

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
February 18, 2015

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

Attendance:

Public:

Present:

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

Absent:

Mayor Laforet
Dr. Schoen

Pledge of Allegiance

Public Comment:

Secretary's Report:

A *motion* was made by Mr. Wolf and seconded by Ms. Clarkin to accept the minutes from the January 21, 2015 monthly meeting. *Motion* passed unanimously.

Treasurer's Report:

Mr. Wolf reviewed the January 2015 Treasurer's Report and highlighted the following;

- Total expenses for the month of January were below budget due to a few bills that were not received in January, overall we are close to budget.
- Mr. Wolf noted that the library funds the employee's flexible spending reimbursement accounts at the start of the year and employee deductions are made over the course of the year.
- Mr. Lee asked Mr. Hadeler what the Private Contributions account balance will be after payment for the Teen renovation are completed. Mr. Hadeler reported after a few finishing touches that will cost approximately \$8,000 to \$9,000 the remaining balance will be approximately \$50,000. Mr. Hadeler stated that the balance of the Private Contributions account would be used for quiet study rooms on the main level and once that project is complete, the Private Contributions account will be closed.

A *motion* was made by Mr. Lee and seconded by Ms. Clarkin to accept the January 2015 Treasurer's Report and January 2015 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:

Post-Retirement Medical Insurance Policy: Mr. Wendrychowicz opened up the discussion to review the post-retirement medical insurance policy by thanking the sub-committee for their work on the proposed policy that was done with the assistance of Frank Covelli. The following was discussed:

- Mr. Hadelar stated that the proposed policy was sent to Mr. Covelli and Brian Campion, the Township Administrator, for review and both did not respond with any changes prior to the meeting.
- The Board reviewed the proposed policy and all agreed to that the following changes to the policy:
 1. A change to paragraph three to clarify that only the employee is eligible for post-retirement benefits; *"Employees who were hired prior to 1/1/1990 and who retire with twenty-five (25) years of full-time service to the Mahwah Public Library are eligible to receive individual post-retirement medical benefits only for themselves under the Library's medical insurance program;"*
 2. A change to the last line of paragraph three, to read as follows: *"contribution toward the cost of premiums under the insurance program ~~may~~will be required in accordance with applicable Statutes and Agreements."*
 3. A change to clarify the health care plan that is reference in paragraph two: *"For more information, consult the ~~Township of Mahwah Employee Healthcare Plan~~ Library Health Care Plan."*
 4. A change of the date to 4/1/2015 in the last line of the policy, to read as follows: *"Employees who were hired after April 1, 2015 are not eligible to receive post-retirement medical benefits."*
- Mr. Koster requested that the proposed policy be drafted for the March meeting to include all changes that were discussed and agreed upon by the Board. Mr. Hadelar agreed to make the changes and prepare the revised policy for the March meeting.

A motion was made by Mr. Grob and seconded by Mr. Koster to table the decision to approve the proposed post-retirement medical insurance policy until the March meeting. Motion passed unanimously.

- Mr. Lee request that Mr. Hadelar provide the Board with employee information about the full-time employees that includes their age and years of service.

Director's Report: Mr. Hadelar reviewed the following items from the February Director's report:

- We have not received a request for photocopies of documents that were reviewed under an OPRA request by the attorney representing the plaintiff, who fell in the Library last March.
- We received notice this week from Oriental Pacific Maintenance Company, the cleaning contractor that was awarded the contract for 2015 that they are terminating their contract and service will

end on March 31, 2015. Denise Storms was notified and it is required that we send the RFQ out again to the vendors for new quotes.

- The light on the flag pole is being changed to a photo sensor.
- The audio visual company that completed the work in the Winter Room provided an estimate for a camera in the Winter Room that will allow for viewing concerts in the lower level. The approximate cost is \$10,000 for the camera and \$5,000 for the projector downstairs.
- We have not begun to issue advance tickets for Sunday concerts to Mahwah residents but will discuss it with Rebecca Fuchs and Denise Laude when she returns.
- Now that the teen room is complete, we are having a naming competition/contest with entries due March 8th and have scheduled the grand opening for Wednesday, April 1st at 2:15 PM. The hope is that by having the event in the afternoon many of the Board, Town Council, School Board and Administrators and at 2:30 all can see how busy it is after school.
- Mr. Hadeler reported that he will begin to move ahead with the quiet study rooms by meeting with John Montoro to review the plans and would like to see the project completed by the start of the school in September.
- BCCLS has a new Executive Director Marie Coughlin, she comes from the New York Public Library.

Committee Reports:

Buildings & Grounds:

Monthly Statistical Reports: The January 2015 statistical reports were acknowledged. Mr. Wendrychowicz stated that he is impressed with the Library's circulation numbers that are up during a time when most other libraries are facing declining statistics.

