

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
October 21, 2020

Call to Order:

Ms. Clarkin, President, called the special meeting to order at 7:32 PM.

- In compliance with the Open Public Meeting Act, this meeting was announced in the Bergen Record, on the Library's website and on signs posted at the Library entrances.
- This meeting is taking place on-line in accordance with New Jersey state statute 10:4-8B, which authorizes local units to conduct public meetings through the use of streaming services and other online meeting platforms.
- Information on accessing this public meeting has been posted on the library's website, members of the public are welcome to participate only during the public portions at the beginning and end of the meeting by voice, telephone or webcam using the "chat" feature in the conferencing software.

Present:

Ms. Cassotis
Ms. Clarkin
Dr. Fitts
Mr. Grob
Mr. Koster
Mr. Orlich
Mr. Wendrychowicz
Mr. Wolf
Mr. Haderler
Mr. Gallina
Mr. Liden
Ms. Senedzuk
Ms. Mercadante

Absent:

Mayor Roth

Pledge of Allegiance: Mr. Grob led the pledge of allegiance.

Public Present: None.

Public Session:

A *motion* was made at 7:34 PM by Mr. Wendrychowicz and seconded by Mr. Lee to open the meeting to the public. *Motion* passed unanimously.

A *motion* was made at 7:34 PM by Ms. Cassotis and seconded by Mr. Wendrychowicz to close the meeting to the public. *Motion* passed unanimously.

Secretary's Report:

A *motion* was made by Mr. Wendrychowicz and seconded by Mr. Lee to approve the minutes from the September 16, 2020 meeting as presented. *Motion* passed unanimously.

Treasurer's Report:

- Operating Budget vs Actual as of September 30, 2020

- Mr. Wolf reported that “extra revenue” continues to be below budget, as anticipated due to the policy changes and activity level in the library. The municipal appropriation is on budget for the year and is enough to cover expenses.
- Expenses rose slightly this month: overall we are below budget in expenses and do not expect any changes next month.
 - Year to date expenses are \$250,000 under budget; by the end of the year, we expect to be approximately \$300,000 under budget.
 - We will assess our capital needs and decide whether to transfer additional funding to the planned capital budget before the end of the year.

A motion was made by Mr. Wendrychowicz and seconded by Ms. Cassotis to accept the operating budget, account balances and reconciliations in the September 2020 Treasurer’s Report.

Roll Call:

Ms. Cassotis – yes
 Ms. Clarkin – yes
 Dr. Fitts - yes
 Mr. Grob - yes
 Mr. Koster - yes
 Mr. Lee – yes
 Mr. Orlich - yes
 Mayor Roth - absent
 Mr. Wendrychowicz - yes
 Mr. Wolf – yes

Motion passed unanimously.

- Bills for Payment -

- Mr. Hadeler explained that the annual bill from the Township for insurance is under budget for medical insurance because two budgeted positions were not filled until March and April.
- Mr. Hadeler explained that the bill from the plumber included charges to replace three old exterior hose bibs and some routine repairs.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Orlich to approve the September 2020 Bills for Payment from the operating and capital funds.

Roll Call:

Ms. Cassotis – yes
 Ms. Clarkin – yes
 Dr. Fitts - yes
 Mr. Grob - yes
 Mr. Koster - yes
 Mr. Lee – yes
 Mr. Orlich - yes
 Mayor Roth - absent
 Mr. Wendrychowicz - yes
 Mr. Wolf – yes

Motion passed unanimously.

