

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
October 21, 2015

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

Attendance:

Public:

Present:

Mr. Alderisio
Ms. Clarkin
Mr. Grob
Mr. Koster
Mr. Lee
Mr. Spiech
Mr. Wendrychowicz
Mr. Wolf
Mr. Hadeler
Ms. Moonitz
Ms. Milach
Ms. Mercadante

Absent:

Mayor Laforet
Dr. Schoen

Pledge of Allegiance

Public Comment:

Secretary's Report:

A *motion* was made by Mr. Wolf and seconded by Mr. Koster to accept the minutes from the September 16, 2015 monthly meeting. All were in favor, except for Mr. Wendrychowicz who abstained. *Motion* passed.

Treasurer's Report:

September 2015 Treasurer's Report:

- Mr. Wolf reviewed the September 2015 Treasurer's Report and reported that monthly expenses are \$50,000 under budget; however, overall for the year we are trending close to budget. Mr. Spiech added that the budget is averaging out for the year since professional services will be over budget.
- Mr. Hadeler stated that the \$5,200 in furniture, fixtures and equipment was for work tables and cubicle partitions for the technical service room.

A *motion* was made by Mr. Wendrychowicz and seconded by Mr. Wolf to accept the September 2015 Treasurer's Report. *Motion* passed unanimously.

October 2015 Bills for Payment:

- Mr. Wolf reported that receipts for the month went up due to receipt of the appropriation from the Township. There was also a payment that was made back to the Township for pension, medical benefits and other insurance expenses.

- Mr. Lee questioned if the bill for Tutor.com is the monthly rate. Mr. Hadelers responded that the bill is the annual rate.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Grob to accept the October 2015 Bills for Payment. Motion passed unanimously.

One-Third Mill Funding 2005 – 2016: Mr. Hadelers reported that the State released the 2015 equalized valuation tables which are used to calculate the 1/3-mill municipal appropriation. The equalized value of Mahwah decreased by 1.01%, resulting in a \$19,948 cut in funding for next year. Mr. Wolf stated that even with the tax rate down 1% next year the budget is feasible. Mr. Hadelers stated that he and Mr. Wolf will begin to work on the budget and will present the first draft next month. Ms. Clarkin stated that she is disappointed with the downward trend that has continued since 2009, with the exception of 2015, and that funding is back down to the 2006 level. Mr. Hadelers agreed that the downward trend in municipal funding is disturbing and added that every metric of library use continues to rise, so the Library has become very adept at doing incredible things with limited resources.

President's Report: Mr. Lee thanked all the staff that participated at Mahwah Day and asked if the iPads made it easier for people to take the survey. Ms. Mercadante reported that the iPads did allow people to take the survey quickly and easily throughout the day.

Committee Reports:

2015 Strategic Planning Committee – Mr. Hadelers reported that the committee has not met since the last board meeting. Mr. Hadelers reported that response to the strategic planning survey results were three times greater than the previous survey that was done in 2011/2012 and he is compiling the results of the survey so that we can see how different groups relate to the library to determine how we can better serve them.

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

Computers & Technology

- Mr. Hadelers reported with regard to the launch of Tutor.com, staff had training 10 days ago and we are planning to go live to the public on October 26th. The launch will be announced to the schools and Mr. Hadelers stated he will try to get out to the schools with Lori to let them know that is out there and available to them.
- Mr. Hadelers stated that he set up a wireless printing service that will allow people that come into the library to print from their wireless devices and pay at the print release station. This system allowed us to set-up the teen computers to operate the same way which freed up space for 2 additional teen workstations. There are 6 teen computers in the teen space, based on the demand and use after school 2 additional teen computers are needed. The new computers will cost about \$1,400 each for a total of \$2,800. Mr. Hadelers requested that the money for the computers be taken out of capital funds since they complete this year's teen department renovation.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Koster to approve the purchase of two new teen computers at a cost of \$1,400 each for a total cost of \$ 2,800, out of capital funds.

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 stated that in 2013 we talked about moving the computers off of the BCCLS network and reported that he is getting quotes for the hardware to move forward with it this year, the 15 public computers will be taken off BCCLS network by next year.

Personnel

- Mr. Hadeler stated that in addition to the personnel issues included in the board packet, Denise Laude the adult programming coordinator fell at home 10 days ago, she was in the hospital and has been moved to rehab facility, some of the other staff are covering the adult programs. We wish her well and that she gets back on her feet soon.
- Mr. Hadeler introduced Lori Milach, the new Children's Services Manager who began working Monday. Ms. Milach stated that she recently moved from Waynesboro, PA, coming from a small rural library she was able to do a little bit of everything, including children's, teen's, technical services, circulation and recently was involved in a renovation of the children's and teen department.
- Mr. Hadeler requested the board's approval to attend the 2016 Public Library Association (PLA) conference scheduled for April 5-9, in Denver CO. Mr. Hadeler stated if approved the registration fee will be paid in 2015 and the travel and lodging expense will be paid in 2016.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Spiech to approve Mr. Hadeler's request for funding to attend the 2016 PLA Conference scheduled for April 5-9, in Denver, CO.

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.

