

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
January 21, 2015

Call to Order: Mr. Wendrychowicz, President, called the meeting to order at 7:30 PM.

Attendance:

Public: Frank Covelli, Professional Insurance Associates (PIA)

Present:

Mr. Alderisio
Ms. Clarkin
Mr. Grob
Mr. Lee
Mr. Spiech
Mr. Wendrychowicz
Mr. Wolf
Mr. Haderler
Ms. Moonitz
Ms. Mercadante

Absent:

Mayor Laforet
Dr. Schoen

Pledge of Allegiance

Public Comment:

Secretary's Report:

A *motion* was made by Mr. Alderisio and seconded by Mr. Koster to accept the minutes from the December 17, 2014 monthly meeting. *Motion* passed unanimously.

Treasurer's Report:

Mr. Wolf reviewed the December 2014 Treasurer's Report and highlighted the following for the year;

- Total revenue for the year was slightly higher than budgeted mostly related to income from DVD rentals, copies and prints, reciprocal borrowing, sales of library materials and unanticipated gifts.
- Total expenses for the year were 3.2% under budget.
 - Personnel expense was approximately \$44,000 under budget due mostly to unpaid sick leave, positions that were unfilled for part of the year and turnover.
 - Optical reimbursement expense increased slightly over budget. Mr. Haderler explained that this expense can fluctuate since full-time employees with medical benefits are eligible for up to \$250 per calendar year towards reimbursement for the cost of eye examinations, lenses, frames, or contact lenses. If unused, the benefit can be carried over up to 2 years.
 - Over \$15,000 was saved in electric costs; Mr. Haderler attributes this savings to reduced rates received through the Middlesex Regional Educational Services Commission (MRESC) and a mild summer.
 - Mr. Koster questioned if furniture fixtures and equipment was over due to the new teen area. Mr. Haderler explained that the teen area renovation was taken out of capital funds. There were other equipment purchases that were made at the end of the year that overran the budget.
 - There was some fluctuation in the library materials budgets; some were over budget and a few were under. Notably, digital services were under \$6,000 under budget; Mr. Haderler explained

that late in the year a few of the major digital subscriptions were taken over by BCCLS and is now part of our BCCLS bill. Overall, library materials were slightly under budget.

- Tuition reimbursement is over by \$900 due to one additional staff member due to a new full-time staff member who is enrolled in an MLS program.
- Direct maintenance was over budget for the year due to the necessary replacement of the exterior structural beam and parking lot repairs.

A motion was made by Mr. Koster and seconded by Ms. Clarkin to accept the December 2014 Treasurer's Report. Motion passed unanimously.

Roll Call:

Mr. Alderisio - yes
Ms. Clarkin - yes
Mr. Grob - yes
Mr. Koster - yes
Mr. Lee - yes
Mr. Spiech - yes
Mr. Wendrychowicz - yes
Mr. Wolf – yes
Mayor Laforet – absent
Dr. Schoen - absent

Motion passed.

A motion was made by Ms. Clarkin and seconded by Mr. Lee to approve the December 2014 Bills for Payment.

Roll Call:

Mr. Alderisio - yes
Ms. Clarkin - yes
Mr. Grob - yes
Mr. Koster - yes
Mr. Lee - yes
Mr. Spiech - yes
Mr. Wendrychowicz - yes
Mr. Wolf – yes
Mayor Laforet – absent
Dr. Schoen - absent

Motion passed.

President's Report:

- Appointment of Trustee: Mr. Wendrychowicz congratulated Mr. Lee on his appointment to a five year term on the Board of Trustees. Mr. Lee took the Trustee oath of office that was administered by Mr. Wendrychowicz.
- Mr. Wendrychowicz reported that he is now a member of the executive board of the New Jersey Library Trustee Association (NJLTA).
- Mr. Wendrychowicz stated that he has been promoting the Library on the Mahwah Mom's website by posting information about the Library.