- Return of Funds Calculation –
 - Mr. Wolf reported that a copy of the return of funds calculation is included in the packet: there are no funds to be returned to the Township. He explained that there is a predetermined budget formula pertaining to library goals and objectives defined in the strategic plan.
 - Mr. Haderler stated the following regarding the worksheet:
 - The worksheet represents what has been budgeted as a transfer to capital: it doesn't represent capital projects total identified in the strategic plan.
 - The form was developed by the NJ State Library and must be completed by all libraries.
 - Tomorrow, a copy of the calculation form will be sent to town hall and a copy to the state.
- 2021 Draft Budget – Mr. Wolf stated that Mr. Haderler is working on the budget for next year and recommended supplying suggestions for next year now.
 - Mr. Wolf suggested since we have made advances in completing capital projects in 2020, it makes sense to change the layout of the checkout area sooner.
 - Mr. Haderler noted that the RFID tagging project and self-check-out have been completed. The entire project was projected to take three years:
 - Year 1: Applying RFID tags
 - Year 2: Setting up self-service kiosks
 - Year 3: Retooling the checkout area
 - Mr. Haderler recommended moving the third year to next year, which would involve working with a consultant to discuss how libraries are evolving. One option is to possibly move towards a smaller checkout desk and install one additional self-checkout machine.
 - Ms. Clarkin questioned if we should discuss the window seat project, consisting of installing nice work surfaces, built in receptacles and comfortable seating.
 - Mr. Haderler explained there is no point in doing the work until the roof is repaired over the bump out areas, something to consider moving up to 2021, which will require getting quotes for the job.
 - Mr. Haderler reported that the Winter Room project to fix the HVAC duct work was scheduled for this year: since the room is being used for quarantine, it makes sense to have the work done before next fall when people are back in the building. The light installation is in progress and expected to be completed sometime in December.
 - Mr. Orlich asked what the automated materials handling system would cost.
 - Mr. Haderler responded that the system cost ranges from \$100,000 to \$150,000 for the technology, but that range does not include changes to the physical building to accommodate the system.
 - Mr. Haderler explained since there has been a shift towards e-content, circulation of physical materials has plateaued: a thorough evaluation would be needed to justify spending \$200,000 for an AMH system, plus changes to the building.
 - Mr. Wolf stated that a solar panel canopy over the back parking lot should be considered when planning to repave the parking lot. The panels would provide electricity at a discounted rate and could be cost free.
 - Mr. Wolf suggested looking into new environmentally-sensitive material technology which can withstand northeast weather, as an alternative to asphalt, for paving the parking lot.
 - Mr. Haderler asked the board to consider updating the décor in the teen room next year. We could include it in the capital projects, so we can begin with talking to Janice Davis and consider making the changes in the spring, at a cost of not more than \$50,000
 - Mr. Wolf recommended that Mr. Haderler start to put the budget together with most of the projects that were discussed:
 - Proceeding with phase 3 of the RFID
 - Re-roofing of the front bump out areas
 - Addressing Winter Room duct work
 - Installing displays and updating the teen room.

The remaining projects can be discussed in upcoming meetings.

- Mr. Hadelar agreed to come back next month with estimates for the roof repairs, renovation of the teen room and the other discussed projects.

Director & Staff Reports:

Mr. Hadelar highlighted the following items from his report:

- Self-checkout kiosks – There are two issues with the kiosks that we were working with Bibliotheca and BCCLS to resolve. We expect to have them up and running by the middle of the month.
- RFID tagging – The RFID tagging project is complete. Mr. Linden and the adult services team have begun the weeding project and we have a few other projects lined up.
- New displays - The new displays have been a great success; people are stopping to see what is new, and checking out graphic novels and other items that are on display.
- Mahwah's equalized valuation for 2021- The NJ Treasury, Division of Taxation, released the equalized property value on October 1.
 - Mahwah's equalized value rose by 1.36%: based on the voter-approved millage rate of 3/8 mill: our anticipated municipal appropriation for 2021 is \$2,411,684, an increase of \$32,322 over 2020.
 - The management team and I will work with Mr. Wolf to develop the 2021 budget.
 - We expect that the beginning of 2021 will resemble 2020.
 - We will focus on virtual programs and on-line events until summer.
 - By summer of 2021 we are hoping to resume in person programming.

Statistical Reports: The statistical reports for September 2020 were acknowledged. Mr. Hadelar stated in September, we loaned slightly more physical items than in September 2019. E-content circulation is up 8%.

Committee Reports:

Meet the Candidates Night –

- Ms. Clarkin thanked everyone for doing a great job this year with the events. The candidates received a lot of exposure, the questions addressed most of the prominent topics of the town and everyone was engaged.
- Mr. Orlich suggested having the event broadcast online in the future, even if we hold an in-person event, in order to reach a lot more viewers.
- Mr. Hadelar reported the following viewing statistics:
 - 250 people watched the mayoral event live on Zoom, more than we ever had in person.
 - There were 300 views on Facebook and 400 views on YouTube, although we are not sure how long the event was viewed by attendees.

The board agreed that this event format created a broader public reach than in the past. In the future, we will moderate the event as an in-person and virtual hybrid.

Friends of Mahwah Library Report:

Correspondence:

Old Business:

- Eliminating overdue fines on most items – Mr. Hadelar stated that the recommendations on pages 36 and 37, is a detailed policy of eliminating overdue fines on most items. The board agreed that there does not seem to be a downside to the policy. Mr. Hadelar and Mr. Gallina answered the board's questions about the policy and provided details around materials borrowed from other libraries who do not have a similar policy.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Lee to accept the policy change regarding fine free borrowing policy for overdue fines.

