

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
May 20, 2015

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

Attendance:

Public:

Megan Charles, Dominique Chiaradio, Michelle Crowe Paz, Joel DePeri, Maria Keogh, Lesley Kroczyński, Ann Marie Morris, Lisa Quitoni, Martha Steinbach, Chris Wilson.

Paul Garbarini and Robert Van Sweden of Garbarini & Co., P.C.

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:

Mr. Lee welcomed members of the public to the meetings. Before opening the meeting to public comment, he establish ground rules so that everyone would have a chance to be heard, each person that speaks was asked to state their name and address for the record and limit their comments to three or four minutes. Mr. Lee clarified a possible misunderstanding and stated that Chris Wilson has not been terminated and will continue to do the same services that everyone is in agreement that he does well. Mr. Lee thanked everyone for coming to the meeting.

A motion was made by Mr. Spiech and seconded by Mr. Alderisio to open the meeting to the public. Motion passed unanimously.

- Megan Charles of 10 Skytop Drive commended Chris Wilson for his work as the head of Children's Services. Ms. Charles stated that her son loves Mr. Wilson like so many other children in Mahwah, his enthusiasm, drive and love for knowledge and reading spreads to the kids. She stated that Mr. Wilson is an asset to the community and that he has built the programs at the library and he needs to be treated with respect and is concerned that he will leave Mahwah and go to another town. Ms. Charles presented the board with a copy of an on-line petition to re-instate Mr. Wilson as head of Children's Services.
- Ann Maire Morris of 21 Spruce Road stated that she is a traveling substitute teacher and she works in several different towns. Mr. Wilson is known throughout the schools and surrounding towns. The children come to the library to see Mr. Wilson and he has developed in her daughter a love of reading.

- Leslie Kroczyński of 8 Wanamaker Ave. stated that Mr. Wilson has the ability to connect with so many people and knows your child's name, interest and reading level. He has the ability to connect with many children in different ways because he knows them, he is the reason that her children want to come to the library.
- Michelle Crowe Paz of 24 Island Road stated that her son is sixteen years old and has autism and Mr. Wilson is one the people that her son considers a safe grown-up when he comes to the library after school. She requested that the Board when making their decision consider everyone and requested that the Board consider re-instating Mr. Wilson to his former duties.
- Martha Steinbach of 8 Wanamaker Ave. stated that she would like to know why Mr. Wilson has been removed from his position and the change has occurred.
- Joel DePeri of 536 Holly Court questioned what is to be gained by demoting Mr. Wilson.
- Lisa Quitoni of 18 State Street stated that Mr. Wilson is Mahwah Library and that there is no one that can replace him, he has done so much for the children's programs at the library and events around town. She stated she does not understand why the change has been made and is concerned that Mahwah will lose him.
- Dominique Chiaradio of 1043 Cambridge Court stated that she works at Holy Cross Nursery School where Mr. Wilson visits, she expressed her concern that Mahwah will lose Mr. Wilson, parents and children love him and that he needs to be respected. She stated she does not understand why the change has been made.
- Maria Keogh of 295 Vista View Drive agreed with the statements that everyone made about Mr. Wilson. From her perspective, Mr. Wilson's efforts go above and beyond what is expected of a librarian, he is always willing to help and go the extra mile, no matter what. She stated that she hopes that Mr. Wilson is re-instated to his former capacity and if he leaves her family will follow him wherever he goes.

A motion was made by Mr. Spiech and seconded by Mr. Alderisio to close the meeting to the public. Motion passed unanimously.

- Mr. Lee thanked the public who spoke for their thoughtful comments in support of Mr. Wilson. Mr. Lee explained that the Board met with Mr. Wilson before the meeting to clarify a few issues and answer his questions. Mr. Lee explained that the Library values the work Mr. Wilson does with the public and that some of his roles have been reassigned so that he can focus on public service and the work that the community values and supports. Mr. Lee explained that under Mr. Hadelers' administration Mahwah is one of the top libraries in BCCLS with regard to circulation and programs, despite five years of declining income due to the drop in rates and that Mr. Wilson has been given the opportunity to continue to do what he does best by focusing on customer service, programs and outreach for the library.
- Mr. Koster stated that when he travels around town he hears the praises of Mr. Wilson, Mr. Hadelers, adult programs and concerts at the Library. Mr. Koster re-iterated that Mr. Wilson has not been terminated, "We are going to come out of this in a positive way and we do not want him to leave." The decision to change Mr. Wilson's role was not made capriciously and that restructuring his responsibilities will allow him to do the things that he does best.
- Mr. Wilson joined the meeting at 7:56 PM. Mr. Koster welcomed him and explained that the public session was finished and he was updating everyone on the earlier discussion that the Board had with him. Mr. Koster asked Mr. Wilson if he wanted to address the public.