- Post-Retirement Medical Insurance Policy: Mr. Wendrychowicz reported that during the Board's analysis of the medical insurance premiums last year he met with Mr. Hadelers and Frank Covelli, a risk management professional from Professional Insurance Associates (PIA). The cost of insuring spouses and other non-employees after retirement was identified as an area of long-term concern. Mr. Wendrychowicz presented the Board with a proposed change to the Library's policy that clarifies post-retirement medical benefits. Mr. Wendrychowicz introduced Mr. Covelli and invited him to explain post-retirement medical benefits as well as answer questions for the Board. The following was discussed:
 - Mr. Covelli explained that Library is part of the Township's pool for reinsurance but its premiums are now developed separately based on the Library employee's claims experience and its "alternative" plan design. He said that the Library can negotiate and set its own policy, separate from the Township's and that it is important have a clear policy on post-retirement medical benefits that is not open to interpretation. Mr. Covelli was concerned that an ambiguous policy can lead to unforeseen insurance costs or possible legal action.
 - Mr. Wendrychowicz stated that the current policy is unclear with regards to employees' spouses' eligibility to receive benefits after the employee retires. The proposed policy change clarifies that only former library employees are eligible for post-retirement benefits. In addition, it offers a supplemental payment option in lieu of medical insurance as a choice for retirees with over 25 years of full-time service to the Library. This option is for employees who have coverage through a spouse, or can be used to purchase Medigap or other insurance.
 - Mr. Hadelers reported that currently 14 people are covered under the Library's medical insurance. There are 13 active employees and 1 retiree. The active employees have between 1 and 31 years of service and all contribute to the cost of medical insurance per Chapter 78. He stated that the current policy requires retirees who receive medical benefits to notify the Library and Township when they become eligible to receive Medicare. However, there is no change in medical insurance premiums for Medicare enrollees.
 - Mr. Lee questioned what other libraries are doing. Mr. Hadelers answered that there is no comprehensive survey of the 76 BCCLS libraries, but he suspects many are following their municipality. There is talk of a BCCLS-wide medical benefits survey being developed.
 - Ms. Clarkin asked Mr. Covelli what he would recommend. Mr. Covelli stated that it is always better to take someone off your insurance policy than to keep them on. He said a supplemental cash payment decreases the Library's medical insurance expenses and offers the employee the ability to make their own decisions in selecting post-retirement coverage. Mr. Covelli offered to assist a sub-committee develop a policy that would then be brought back to the Board for approval.
 - Mr. Spiech stated and Mr. Hadelers agreed that if the policy is changed we need to protect the current employees
 - Mr. Spiech cautioned against getting too far away from the Township's policy.
 - Mr. Koster summarized the questions that need to be answered with regard to post-retirement medical benefits as follows:
 - Do we want to provide post-retirement benefits?
 - Do you want to provide post-retirement benefits until 65 or for life?
 - If you want to provide post-retirement benefits for life is it for the employee, employee and spouse, or employee and family?
 - If you decide to provide post-retirement benefits is the benefit a cash payment to secure medigap or get them to 65 and then provide cash, or just provide the cash?
 - Mr. Hadelers recommended that the Board take Mr. Covelli up on his offer, and form a sub-committee tasked with revising the medical insurance policy. Mr. Wendrychowicz stated that the

sub-committee will include himself, Mr. Koster, Ms. Clarkin, Mr. Hadelers and Mr. Covelli. The committee will meet before the February meeting and return to the Board with a revised proposal.

Director's Report:

- Mr. Hadelers reported that we had well over 200 people at a concert at the beginning of January and over 180 people at a concert two weeks ago. The popularity of the concerts continues to increase and with that there is a need to accommodate an ever increasing audience.
 - Mr. Hadelers proposed that one long-term solution is using the large meeting room for overflow, replacing the monitor with either a larger monitor or a projector and screen and installing a better sound system so that concerts can be broadcast from upstairs to downstairs. Mr. Hadelers felt that this would address the problem but felt that the next issue will be parking if the programs continue to grow in popularity.
 - Mr. Lee questioned if Mahwah residents receive seating preference for popular concerts. Mr. Hadelers stated that the practicality of requiring proof of residency during admission is challenging and he is hesitant to put up barriers to attending programs.
 - Mr. Spiech suggested that Mahwah resident's pick-up tickets in advance as a way to give preference to Mahwah residents/tax-payers. Mr. Hadelers stated that he would consider this option.
 - Mr. Hadelers reported that he has met with Township construction officials to get occupancy ratings for the Winter room and will work with staff to make sure we are in compliance.
- On behalf of the Board, Mr. Wendrychowicz commended Mr. Hadelers on the lower level teen room cost update and savings.
- Mr. Hadelers reported that he is working on guidelines for bringing food into the Library with an update to the Code of Conduct, currently food is allowed in designated areas.