Roll Call:

Ms. Cassotis – yes
Ms. Clarkin – yes
Dr. Fitts - yes
Mr. Grob - yes
Mr. Koster - yes
Mr. Lee – yes
Mr. Orlich - yes
Mayor Roth - absent
Mr. Wendrychowicz - yes
Mr. Wolf – yes

Motion passed unanimously.

New Business:

- Replacement of existing swinging entrance doors with automatic sliding doors –
 - Mr. Hadelar reported that the original request for quote included two options:
 - Option A: a central access control system with card access with timers
 - Option B: a panic button (a remote locking and unlocking button)
 - The vendors all responded differently, based on what they can do with their components and their willingness to work with a subcontractor.
 - We asked the vendors to re-quote the automatic door replacement for the basic doors, including anything needed to supply a third-party access control system and the panic buttons.
 - We received three responsive quotes from:
 - Assa Abloy Entrance Systems in Hamilton
 - Mackenzie Automatic Doors in North Bergen
 - Automatic Door Systems, LLC in North Arlington, NJ
 - All provided the required documentation, and provided quotes for equivalent doors.
 - Mr. Hadelar stated that administration recommends awarding the job to Assa Abloy Entrance Systems, Inc., who provided the lowest responsive quote at \$35,985 for four Assa Abloy Besam FL500 OHC FBO automatic telescopic 3-panel door units, including hardware required to connect the doors to a central access control system that will be provided by others.
 - The quote excludes electrical wiring and finish work which will be coordinated by the Library.
 - The electrical work is estimated to cost about \$2,500.
 - A single access control system for one of the doors is estimated to cost approximately \$3,000 plus a small monthly fee.
 - Mr. Hadelar clarified to the board that they are voting to remove all sets of double doors and replace them with four sets of automatic doors. The quote does not include the electrical work, access control system or a panic button.

A motion was made by Mr. Wendrychowicz and seconded by Dr. Fitts to accept the bid from Assa Abloy for \$35,985 to remove the four swinging doors and install four new automatic sliding doors.

Roll Call:

Ms. Cassotis – yes
Ms. Clarkin – yes
Dr. Fitts - yes
Mr. Grob - yes
Mr. Koster - yes
Mr. Lee – yes
Mr. Orlich - yes

Mayor Roth - absent
Mr. Wendrychowicz - yes
Mr. Wolf – yes

Motion passed unanimously.

- Board of Trustees monthly meeting schedule for 2021 – Ms. Clarkin noted that the September meeting next year will be held on Tuesday, September 14th since Wednesday, September 15 is Yom Kippur.

Trustee Education: Mr. Wendrychowicz reported that the state requires seven credits for trustee education each year, we currently have twelve credits. Mr. Wendrychowicz reminded everyone of upcoming events.

- On October 29th is BCCLS Trustee Development webinar from 7 pm to 8:30 pm, “Trustee 201 for the Seasoned Trustee for 1.5 credits.
- On November 3rd is election day: turn out and vote.

Public Session:

A motion was made at 8:54 PM by Mr. Wendrychowicz and seconded by Mr. Wolf to open the meeting to the public. Motion passed unanimously.

A motion was made at 8:54 PM by Mr. Wendrychowicz and seconded by Mr. Wolf to close the meeting to the public. Motion passed unanimously.

Executive Session:

Upcoming Meetings & Events:

- Thursday, 10/29, 7pm – BCCLS webinar, “Trustee 201 for the Seasoned Trustee.”
- Wednesday, 11/18, 7:30pm – Board of Trustees regular monthly meeting. Initial 2021 budget presentation.
- Wednesday, 11/25 – Library closing at 2pm for Thanksgiving
- Thursday, 11/26 – Library closed for Thanksgiving
- Wednesday, 12/16, 7:30pm – Board of Trustees regular monthly meeting. Revised 2021 budget presentation.
- Thursday, 12/24 – Friday, 12/25 – Library closed for Christmas.
- Thursday, 12/31 – Friday, 1/1/2021 – Library closed for New Year.

Adjournment:

Ms. Clarkin stated that the library board this year has been phenomenal, as we have navigated waters no one else has navigated in the past. We will continue to get things done and hope to see better days ahead.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Lee to adjourn the meeting at 8:55 PM. Motion passed unanimously.

Respectfully submitted,

Zoe Cassotis
Secretary