

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
April 15, 2015

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

Attendance:

Public:

Present:

Mr. Koster
Mr. Grob
Mr. Lee
Mr. Spiech
Mr. Wolf
Mr. Haderler
Ms. Mercadante

Absent:

Mr. Alderisio
Ms. Clarkin
Mr. Wendrychowicz
Mayor Laforet
Dr. Schoen
Ms. Moonitz

Pledge of Allegiance

Public Comment:

Secretary's Report:

- A motion was made by Mr. Koster and seconded by Mr. Grob to accept the minutes from the March 18, 2015 annual meeting as presented. Mr. Wolf questioned why \$40,000 originally shown as income in the 2014 budget was removed; Mr. Haderler responded that that was what he understood the Board requested at a previous meeting. Mr. Wolf indicated that he recommended the \$40,000 to be shown as a transfer and not removed; Mr. Haderler reiterated that his understanding was this should be removed from the budget. Mr. Koster asked if it would be a problem to approve the minutes as they were presented since we are talking about bookkeeping preferences which will not have any effect on the overall financials.

Roll Call:

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

Motion passed.

- A motion was made by Mr. Spiech and seconded by Mr. Koster to accept the minutes from the March 18, 2015 monthly meeting as presented.

Roll Call:

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

Motion passed.

Treasurer's Report:

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

- Revenues are slightly ahead of budget for the both the month and the year, this is mostly due to patron revenue.
- Salaries and benefits are below budget for the month, Mr. Hadelar explained that a part-time PR person was included in the budget but has not been hired yet.
- Other expenses are in-line with the budget: buildings and grounds is slightly up due to bills that came in this month, but year to day it is under budget. Programming is up and library materials are down, both expenses tend to fluctuate throughout the year and budgeting is done with the end result in mind.

A motion was made by Mr. Spiech and seconded by Mr. Koster to accept the March 2015 Treasurer's Report.

Roll Call:

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

Motion passed unanimously.

A motion was made by Mr. Wolf and seconded by Mr. Lee to accept the March 2015 Bills for Payment.

Roll Call:

Mr. Alderisio - absent
Ms. Clarkin - absent
Mr. Grob - yes
Mr. Koster - yes

Mr. Lee - yes
Mr. Spiech - yes
Mr. Wendrychowicz - absent
Mr. Wolf – yes
Mayor Laforet – absent
Dr. Schoen - absent

Motion passed.

- 5-Year Financial Comparison Report – At the board's request, Mr. Hadelar presented a 5 year profit & loss report for fiscal years 2010 through 2014, the report was reviewed and discussed by the board. Mr. Hadelar also included a report of key metrics for years 2010 through 2014, showing circulation, cost/capita, material/capita and program attendance. The report provides a comparison of MPL to the BCCLS average and top 10 BCCLS libraries; it was reviewed and noted that Mahwah's compares favorably to other libraries and that program attendance has increased by 50% over the past five years.
- Unemployment Reserve Requirements – The board reviewed and acknowledged the updated spreadsheet used to calculate the amount need to fund the unemployment reserve each year. Based on the calculation, no funds will be moved this year.

President's Report: No Report

Committee Reports: No Report

Director's Report: Mr. Hadelar highlighted the following items from his report:

- Library Operations
 - With Allison Moonitz, met with the children's and teen staff to discuss concerns with crossover program attendance, registration and allied issues. Several strategies for unifying patrons' experiences in the two departments were identified.
 - Mr. Hadelar reported he and Allison met with Denise Jukniewicz, the teen librarian, to discuss future plans for the department. Ms. Jukniewicz is interested in taking on more "S.T.E.M." (science, technology, engineering, technology) programming and non-traditional outreach, such as attending local school events to promote the library.
 - Staff training has been scheduled on 3 days during the year and will require closing the library on the following dates and times: April 20th delayed opening at 11:00 AM for active shooter training, May 11th delayed opening at 1:00 PM for team building program, and a full day closure on September 14th for customer service training.
- Community Outreach & Partnerships - Denise Laude is going to the Mahwah Regional Chamber of Commerce Community Spirit Showcase next Wednesday, April 22, 2015 from 5:30 PM to 7:00 PM. Mr. Hadelar encouraged trustees to consider attending the event. Mr. Koster and Mr. Spiech said they would attend.
- Building & Grounds - Scot Merlino is making progress painting the children's department and the response has been very positive. Mr. Hadelar hopes the project is completed by the end of May or early June.
- Collection Management - Now that BCCLS has taken over two important on-line resources, Zinio and Hoopla, Mr. Hadelar stated he is looking into OverDrive's "Advantage" program that would allow MPL to purchase additional eBooks that would be restricted to only Mahwah patrons for a period of time before they become available to all BCCLS patrons. This would reduce the wait time for popular items, and allow MPL to add eBooks that BCCLS may not have purchased.
- Personnel – Erin Hughes, the children's library associate who was hired last year, resigned effective today. An exit interview was conducted before her departure to understand her reasons for leaving, and to ask about how the department could be improved. Mr. Hadelar reviewed several options for

filling this vacancy in a manner that will improve the overall management of the library. After considerable deliberation of organizational issues the board voiced support for Mr. Hadelers intention to fill the vacancy in a different capacity.

A motion was made by Mr. Spiech and seconded by Mr. Koster to authorize the Director to re-fill the position at a supervisory/managerial level.

Roll Call:

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

Motion passed.

- Capitol Projects - Troy & Banks has started work on auditing the utility bills; the process may take up to six months to complete.
- Energy Conservation Measures – Several energy conservation measures are underway: “Vending Misers” were previously installed on the two vending machines. New LED tubes were installed in the main concourse up-lights; correct tubes for the downlights were ordered. Exterior wall-packs for the front forecourt and retrofit kits for the parking lot pole lights were ordered. Installation of individual thermostats for the electric baseboard radiators was scheduled for late April. Mr. Wolf asked Mr. Hadelers to provide a status update on the energy conservation measures completed in June to include in an Environmental Commission report.

Monthly Statistical Reports: The March 2015 statistical reports were reviewed and acknowledged; it was noted that web-site use and program attendance increased while room rentals are down. Mr. Hadelers stated that we are going to make a renewed effort to increase room rental usage.

Old Business:

- Revised Health Benefits Policy – The Board reviewed the final draft of the proposed health benefits policy (previously referred to as a Medical Insurance Policy). There was no further discussion.

A motion was made by Mr. Koster and seconded by Mr. Grob to accept the revised health benefits policy.

Roll Call:

Mr. Alderisio - absent
Ms. Clarkin - absent
Mr. Grob - yes
Mr. Koster - yes
Mr. Lee - yes
Mr. Spiech - yes
Mr. Wendrychowicz - absent

Mr. Wolf – yes
Mayor Laforet – absent
Dr. Schoen - absent

Motion passed.

Mr. Hadelers will notify the staff of the change in policy.

New Business:

- Interlocal Agreement for Qualified Purchasing Agent - Mr. Hadelers presented Resolution #2015-09, an inter-local agreement with the Town that allows the library to use the Township's qualified purchasing agent ("QPA"), raising the quote and bid thresholds; the resolution extends the current agreement for one year.

A motion was made by Mr. Wolf and seconded by Mr. Koster to approve Resolution 2015-09 to enter into an inter-local agreement with the Township of Mahwah for services of a Qualified Purchasing Agent for one year from May 1, 2015 to April 30, 2016, for the sum of \$1,000 per year, paid to the Township by the Library.

Roll Call:

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

Motion passed.

Trustee Education: Mr. Hadelers reported that all trustees were sent via e-mail the NJLTA presentation information that Mr. Wendrychowicz received while attending the Trustee Roadshow on April 9th at the Livingston Library, topics include roles and responsibilities for library trustees, basic library law and pending legislation.

Adjournment:

A motion was made by Mr. Spiech and seconded by Mr. Wolf to adjourn the meeting at 9:12 PM.

Upcoming Meeting Dates:

The next regular monthly meeting will be held on May 20, 2015 at 7:30 PM.

Respectfully submitted,

Curtis P. Koster
Vice President