

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

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

Attendance:

Public: None present

Present:

Ms. Clarkin
Mr. Koster
Mr. Lee
Mr. Spiech
Mr. Wolf
Mr. Wendrychowicz
Mr. Haderler
Ms. Milach
Ms. Mercadante

Absent:

Mr. Alderisio
Mr. Grob
Mayor Laforet
Dr. Schoen

Pledge of Allegiance

Public Comment:

Secretary's Report:

A *motion* was made by Mr. Wendrychowicz and seconded by Ms. Clarkin to accept the minutes from the November 18, 2015 monthly meeting as presented. *Motion* passed unanimously.

Treasurer's Report:

- Mr. Wolf reported that for the year salaries and benefits are \$60,000 under budget, and that the Library may have a slight surplus for the year. There was a discussion of transferring some operating surplus to capital in order to continue with the various projects outlined in the strategic plan and ensure the facilities are maintained. Mr. Haderler noted that \$50,000 was transferred to capital in the beginning of the year. Mr. Wolf and Mr. Haderler agreed that we can safely transfer \$30,000 into the capital reserve account, keeping in mind that professional services will exceed the budget this year due to legal expenses.

Mr. Koster made a motion seconded by Mr. Wendrychowicz to transfer \$30,000 from the operating reserve account to the capital reserve account.

Roll Call:

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

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

Motion passed.

- Mr. Spiech questioned the status of the transfer of funds from the old capital account to the new accounts that were opened at Boiling Spring Savings Bank. Mr. Haderer explained that the new accounts were opened at the beginning of November and the November municipal appropriation was deposited into the new operating account. Mr. Haderer reported that by the end of December the all of the old accounts will be closed and funds transferred to the new accounts. Mr. Lee questioned if the new accounts will be earning interest. Mr. Haderer explained that the predominance of money will be held in interest bearing savings accounts and that monthly transfers from the operating reserve savings account to the operating checking account will cover payroll and bills for that month. Mr. Wolf questioned if the transfer of funds can be done on-line. Mr. Haderer responded that the transfer of funds between accounts cannot be done on-line since two signatures are required on the checks and added that he and Ms. Mercadante will be responsible for making the transfers.

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

A motion was made by Ms. Clarkin and seconded by Mr. Wolf to approve the December 2015 Bills for Payment.

Mr. Haderer explained that the list of bills for payment included in the packet are for bills received through December 8. As with last year, Lori Pankewicz will process another list of bills for payment through December 31st so that all bills that are received before the end of the year are paid from 2015 funds. Mr. Spiech noted that the Rockland Electric and Direct Energy bills combined are up to about \$5,000 per month for electric and asked if that is what we expected. Mr. Haderer responded that the electric bills are on budget, approximately 13% lower than what we paid in the past thanks to the MRESC contract. Beginning in January we will use the same MRESC contract for natural gas.

Roll Call:

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

Motion passed unanimously.

- Proposed 2016 Budget

Mr. Wolf referred to Mr. Haderer's memo in the packet and highlighted updates that reflect the decrease in medical insurance and changes to various operating expenses that bring it more in-

line with the new Strategic Plan. Mr. Wendrychewicz questioned the drop in medical insurance costs for next year. Mr. Hader reported that he contacted the Township to confirm the medical insurance rates will decrease by 30% in 2016. He expressed concern that the cost will go back up in 2017. Mr. Wolf concurred that in general medical cost increases have slowed down. There was discussion of setting aside some of the savings to fund a future rate increase. Mr. Hader explained that since we cannot budget for future medical insurance, we will have to adjust future budgets to accommodate any rate increases.

Mr. Spiech expressed concern with using the savings in medical insurance to increase the staff salaries beyond the 2% average awarded in recent years since it cannot be taken back. Mr. Spiech was concerned that this would become an expectation for the future, particularly if the funding through millage rate continues to decline. Mr. Hader responded that in the past when we have been hit with a bad budget year it was explained to the staff the need for a smaller salary increases. Mr. Wendrychewicz acknowledged that there may be a year that requires a salary freeze. Mr. Wolf questioned how staff development and expectations for staff taking on new responsibilities would impact the salaries. Mr. Hader acknowledged that this is a difficult question that needs to be considered with new expectations for staff of core competencies, and that this will need to be seriously considered for 2017 and beyond. Mr. Koster added that working smarter by adapting and learning new skills allow the staff to keep your job. He also noted that working harder should some consideration. After discussion by the board as to whether or not the 2.25% net percentage increase in salaries for 2016 should be reduced, Mr. Koster stated and all agreed that the library is run frugally and if there is an issue in the future it will be addressed.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Wolf to approve the 2016 Budget as presented.

Roll Call:

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

Motion passed.

President's Report:

No report

Employee's Report:

- Lori Milach, Children's Service Manager, reported that they have received quite a few compliments because of changes to the programming line-up and reported on the changes that are being made within the department.

