

The Public Library of the Township of Mahwah  
Minutes of the Board of Trustees Meeting  
September 16, 2015

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

**Attendance:**

**Public:**

**Present:**

Mr. Koster  
Ms. Clarkin  
Mr. Grob  
Mr. Spiech  
Mr. Wolf  
Mr. Hadelers  
Ms. Moonitz  
Ms. Mercadante

**Absent:**

Mr. Alderisio  
Mr. Lee  
Mr. Wendrychowicz  
Mayor Laforet  
Dr. Schoen

**Pledge of Allegiance**

**Public Comment:**

**Secretary's Report:**

A *motion* was made by Mr. Wolf and seconded by Mr. Spiech to accept the minutes from the June 17, 2015 monthly meeting with a revision under Trustee Education, "Mr. Hadelers notified the board that the Trustee Academy Webinar Series by ALA's United for Libraries will be available for viewing from July 1, 2015 to June 30, 2016, the courses qualify as trustee education." *Motion* passed unanimously.

**Treasurer's Report:**

- Mr. Wolf reviewed the August 2015 Treasurer's Report and stated year to date we are on budget, he questioned if the appropriation check from the Township was received in September. Mr. Hadelers responded that the appropriation check was received in September.
- Mr. Hadelers reviewed the checks that were issued to individuals, reporting that most of them were for adult programs.
- Mr. Wolf questioned why the August budgeted amount for security supplies was not spent. Mr. Hadelers stated that the annual budget for security tags is \$6,000 and they are purchased on an as need basis.
- Mr. Spiech questioned where the transfer check to the Township of \$325,000 for annual reimbursable expenses will show up in the budget. Mr. Hadelers stated that most of the expense will show up in personnel benefits with the remainder in miscellaneous and buildings & grounds.
- Ms. Clarkin questioned what line in the budget the employee health benefit contributions show up. Mr. Hadelers stated that employee health benefit contributions are a credit in account 5100 – personnel benefits.

A *motion* was made by Mr. Grob and seconded by Mr. Spiech to accept the August 2015 Treasurer's Report. *Motion* passed unanimously.

A *motion* was made by Mr. Wolf and seconded by Mr. Spiech to accept the September 2015 Bills for Payment. *Motion* passed unanimously.

#### **President's Report:**

#### **Committee Reports:**

2015 Strategic Planning Committee – Mr. Haderler reported that the committee met in September, the survey was revised and paired down to a minimum number of questions before it was launched last week. The survey was sent to everyone on our e-mail list, Facebook and posted on the library web-site. The survey will run until October when the committee is scheduled to meet again. As of today over 400 responses were received and we will be taking it to Mahwah Day on i-pads. The board and Mr. Haderler agreed that January 2016 is an acceptable deadline for completion of the strategic plan.

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

#### Library Operations

- Mr. Haderler reported that he will be setting up a new service that will allow patrons to print from their home computers and laptops, whether they are in the library or at home. This printing capability is a component of the library's print management system.
- Ms. Clarkin questioned if the Tutor.com tutoring service has started yet. Mr. Haderler stated that he is working on getting it up and running.

#### Community Outreach & Partnerships

- The Library hosted a Mahwah Regional Chamber of Commerce event on Tuesday, September 15<sup>th</sup>. Mr. Haderler reported based on the feedback he received from people, the meeting room rentals are not being used by businesses due to the inability to charge admission. We may want to go back and review the room rental policy and guidelines.
- The Library will be at Mahwah Day with i-pads and Wi-Fi access, enabling us to offer the survey and register patrons for library cards in return for library bags, hats and towels.

#### Building & Grounds

- Mr. Haderler reported that the 9 ft. speed hump was installed in the parking lot, it was designed by Boswell Engineering and it slows drivers down when going around the south east corner of the building.

#### Personnel

- Mr. Haderler reported that he and Allison were successful in advertising and recruiting for the Children's Service Manager. Three people were interviewed and the selected candidate, Lori Milach, is scheduled to start on October 19<sup>th</sup>. Lori is the Children's Librarian in Waynesboro PA, she possesses strong customer service skills and a love for working with children.

#### Capital Projects

- Quiet Study Rooms
  - Mr. Haderler reported that initial basic construction estimates were between \$25,000 to \$30,000 and HVAC estimates were \$25,000 to \$28,000 without specifications. John Montoro drew up the architectural plans and Berton Engineering drew up the HVAC plans. The construction and HVAC quotes that were received are above the preliminary budget figures. For the base construction RFQ, the two quotes received out of the four sent out, were both

above the public bid threshold. In addition, two out of the four firms contacted for the HVAC RFQ responded, both quotes were above the public bid threshold.

- Mr. Hadelar reviewed with the board a few options. One option is to ask John Montoro to combine the construction and HVAC into one biddable project. A second option is to investigate building 5 quiet study rooms using modular wall systems. A third option is to create a designated quiet reading room by blocking off the section of the library. The second and third option would not require modifications to the HVAC system.
- Mr. Hadelar reported that according to the responses received from the survey to date, there are several comments related to missing the periodic reading room and an interest in a designated quiet area, similar to Ramsey library.
- The board discussed the issue and agreed to have the strategic planning committee make a recommendation on the quiet study rooms.

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

**Old Business:**

Troys & Banks, Energy Auditing Company - The energy auditing company that was approved to audit the library's energy bills found an error in the billing rate charged by PSE & G. In return for their services that may lead to a savings in the future, Troys & Banks is requesting 22% of the anticipated savings for the next 12 months, not part of the original agreement. Mr. Hadelar reported that next year we will be using MRESC rates. The board advised Mr. Hadelar to respectfully decline the request since we are going to enter a new program with MRESC for gas next year.

**New Business:**

2016 Holidays and Closings - A motion was made by Mr. Spiech and seconded by Mr. Wolf to approve the 2016 Holidays and Closings list. Motion passed unanimously.

Bank Search – After review of the banking services that TD Bank and Wells Fargo has to offer, the board recommended contacting Patricia Langdale at Boiling Springs bank. Mr. Hadelar stated that Boiling Springs is listed under GUDPA and it was not initially considered because of the amount of funds they cover under GUDPA. Mr. Hadelar reported that another option we are looking into is the NJ Cash Management Fund, which is managed by the state.

**Trustee Education:**

**Adjournment:**

A motion was made by Mr. Spiech and seconded by Mr. Wolf to adjourn the meeting at 8:28 PM.

**Upcoming Meeting Dates:**

The next strategic planning committee is scheduled for October 13<sup>th</sup>. The next regular monthly meeting will be held on October 21, 2015

Respectfully submitted,

Angela Clarkin  
Secretary