Old Business:

New Business:

Energy Conservation Capital Projects – Mr. Hadeler reviewed the list included in the board packet of capital projects for energy conservation that were identified by Concord Engineering last year in the energy audit. He stated that there is \$40,000 this year designated for energy conservation and requested guidance on the projects that the board would like completed. The following was discussed:

- Mr. Wolf recommends starting with the smaller projects #2, #3, #4, #5, #7, #10 and the larger projects possibly being included in the next strategic plan.
- Mr. Hadeler recommended partially completing #1 since replacing the fluorescent lights with LEDs that run along the top of the main concourse makes sense from a maintenance and an energy conservation standpoint. Mr. Wolf stated that #1 might put the Library over the budgeted amount.
- The board agreed to proceed this year with project #1 as recommended by Mr. Hadeler, #2, #3, #4, #5, #7, #10.
- Mr. Hadeler stated that he will begin to move forward with the selected energy conservation projects and as they come up they will be presented to the board.

Staff Concern Regarding Paid Holidays – Mr. Wendrychowicz reported that the staff member whose letter is included in the board packet is requesting an additional day off when we are closed on a Monday for a holiday that she is not scheduled to work. Mr. Hadeler stated that this employee's schedule is unique in that when she is scheduled to work on a Saturday, she has the preceding Monday off; all other full-time or part-time employees that work at least 20 hours a week have off the Friday preceding the Saturday that they are scheduled to work. Mr. Hadeler reported that he has offered to change this employee's schedule to work on Fridays. Mr. Hadeler stated that his concern is if we grant the employee

a day off, we are re-writing policy and all employees working 20 hours a week will receive all holidays regardless of whether they are scheduled to work or not. After discussion by the board the decision was made to keep the current policy as written. The Board suggested Mr. Hadelers offer the employee an option to make a permanent schedule change to work on Fridays in place of Monday.

Minors Left Unattended After Closing – Mr. Hadelers reported the Library is dealing with minors that are not being picked up at closing time and may be attributed to the growing popularity of the new teen room. Over the past couple of months the problem has been increasing on Fridays when the library closes at 5 pm. The following was reviewed and discussed:

- Mr. Hadelers stated that according to NJSA 9:6-8.21 it prohibits parents from endangering the welfare of children, presumably that includes leaving them at the Library after closing and NJSA 30:5B-1-15 prohibits the library from functioning as a childcare center unless licensed by the State.
- Ms. Moonitz reported that on Friday, February 13th there were about 15 children that were left unattended when the Library closed at 5 pm. The Mahwah Police were called and the desk dispatch said that they could not send anyone out at that exact point in time but a police officer did arrive shortly thereafter and circle the building. At 5:30 pm, one child still had not been picked up and the police were called again. An officer arrived and stated that he could bring the child home but could not stay with the child and in the meantime, the child was picked up by a parent. Three staff members stayed with the minors outside for 45 minutes after the Library closed, in the cold weather without compensation.
- Mr. Hadelers reported that he spoke with our attorney regarding the issue; the attorney said that calling Social Services in this case is like attacking a fly with a bazooka. Mr. Hadelers stated that he can designate two staff members each week to stay and offer compensation for the time that they wait with the minors after closing.
- Mr. Wendrychowicz stated that the school's policy with respect to coaches is that they cannot leave a child unattended; what usually happens is that the parents are called.
- The board discussed the issue and all agreed that a letter should be drafted and sent to the parents when a child is not picked up by the time the library closes which details the progressive actions that will occur in the future if the child is not picked up at the appropriate time. The procedure and content of the letter were discussed and it was recommended that for the first instance where the child is not picked up within 15 minutes after closing is to document the child's name and address and then contact the police department to see if the child can be transported home. If there is a second occurrence the result will be that social services will be contacted.
- Mr. Hadelers stated that since this is a complex issue he will reach out and meet with Brian Campion, Mayor Laforet and Chief Batelli to make them aware of the situation and discuss ways to handle it. Mr. Wendrychowicz agreed with having the meeting and recommends including the HSO (Home School Organization).

Trustee Education: Mr. Hadelers included in the board packet "Johnson Legislation" (A.4001), legislation proposed by Representative Gordon Johnson enabling municipal libraries to increase municipal support upon voter approval, requires getting approval from 15% of the number of people that voted in the last election. Mr. Wendrychowicz stated that the bill is worth watching and reaching out to your state assemblyman and representatives to support the legislation. Mr. Hadelers stated that it is expected to have co-sponsors since it is permissive legislation, permits voters to increase support for their local libraries.

Executive Session:

A motion was made by Mr. Wolf and seconded by Ms. Clarkin to go into Executive Session at 9:14 PM. Motion passed unanimously.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Lee to come out of Executive Session at 9:54 PM. Motion passed unanimously.

A motion was made by Mr. Wolf and seconded by Mr. Grob to accept the evaluation and approve a 3% salary increase for the Director, Kurt Hadelers. Motion passed unanimously.

Adjournment:

A motion was made by Mr. Grob and seconded by Mr. Wolf to adjourn the meeting at 9:55 PM.

Upcoming Meeting Dates:

The annual meeting will be held on Wednesday, March 18, 2015 at 7:30 PM.

The next regular monthly meeting will be held on March 18, 2015 immediately following the annual meeting.

Respectfully submitted,

Richard Lee
Secretary