the use of New Jersey State contracts for the purchase of goods and services.
- j. Resolution 2020-10 authorizing the award of a non-fair and open contract for the design of artistic and creative enhancements to the Teen Room to Janice Davis Design, LLC, in Brooklyn, NY with total design fees for the project not to exceed \$8,000 without prior written approval of the Board of Trustees.

13. TRUSTEE EDUCATION

INFORMATION

- a. Kurt Hadelor will be presenting a workshop on Mahwah's experience with the Johnson Act and increasing our municipal appropriation to the New Jersey Library Trustee Association on February 3.

14. PUBLIC PORTION

15. 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, 2/3/2021, 6:30pm – NJLTA program on the Johnson Act and referendums increasing library millage rates.
- b. Monday, 2/15/2021 – Library Closed, Presidents' Day.
- c. Wednesday, 2/17/2021, 7pm - Board of Trustees regular monthly meeting.
- d. Wednesday, 3/17/2021, 7pm – Board of Trustees regular monthly meeting.
- e. Friday, 4/2/2021 – Sunday, 4/4/2020 – Library Closed, Easter Weekend.