

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
June 17, 2015

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

Attendance:

Public:

Present:

Mr. Koster
Ms. Clarkin
Mr. Grob
Mr. Lee
Mr. Wendrychowicz
Mr. Wolf
Mr. Haderler
Ms. Moonitz
Ms. Mercadante

Absent:

Mr. Alderisio
Mr. Spiech
Mayor Laforet
Dr. Schoen

Pledge of Allegiance

Public Comment:

Secretary's Report:

Ms. Clarkin requested that the Board review the minutes from the May meeting for changes.

A *motion* was made by Mr. Wendrychowicz and seconded by Mr. Wolf to accept the minutes from the May 20, 2015 monthly meeting as presented.

Roll Call:

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

Motion passed.

Treasurer's Report:

Mr. Wolf reviewed the May 2015 Treasurer's Report and reported year to date we are on budget. The following was discussed by the Board.

- Mr. Lee questioned what bills were included under Professional Services for the month. Mr. Haderler stated that invoices are for the accountant, attorney and auditor fees. It was noted that the attorney's fees were higher than usual due to recent personnel issues.
- Mr. Wendrychowicz questioned a payment being made to the Teen Librarian for YA expenses. Mr. Haderler stated that the payment is reimbursement for purchases made on a personal credit card and further documentation has been requested. Mr. Haderler explained that the Library cannot have a credit card as a municipal agency so purchases must be made on vendor accounts or by check. Mr. Haderler reported that he will remind staff with a memo not to make purchases on their personal credit cards. In this instance before the reimbursement check is released proper documentation will be required.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Wolf to accept the May 2015 Treasurer's Report and Bills for Payment excluding the payment to the Teen Librarian until further documentation is provided.

Roll Call:

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

Motion passed unanimously.

President's Report: No Report

Committee Reports:

2015 Strategic Planning Committee - Mr. Lee reported on the progress of putting together the members of the 2015 Strategic Planning Committee in preparation to start work in the fall.

- The new committee members that have been asked to join are Glen Pinto and Grace Riario. Mr. Lee stated after speaking with Mr. Pinto, a Mahwah resident and business owner who was recommended by Mr. Koster, he accepted the invitation to join the committee. Grace Riario, a Mahwah resident and Assistant Director of the Ramapo Catskill Library System, has also accepted the invitation to serve.
- Mr. Koster and Mr. Wolf, the board members that previously served on the strategic planning to committee, have agreed to serve again. When Mr. Spiech returns from vacation he will once will also be invited to join the committee.
- Mr. Haderler reported that in addition to Allison Moonitz another staff member that he is going to invite to join the committee is Andrew Gallina. As a member of the circulation and technical services department Andrew is experienced and skilled in customer service and dealing with the public.

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

Library Operations -

- Mr. Haderler presented the promotional items that will be given away for the summer “Reader Rewards” program that include a tote bag, baseball cap, and beach towel, all featuring the Mahwah Library logo.
- Mr. Haderler highlighted information about Tutor.com an on-line service that provides live, one-on-one tutoring for children, teens and adults. As a result of BCCLS taking over some of the existing on-line services funds were made available for additional on-line services. Tutor.com is scheduled to begin in September and will be promoted to students and parents. The tutoring service will be accessible from home and allows students to connect with a tutors in an on-line environment during a selected time slot.

Community Outreach & Partnerships – Mr. Haderler reported that he was contacted by Michael DeTuro, principal of Joyce Kilmer, regarding the Library’s status as an off-site location for Joy Kilmer students and staff in the event of an emergency in Joyce Kilmer and the High School until the students can get back to school or go home. Mr. Wendrychowicz recommended that Mr. Haderler check to see if a hold harmless agreement is required, Mr. Haderler agreed to investigate if a hold harmless agreement can be put into effect.

Building & Grounds - FiberTite came back out June 1st, after heavy rains in May and reported that all the leaks in the roof field were fixed and the existing leaks are from the HVAC rooftop units. Mr. Haderler reported that we are going to begin fixing the ceiling tiles assuming that the leaks in the field have been repaired.

Personnel - Mr. Haderler reported that we have advertised and are down to two finalists for the Children’s Manager and part-time Library Assistant position, to assist with public relations and marketing. Kevin Burke, our second work study student from Lincoln Tech has left so we are looking to bring in a college student to assist Scott with room set-ups and routine maintenance, allowing Scott to work on painting and other projects.