Capital Projects

No further action has been taken on the construction of quiet study rooms on the main floor. The Board asked the Strategic Planning Committee to determine if it would be better to continue with the current plan for five quiet study rooms, to use modular walls to build out five semi-enclosed study rooms, or to build a single quiet reading room similar to Ramsey Library's periodicals room. The Strategic Planning Committee hasn't met to review this since the last Board meeting.

Monthly Statistical Reports: The September 2015 statistical reports were reviewed and acknowledged. Mr. Hadelar stated that on-line periodical circulation was not available when the report was completed, for the month on-line periodical circulation was 335, total year to date circulation was 25,959. Mr. Lee questioned if the increase in teen services is due to the new teen area. Mr. Hadelar stated that it is, the new teen space has allowed Denise Jukiewicz, the teen librarian, to expand teen programming and services.

Old Business:

Bank Search - Mr. Hadelar reported that the search for a new bank began in response to the continual increase in service fees charged by Bank of America and TD Bank. After last month board's meeting, Ms. Mercadante also looked into Boiling Springs Savings Bank. Based on the information provided by Patricia Langdale, Boiling Springs Savings Bank offers checking and savings accounts with little or no service fees and provides insurance under NJ Government Unit Deposit Protection Act (GUDPA).

A motion was made by Mr. Wendrychowicz and seconded by Mr. Spiech to approve the Resolution 2015-13 authorizing the creation of new checking and savings accounts with Boiling Springs Savings Bank and transferring Mahwah Public Library funds into Boiling Springs Savings Bank.

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:

Recommendation for electronic receipts – Mr. Hadelar reported that BCCLS Technology Committee hosted a live panel discussion on accepting debit and credit cards in public libraries, the presenters gave an overview of a variety of methods to accept credit cards. Regardless of the system used, the libraries reported a high level of customer satisfaction with the service with minimal change to their staff workflow. Anecdotally, it seems as though fewer patrons carry cash and there are more requests to pay with credit or debit cards. Mr. Hadelar reported that after researching various online services and bank issued card readers, his recommendation is using BancCard of America to provide processing services for all major credit and debit cards. BancCard processes all major credit and debit cards; there are no contract or long-term commitment; they offer competitive transaction processing rates and a low monthly fee; a variety of credit card terminals are available; and, enrollment is on an institutional basis. Mr. Hadelar estimated the service fees for the year will be approximately \$465. Mr. Hadelar recommended that the minimum credit card charge will be \$5.00 and initially we will only accept payments in-person. Mr. Hadelar stated the plan is to start up with a simple card reader and work with the circulation staff to determine if a more advanced setup such as a tablet or point of sale system would best meet our needs.

A *motion* was made by Mr. Wendrychowicz and seconded by Mr. Wolf to approve the Resolution 2015-13 authorizing the acceptance of electronic receipts for the payment of fines, fees and other obligations owed to the library.

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.

Review of the Room Rental Policy – Mr. Lee raised the issue of meeting room rental usage and the ability for organizations to charge attendees, a policy that we may want to reconsider to increase room rental use. Mr. Hadelar stated he is willing to re-visit the issue. He stated that feedback from potential renters is that the inability to charge a fee to attendees is a significant barrier. Mr. Hadelar reviewed the fee structure and stated that if we want to bring more organizations into the library we may want to consider letting organizations charge people to attend. Mr. Hadelar stated that he surveyed other BCCLS libraries when the policy was being developed and reported that each library is different, some allow organizations to charge a fee to attendees while others do not. Mr. Spiech stated that it is a gray area since tutors currently use the public space and charge for their services while organizations that rent the meeting rooms cannot charge a fee. Mr. Koster stated that he does not see a need to change the policy. Mr. Wolf stated that we are a library and operate differently than a business; if we allow the organizations to charge then we are competing with the Sheraton and other venues. The board agreed to continue discussing the issue next month and Mr. Hadelar stated that he will include the room rental policy in the next month's packet.

Trustee Education: Mr. Wendrychowicz stated that he attended a talk at the Monroe Township Public Library titled Engaging our Community. The speaker was from Rutgers, she listed about twenty different things that libraries should be doing to reach their community, Mahwah is doing nineteen of them. The second event that Mr. Wendrychowicz attended this month was the annual Friends of the Library breakfast at Season's, he reported that Mahwah is hosting a BCCLS Friends meeting on October 28th.

Executive Session: A *motion* was made by Mr. Grob and seconded by Mr. Spiech to go into executive session at 8:31 PM to discuss an employee's request for an unpaid temporary leave of absence. *Motion* passed unanimously.

A *motion* was made by Mr. Wendrychowicz and seconded by Mr. Spiech to come out of executive session at 8:35 PM.

A *motion* was made by Mr. Lee and seconded by Mr. Wolf to accept Scott Merlino's request for an unpaid temporary leave of absence through November 16, 2015. Motion passed unanimously.

Adjournment:

A *motion* was made by Mr. Wolf and seconded by Mr. Spiech to adjourn the meeting at 8:37 PM.

Upcoming Meeting Dates:

The next regular monthly meeting will be held on November 18, 2015

Respectfully submitted,

Angela Clarkin
Secretary