- Ms. Milach explained that she is focusing on developing a team environment within the department and many of the programming changes are the result of staff input. Some of the new programs include Fun Friday Crafternoon's that plays on Martha's strength as an artist, Adventures with Books at Debbie's suggestion which is opening up our K-2 programming allowing time for a story along with an activity with a focus on reading comprehension. At Libby's suggestion a world tour is being planned for El día de los niños/El día de los libros (Children's Day/Book Day) that supports reading on any level and will include a bi-lingual story time plus a passport to tour with different countries set up at tables around the library. Ms. Milach reported that she is bringing in Crazy 8s math time, supported by Bedtime Math a non-profit organization that promotes interactive mathematics by supplying all the materials at no cost. Because in the past the programming was the same every year, patrons are impressed that we are making changes. Also, patrons requests and suggestions are being considered, for example the Lego club is being expanded from 4 to 6 year olds from a once a month to a four week program. We are also going to try a pajama story time that will allow working parents to attend story time with their children in the evening at 7:00 pm, other libraries have a similar story time so it will be interesting to see if it works here. The early literacy program that in the past only allowed 6 to 10 select kids with no rotation, will now be a 12 week program with 15 to 20 kids with a new registration at the end to allow new kids to come in and will be taught by a certified teacher.
 - Ms. Milach reported on changes that are being made to the collection. She explained that there are noticeable gaps specifically in the series books, Debbie has been working on identifying where the gaps are and in January will place orders to fill them. Staff will be discarding CD-ROMs that do not work, read-a-long books that do not circulate and a parent collection that is not marketed properly and not properly used. Staff are adding a foreign language to the collection that will initially include Chinese, Japanese and Korean. They do have some bi-lingual books in the collection that are English and Spanish that will be moved into the foreign language section which will make them easier to find. The board books will be relocated to encourage self-selection by young children.
 - Ms. Milach reported that in addition to changes in the programming and collections, there are plans to improve the children's section as a whole. Staff are updating the computers and will have an internet dedicated computer with a child safe browser that will allow kids that come after school to do homework, research and access Tutor.com. In addition there are plans to update the toys in the department to ones that are more educationally based with the intention of developing the child as a whole. The department been cleaned up and they anticipate having a regular cleaning schedule for the toys to keep them clean and rotate them regularly.
- Mr. Lee questioned if Ms. Milach has been out to the schools. Ms. Milach responded that she is beginning to make visits to the schools, so far she has visited is Kinder Care. Young World and Children's Learning Center has come into the library. Mr. Hadelers reported that he went out to the High School and Ramapo Ridge to talk to them about Tutor.com. They were both very enthusiastic about promoting the service to parents and teachers. Mr. Hadelers and Ms. Clarkin each reported on a positive first-hand experience with the tutoring service. The board recommended that another venue to promote Tutor.com is with the HSOs.
 - Mr. Koster question the current size of the staff in the department. Mr. Hadelers responded that there are four employees in the department that includes Ms. Milach and three part-time library assistants. We will be filling Mr. Wilson's position with a full-time library assistant or library associate. Ms. Milach reported that the staff are more than adequately trained and are highly motivated, passionate and enthusiastic about what they are doing.
 - Mr. Hadelers stated that there has been a new crew of teens and tweens in the library this year that we have never seen before, overall having the new teen area downstairs and keeping the kids upstairs that are studying has helped in managing the kids during the after school hours. In addition there is already collaboration planned between the teen and the children's department.

- Mr. Haderler added that in the strategic plan for 2017 are some thematic elements planned for the children's department, right now when you come into the children's room there is nothing visually that focuses your attention on the children's room or distinguishes it from the rest of the library. After meeting with a theatrical set designer who is working in the library market, we are thinking about transforming the large column in front of the children's reference desk into a center piece of the room with better signage. Mr. Haderler reported that he expects to sit down with the set-designer, Lori and others after the quiet study rooms are completed in the spring to determine what the focal point will be.
- Mr. Lee thanked Ms. Milach on behalf of the board for coming to the meeting and for the good job that she is doing. Mr. Haderler acknowledged that Ms. Milach has made a positive difference among the staff.
- Mr. Lee requested that Mr. Haderler invite another staff member attend next month's meeting to give a report. Mr. Haderler agreed to the request.

Director's Report:

Personnel – Mr. Haderler stated that in addition to what is included in his written report, he made an offer to a strong candidate for the supervising librarian position, the offer was accepted and he is expected to start working at the end of January. Mr. Haderler stated that the expectation is to mentor this candidate and promote him to assistant director if it is appropriate. Mr. Koster questioned the candidate's credentials. Mr. Haderler responded that he is presently the head of circulation in Englewood, he started out as a teacher and began working in libraries coordinating ESL programming. He went on to become the head of circulation and his focus is on teaching, staff development, programming, ESL and technology.