A motion was made by Mr. Spiech and seconded by Mr. Lee to open the meeting to the public. Motion passed unanimously.

- Mr. Wilson thanked all the Mahwah parents for their support and encouragement over the past week, thanked the Board for the clarity that he needed to understand how his role had shifted. Mr. Wilson thanked management for providing additional resources for children's services that will

help Mahwah's children and facilitate their educational needs and stated that it is an honor for him to work at the Mahwah Library and management and the Board have his deepest respect.

A motion was made by Mr. Spiech and seconded by Mr Alderisio to close the meeting to the public. Motion passed unanimously.

- Mr. Spiech explained that any decisions made by the Board are a matter of public record and will be made recorded in the minutes and posted online on the Library's website.
- Ms. Clarkin thanked the public for coming and stated that the public's opinion will be taken seriously and the Board is concerned.

A motion was made by Mr. Spiech and seconded by Mr. Wolf to open the meeting to the public. Motion passed unanimously.

- A member of the public stated that she has been coming to the library for over 13 years and when Mr. Wilson came to the Library he opened up so many programs and has made it what it is today, she is concerned with losing a great asset.

There being no further public comment, a motion was made by Mr. Spiech and seconded by Mr Alderisio to close the meeting to the public. Motion passed unanimously.

Secretary's Report:

A motion was made by Mr. Wendrychowicz and seconded by Mr. Spiech to accept the minutes from the April 15, 2015 monthly meeting.

Roll Call:

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

Motion passed.

Treasurer's Report:

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

- Overall everything is on budget: Library materials were up due to annual renewal fees for a few, big on-line databases. Programming was up as a result of being front loaded in early spring for programs later in the year. Expenses overall are under budget year to date about \$14,000.

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

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 unanimously.

A motion was made by Mr. Wolf and seconded by Mr. Wendrychowicz to accept the April 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.

2015 Auditors Report: Mr. Haderler stated that the 2015 audit was included in the board packet. Paul Garbarini of Garbarini & Co., P.C. introduced Robert Van Sweden. Mr. Van Sweden has performed the Library's audit since 2012.

- Garbarini & Co., P.C. specializes in libraries and in addition to auditing a number of libraries are currently performing the internal function of an accountant for another library. Mr. Garbarini stated that as outside auditors they are independent of the Board and work to ensure that nothing would happen financially that would reflect negatively on the Board or library. He stated that they test the financial records, everything from payroll through regular disbursements, and tie receipts and revenues from the Township and any outside sources but do not get involved in management decisions or paying the bills.
- Mr. Van Sweden stated that their auditing services provide a dual purpose for the library, protect against fraud and present a set of financial statements in accordance with the State of NJ statutes. He commended the board for making every effort to safe guard the organization's assets.
- Mr. Spiech acknowledged page 23 of the audit that indicates that there are no problems. Mr. Spiech conveyed that the letter that the auditor sent last year to the Township regarding the cost of employee health benefits seems to have had a positive impact on costs for this year. Mr. Van Sweden confirmed that a letter was sent last year to the Township inquiring about the cost of employee health benefits and reported that no response was received. Mr. Van Sweden explained that it would be difficult to accurately analyze the cost of employee's health benefits in comparison to other libraries since there are many variables involved. Mr. Garbarini stated that an analysis of health benefits would need to be done as a separate engagement.

- Mr. Lee questioned if there are potential weaknesses that exist in the library's bookkeeping or financial practices. Mr. Van Sweden stated that there is always a potential weakness with cash income; however, the controls of the Mahwah Library are very strong. Mr. Garbarini pointed out that an added level of control is in place by having Judy Tutela as the library's accountant.
- Mr. Grob questioned Mr. Garbarini about the language on page 2 of the audit. Mr. Van Sweden explained that in New Jersey government entities do not comply with GAAP (Generally Accepted Accounting Principles) standards, but are under auditing standards prescribed by the State. The library is compliance with State standards as required.
- Mr. Wolf challenged the auditors to come up with a recommendation for next year based on what is being done in other libraries. Mr. Garbarini commended the bookkeeping and stated that all receipts, register tapes and records are in order. Based on their experience of working with other libraries, HR is a big part of library administration and therefore is one area where there may be room for improvement. Mr. Van Sweden stated that he views the Mahwah Library's financial controls as the benchmark for other libraries.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Wolf to accept the 2014 Audit Report.

