

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

Call to Order: Mr. Wendrychowicz, President, called the meeting to order at 7:59 PM.

Attendance:

Public: Gail Berkis

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: Ms. Berkis, a part time library assistant, presented a concern that she has with the library's paid holiday policy. Ms. Berkis felt that she is not afforded the same time off under the current policy as are other employees due to the rotation of her schedule. Ms. Berkis acknowledged that she was offered the opportunity to change her schedule to coincide with her co-workers, but she declined due to personal commitments. The board acknowledged and asked question regarding the details of her schedule and agreed to consider Ms. Berkis' request.

Secretary's Report:

A *motion* was made by Mr. Wendrychowicz and seconded by Mr. Spiech to accept the minutes from the March 18, 2015 monthly meeting. *Motion* passed unanimously.

Treasurer's Report:

Mr. Wolf reviewed the February 2015 Treasurer's Report and highlighted the following:

- Revenues are in line with the budget for the month.
- Salaries are up for the month due to pre-payment for employee flex spending accounts and retro-pay for raises in February.
- Operating expenses are \$6,000 under for the month. Mr. Haderler explained that the difference is due to supplies that are purchased as needed and budgeted for on a quarterly basis.

A *motion* was made by Mr. Wendrychowicz and seconded by Mr. Koster to accept the February 2015 Treasurer's Report and February 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:

Director's Report:

- Mr. Hadeler questioned if the board is interested in having Troy & Banks, a company that was awarded the MRESC contract to identify billing errors in utility and telecommunications services, review the library's utility bills for a percentage of the refund that is received.

A motion was made by Mr. Koster and seconded by Mr. Wendrychowicz to approve having Troy & Banks review the library's utility invoices for billing errors at a cost of only a percentage of any refund that is received back.

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.

- Mr. Hadeler reported that he spoke with Brian Campion regarding minors that are left unattended after closing. Based on the boards review and discussion of the issue, Mr. Hadeler agreed to develop an unattended children policy and draft a letter to all parents stating the policy to present at the April meeting.
- Mr. Hadeler reported that Erin Hughes, the children's library assistant, submitted her resignation. Erin has accepted a position in another BCCLS library and will start in April. An exit interview will be conducted before she leaves.
- Mr. Hadeler distributed an "Employee Reference Release" form and explained that it is a release/hold harmless form that will be required to be signed by employees that are requesting references. Without this form the only information that can be released about an employee is date of employment, description of job and salary range.
- Mr. Hadeler led the board in a walk-through of the former teen area on the main floor where he taped off the outlines of five quiet study rooms that will be constructed. The rooms will all be large enough for groups of 4-6 people to meet, and will have ample glass to allow natural light to filter into the rooms, and the library, while still providing line-of-site supervision. Each room will also be fitted

with a large LCD monitor that can be used by people in the room. The collections in this area will be moved, and the public computers will be relocated to just outside of the quiet study rooms. Mr. Haderler will contact architect John Montoro to finalize the plans, and begin the process of receiving quotes.

- Mr. Haderler reported that Scott Merlino is going to begin painting the children's room, it will take about eight weeks to complete.

Monthly Statistical Reports: The February 2015 statistical reports were acknowledged.

Old Business:

- Revised Post-Retirement Medical Insurance – In response to the Board's request, Mr. Haderler presented a summary of employees that are covered under the library's health insurance and their estimated eligibility for post-retirement benefits. Mr. Haderler reviewed the post-retirement medical insurance policy developed by the board, including revisions and suggested wording from insurance consultants PIA. The changes were reviewed and discussed. The Board discussed moving ahead with the changes, but felt that a final draft, incorporating all revisions should be distributed via email and voted on at the next month's meeting.

A motion was made by Mr. Koster and seconded by Mr. Grob to table the discussion to approve the post-retirement medical insurance policy until the April monthly meeting.

Roll Call:

Mr. Alderisio - yes
Ms. Clarkin - yes
Mr. Grob - yes
Mr. Koster - yes
Mr. Lee - no
Mr. Spiech - yes
Mr. Wendrychowicz - no
Mr. Wolf - no
Mayor Laforet - absent
Dr. Schoen - absent

Motion passed.

- Energy Conservation Measures – Mr. Haderler reviewed the quotes that he received for energy conservation measures as follows:
 - ECM#1, Lighting Upgrade to replace interior 110 fluorescent tubes along the main concourse with LED tubes for an anticipated total cost of \$5,171.
 - ECM#2, Lighting Upgrade to replace exterior 14 mercury vapor pole lights with LED retrofit kits for an anticipated total cost of \$5,805.
 - ECM#2, Lighting Upgrade to replace exterior 3 mercury vapor flood lights in front of building with LED wall packs and install 3 additional LED wall packs along front of building for an anticipated total cost of \$5,768.
 - ECM#2, Lighting Upgrades to install a new photocell to turn lights on/off at dusk for a cost of \$796. Mr. Koster recommended in place of a photocell, a switch that can be programmed to go on/off at sunset/sunrise.
 - ECM#4, Vending Machine Controls to power down vending machines when surrounding area is vacant were purchased at a cost of \$358.70 and will be installed.

- ECM#10, Improved Baseboard Control to install seven day programmable digital thermostats on 9 electric baseboard heaters, materials cost is \$810 plus labor TBD.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Koster to approved the Energy Efficiency Upgrades as presented by Mr. Hadelers with the labor cost for "ECM#10, Improved Baseboard Control" not to exceed \$5,000.

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.

New Business:

2015 Cleaning & Janitorial Contract – A motion was made by Mr. Wolf and seconded by Mr. Wendrychowicz to accept Z & C Cleaning Services, LLC proposal for cleaning and janitorial services from April 1 through December 31, 2015 at a cost of \$ 19,719.

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.

2015 Landscaping Contract - A motion was made by Mr. Koster and seconded by Mr. Wendrychowicz to accept Green Meadows Landscape Contractors proposal for landscaping services for 2015 for \$7,120.

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.

Paid Holiday Policy – The board reviewed the current paid holiday policy and discussed Ms. Berkis' concern. After thorough deliberation, the board decided to keep the current policy as-written and that employees are only eligible to receive holiday pay for days that they are scheduled to work.

A motion was made by Mr. Spiech and seconded by Mr. Wendrychowicz that the paid holiday policy will remain as is.

Roll Call:

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

Motion passed.

The board instructed Mr. Haderler to respond to Ms. Berkis' concern.

Trustee Education: Included on pages 25-27 of the board packet is documentation from the BCCLS Advocacy Committee, titled "Trustee Info & Action March 2015, Laws Governing Library Funding."

Executive Session:

A motion was made by Mr. Wendrychowicz and seconded by Mr. Spiech to go into Executive Session at 10:21 PM to discuss pending legal matters. Motion passed unanimously.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Lee to come out of Executive Session at 10:31 PM. Motion passed unanimously.

During Executive Session no decisions or actions were taken.

Adjournment:

A motion was made by Mr. Wendrychowicz and seconded by Mr. Spiech to adjourn the meeting at 10:37 PM.

Upcoming Meeting Dates:

The next regular monthly meeting will be held on April 15, 2015 at 7:30 PM.

Respectfully submitted,

Angela Clarkin
Secretary