Capital Projects -

- Energy Efficiency Measures - As part of the energy conservation measures that were identified by Concord Engineering the following lights were replaced this month: 2 exterior front building lights with 6 LEDs, 14 parking lot lights and the interior fluorescent concourse lights all replaced with LEDs. Mr. Haderler stated that LED bulbs are more energy efficient and have a lower maintenance cost since the bulbs do not need to be replaced as often as regular bulbs. Mr. Haderler reported that one of the items listed in the energy efficiency measures was to replace the hot water heater, the existing hot water heater is leaking so it will be replace with the energy efficient model that was recommended in the audit.
- Teen Room Renovation - The teen room bench cushions were reupholstered by the manufacturer, they look much better and should also be more durable.
- Quiet Study Rooms - Mr. Haderler reported he has been moving forward with the quiet study rooms, working with John Montoro to finalize architectural details, the engineers to review the HVAC requirements and Ed Miller for a construction cost estimate. Based on the cost estimate for construction, the basic project can be undertaken by contractors submitting quotes, similar to the teen room renovation.
 - Mr. Wendrychowicz questioned the demolition of the existing quiet study room and stated that he would recommend that the demolition be done by a contractor.
 - Mr. Haderler stated that he can get quotes to have a contractor demolish the area and Scott Merlino can patch the walls and ceilings. There will be additional costs for the HVAC, electrical and sprinkler changes.
 - Mr. Haderler reviewed the cost estimate to build the quiet study rooms on page 32. Mr. Haderler stated the only item not included is an allowance for low voltage data wiring. The total cost will be about \$100,000 which includes the construction, HVAC upgrades, furniture

and fixtures. Mr. Hadelers stated that we have \$40,000 from the Private Contributions account and the remaining \$60,000 can be taken from the Capital Account. Mr. Hadelers reported that he is looking for the will of the Board to proceed with the quiet study rooms.

A motion was made by Mr. Koster and seconded by Mr. Wendrychowicz to proceed with building the quiet study rooms.

Roll Call:

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

Motion passed unanimously.

BCCLS & Professional Activities – Mr. Hadelers reported that he submitted the Inbetween for consideration in the American Library Association's annual architectural showcase.

Monthly Statistical Reports: The May 2015 statistical reports were reviewed and acknowledged. The following was discussed:

- Mr. Wendrychowicz noted that new patron registration has dropped and if a campaign is needed to increase patron registration. Mr. Hadelers responded that it is important to look at the numbers which have not dropped significantly not just the percentages but also agreed that we can have a campaign to increase patron registration.
- Mr. Wendrychowicz questioned if the large percentage and numerical increase in teen programs is due to the new teen area. Mr. Hadelers stated that the increase in teen programs is due to the renovation, the teen librarian with her assistant run multiple programs a day using the open space and lower level meeting rooms. Mr. Hadelers reported that the increase in teen electronic services is due to the increase in computers, last year the department had 2 older computers that were replaced with 6 new computers.
- Mr. Lee questioned if there was concern with the drop in eBooks. Mr. Hadelers explained that he is not concerned since it is due to the drop in use of Tumblebooks, a service aimed at children and whose use has dropped off, possibly because the service has not added new titles and content. Mr. Hadelers stated that he would like to find another eBook service targeted for young adults and teens. Mr. Hadelers reported that the adult eBooks are strong and he has been pushing Overdrive to have a program that allows libraries that are members of a consortium that we can buy copies for our own patrons, however it has not been made available yet.
- Mr. Hadelers reported that the use of on-line periodicals is up, there are 200 magazine titles that are available and it is heavily used, periodical service has improved and are made available on demand.
- Mr. Hadelers reported that in spite of the increase in web-site traffic, our web-site is not mobile friendly and next year we will need to include in our budget updating the site since about 40% of our web-site traffic is from mobile devices.

Old Business:

New Business:

A motion was made by Mr. Wendrychowicz and seconded by Mr. Koster to accept Resolution 2015-1 authorization for payment of reasonable and customary bills in July and August 2015.

Roll Call:

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

Motion passed unanimously.

Trustee Education: Mr. Hadeler notified that board that the Trustee Academy Webinar Series by ALA's Unitef for Libraries will be available from viewing from July 1, 2015 to June 30, 2016, the courses qualify as trustee education.

Adjournment:

A motion was made by Mr. Wendrychowicz and seconded by Mr. Wolf to adjourn the meeting at 8:30 PM.

Upcoming Meeting Dates:

The next regular monthly meeting will be held on September 16, 2015 at 7:30 PM.

Respectfully submitted,

Angela Clarkin
Secretary