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: No Report

Committee Reports: No Report

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

Buildings & Grounds: Mr. Wendrychowicz questioned if the roofing company had responded with an action plan for the leaks in the roof. Mr. Hadeler reported that they have not.

Capital Projects: Mr. Hadeler reported that he has reached out to Ed Miller for an estimate for the construction cost of the quiet study rooms, excluding HVAC and furniture and fixtures which will be done separately, it was received and is under the public bid threshold, quotes will be requested for next month's meeting. Ms. Clarkin questioned in the plans for the new rooms if there are going to be screens that patrons can plug into similar to those that are in the teen space. Mr. Hadeler reported that the new rooms will have each have similar screens.

Personnel:

- Workers Compensation Policy - Mr. Hadeler reported that the library's policy regarding worker's compensation is short and does not address a question that came up with an employee. An employee was injured on the job, the injury was covered under workers

compensation and they were cleared to return to work. After returning to work the employee continued to receive medical aid. In that instance the Town allows their employees to time off from work for appointments, the time out is treated as workers comp as long as the doctor's visit is clearly documented that it relates the workers compensation case. Mr. Hadelers explained workers compensation coverage; if an employee is out for a full day it is covered under workers comp and the library is reimbursed by the insurance company for partial wages for the day; however, as soon as the employee is cleared to return to work any subsequent time that the employee is out of work is on them unless the library allows them additional paid time off. Mr. Hadelers stated that until the employee manual is revised this year and the policy is clarified the Library will follow the Town's policy. According to Mr. Campion, if the employee's follow-up visits are on-going an independent medical evaluation (IME) can be required that would prescribe whether the injury was resolved or on-going care is needed. The Town requires when an employee is requesting time off for a follow-up visit for an injury related to a workers compensation case they must provide documentation that it is related. The employee is also required to provide a physician's letter of diagnosis and treatment so it is known how long the treatment will be for. Mr. Hadelers stated that in this particular case the time out will be granted under workers compensation provided the absences are documented as related to the injury.

- Part-Time Library Assistant Position - Mr. Hadelers reported that a part-time library assistant position for public relations is being advertised. This part-time position was included in the strategic plan and budget this year and last year. Last year there was a young woman who helped Denise Laude and Denise Jukiewicz, prepare press releases, fliers and publicity. In addition to these functions the new person will manage social media, emailed newsletters, display monitors and the front sign which Allison is currently doing.

Monthly Statistical Reports: The April 2015 statistical reports were reviewed and acknowledged.

Old Business:

None.

New Business:

Auditor's Engagement Letter – A motion was made by Mr. Wendrychowicz and Mr. Spiech to approve Resolution 2015-10 to accept from Garbarini & Co, P.C. the 2016 and 2017 Engagement letter to perform the financial statement for 2015 and 2016 at a cost of \$6,000 annually.

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

Resolution passed.

2015 Proposed Transfer Form – Mr. Haderer reported that the auditor each year prepares the proposed transfer form as required by the State law to determine funds to be transferred back to the Township. Mr. Haderer reviewed the form and explained that the Board has the option of making a \$50,000 transfer to the Capital account as shown on line 15 or a \$50,000 transfer back to the Township. The Board discussed the issue and decided to transfer \$50,000 into the Capital account and will evaluate if additional funds will be transferred to the Capital account later in the year based on expenses and a new strategic plan.

A motion was made by Mr. Wendrychwicz and seconded by Mr. Spiech to accept proposed 2015 transfer of funds form, accordingly no funds will be returned to the Township for 2015.

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 unanimously.

A motion was made by Mr. Wolf and seconded by Mr. Wendrychowicz to transfer \$50,000 from the Operating account to the Capital account.

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 unanimously.

Trustee Education:

Mr. Haderer stated that the New Jersey Public Library: A Manual for Trustees has been updated and is available on-line. Printed copies are available on request.

Executive Session:

A motion was made by Mr. Lee and seconded by Mr. Wolf to go into Executive Session at 8:50 PM.
Motion passed unanimously.

A *motion* was made by Mr. Wendrychowicz and seconded by Mr. Alderisio to come out of Executive Session at 9:32 PM. *Motion* passed unanimously.

The Board reconfirmed that since there was no change in salary or title to any employee, no further action needs to be taken with regards to the Public Session of the Board meeting.

Adjournment:

A *motion* to adjourn the meeting was made by Mr. Grob and seconded by Mr. Wolf at 9:35 PM.

Upcoming Meeting Dates:

The next regular monthly meeting will be held on June 17, 2015 at 7:30 PM.

Respectfully submitted,

Angela Clarkin,
Secretary