Committee Reports:

2016 Strategic Plan – Mr. Haderler stated that revised the capital projects budget to address concerns that were expressed in November concerning the aging HVAC units. He reduced the amount of money spent on the teen room and added money for building repair contingency. There is \$25,000 set aside in 2016 and 2017 for building emergency repairs, whether for HVAC or something else. Mr. Haderler reported that the strategic planning committee determined that one long-term goal should be increased funding to support the Library and that is reflected by a influx of \$100,000 for capital projects in 2018. Mr. Haderler stated that the final strategic plan will be presented for adoption at next month's meeting.

Buildings & Grounds:

Burglar alarm system - Mr. Haderler reported that the building alarm system failed early Saturday morning, we thought that the problem was the battery, however it turns out that the circuit board for the security system failed, the cost to replace it will be about \$1,000.

Monthly Statistical Reports:

- The November 2015 statistical reports were acknowledged. Mr. Wendrychowicz questioned whether or not we need to purchase additional computers for the teen department due to the 140% increase in use. Mr. Haderler explained that two additional computers were added for a total of eight teen computer which is the maximum that there is space for and noted that last year teen computer use was low due to the move to downstairs during November of last year. Mr. Wendrychowicz noted that patron registration is down. Mr. Haderler acknowledged that we do need to do better job in getting people to register which is a reason we are looking for a PR and marketing person.

- Mr. Haderler explained the reference statistics for children's and teens may see a marked decline next year due to changes next year in recording the statistics accurately, similar to how they are recorded at the adult reference desk so that there is consistency.
- Mr. Spiech questioned if we are ranked highest in BCCLS for lending. Mr. Haderler stated that Paramus is usually the highest in BCCLS, Mahwah is usually ranked four in overall circulation which is due to maintaining our collection budget during years when funding was decreasing. In addition, we do a lot of weeding to make room for new materials on the shelves. Over the past couple of years we have seen an increase in funding for reciprocal borrowing received from from BCCLS for the materials that we lend out to other libraries.

Old Business:

- Quiet Study Rooms –
 - Mr. Spiech questioned whether it is possible to use the meeting room space for quiet study rooms since we have two problems; the meeting room space that is underutilized and the need for quiet study space. Mr. Haderler explained that during the afternoon the meeting rooms are used for programs during the time that the quiet study rooms are in demand and they are needed for groups of 4 to 6 people.
 - Ms. Clarkin questioned the cost of the quiet study rooms with the proposed built in HVAC units. Mr. Haderler reported that he spoke to one of the contractors who bid the project initially, he stated that they bid high because they felt the engineers over engineered the project, also they did not know what to expect when they would take the ceiling out. For budgeting purposes the contractor estimated it would cost approximately \$35,000 to install a more efficient ductless split system with separate controls for each study room rather than use the modify the existing HVAC system to meet these needs. The next step is to have the engineering drawings revised and get new quotes. Mr. Haderler stated that he expects that the process of getting new quotes will be done by February and the project will be completed within two months.

New Business:

- 2016 Cleaning and Janitorial Service – Mr. Haderler reported that we received two cleaning service quotes in response to the RFQ that was send out to three companies. Z & C Cleaning Service, LLC provided the lowest quote for the 2016 annual cleaning service and we were satisfied with the service that they provided this year.

Mr. Wendrychowicz made a motion and seconded by Mr. Lee to accept Z & C Cleaning Service, LLC proposal for cleaning and janitorial services from January 1 through December 31, 2016 for a total cost of \$ 25,200 plus the additional window cleaning option at a cost of \$480 with the option of the board to extend the contract for 12 additional months.

Roll Call:

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

Dr. Schoen - absent

Motion passed.

- 2016 HVAC Service and Maintenance Contract – Mr. Hadelier reported that we have been dissatisfied with the company that took over Gilson and Sons that has been providing HVAC service this year, the company has been notified that the service contract is terminated as of December 31, 2015. In response to an RFQ for the 2016 HVAC annual service agreement we received four responses. Hughes Environmental Engineering provided the lowest proposal for annual maintenance service. Mr. Hadelier reported that the Township has used Hughes Environmental Engineering and was satisfied with the service they provided.

Mr. Wolf made a motion and seconded by Mr. Spiech to accept Hughes Environment Engineering, Inc. proposal for the library's HVAC annual maintenance and service from January 1 through December 31, 2016 in the amount of \$ 3,084 for preventative maintenance and an equipment repair rate of \$ 125 per hour during normal business hours, \$ 188 per hour on Saturday's before/after normal business hours.

Roll Call:

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

Motion passed.

Trustee Education:

Upcoming Meeting Dates:

The next regular monthly meeting will be held on January 20, 2016 at 7:30 PM.

Adjournment:

A motion was made by Mr. Spiech and seconded by Mr. Wendrychwic to adjourn the meeting at 8:50 PM.

Respectfully submitted,

Angela Clarkin
Secretary