Committee Reports:

Nominating Committee – Mr. Spiech and Mr. Grob accepted Mr. Wendrychowicz's appointment to the nominating committee. Nominations will be open until the March annual meeting when they will be voted on.

Buildings & Grounds:

Mr. Wendrychowicz reported that there are potholes in the parking lot that are getting larger and requested that Mr. Hadelers make a call to the DPW. Mr. Hadelers stated that he would have Scott fill the holes in with cold patch when there is a break in the weather. He noted that the parking lot will need to be resurfaced at some time.

Monthly Statistical Reports: The December 2014 statistical reports were acknowledged. Ms. Clarkin noticed that pc use was down for the year and questioned if this is due to people bringing in their own lap tops and other wireless devices. Mr. Hadelers stated that he believes it is and added that we will begin to record statistics for patrons connecting to the Library's Wi-Fi in order to comply with state requirements.

Old Business:

None.

New Business:

A motion was made Mr. Spiech and seconded by Mr. Lee to approve the following Resolutions:

- Resolution 2015-02; Price, Meese, Shulman & D'Arminio, Attorneys at Law, as general counsel for the Library from January 1, 2015 through December 31, 2015.
- Resolution 2015-03; Baker & Taylor, Award of Non-Fair and Open Contract to supply Library Materials.
- Resolution 2015-04; Amazon.com, Award of Non-Fair and Open Contract to supply Library Materials.
- Resolution 2015-05; Midwest Tape, Award of Non-Fair and Open Contract to supply Library Materials.
- Resolution 2015-06; Authorization to Use State Contracts
- Resolution 2015-07; Authorization to Enter Into Cooperative Pricing Agreement with Middlesex Regional Educational Services Commission.

Roll Call:

Mr. Alderisio - yes
Ms. Clarkin - yes
Mr. Grob - yes
Mr. Koster - yes
Mr. Lee - yes
Mr. Spiech - yes
Mr. Wendrychowicz - yes
Mr. Wolf – yes
Mayor Laforet – absent
Dr. Schoen - absent

Motion passed.

A motion was made Mr. Koster seconded by Mr. Lee to approve Resolution 2015-01; Spire Group, CPA's and Consultants, as accountant for the Library from January 1, 2015 through December 31, 2015.

Mr. Koster questioned if Mr. Hadelar was satisfied with the accountant's services. Mr. Hadelar reported that he is pleased with Spire Group and in fact their initial work has led to a more efficient system.

Roll Call:

Mr. Alderisio - yes
Ms. Clarkin - yes
Mr. Grob - yes
Mr. Koster - yes
Mr. Lee - yes
Mr. Spiech - yes
Mr. Wendrychowicz - yes
Mr. Wolf – yes
Mayor Laforet – absent
Dr. Schoen - absent

Motion passed.

A motion was made Mr. Spiech seconded by Mr. Grob to approve Resolution 2015-08; John Montoro Architectural Group for architectural and design services from January 1, 2015 through December 31, 2015.

Mr. Spiech questioned if there is a retainer for the architect this year. Mr. Hadelar stated that there is no retainer and we will be paying for work performed to finish up the quiet study rooms on the main level. Mr. Spiech asked if we ever received from Mr. Montoro the as-builts when the lower-level was completed. Mr. Hadelar stated that the last set of architectural plans that we have are those that were filed with the Town for the building permit and the certificate of occupancy was issued against for completion of the lower level.

Roll Call:

Mr. Alderisio - yes
Ms. Clarkin - yes
Mr. Grob - yes
Mr. Koster - yes
Mr. Lee - yes
Mr. Spiech - abstain
Mr. Wendrychowicz - yes
Mr. Wolf – yes
Mayor Laforet – absent
Dr. Schoen - absent

Motion passed.

Trustee Education:

Upcoming Meeting Dates:

The next regular monthly meeting will be held on February 18, 2015 at 7:30 PM.

Adjournment:

A motion was made by Mr. Lee and seconded by Mr. Clarkin to adjourn the meeting at 9:39 PM.

Respectfully submitted,

Richard Lee
Secretary