

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
December 16, 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
Mr. Koster
Mr. Lee
Mr. Orlich
Mr. Wendrychowicz
Mr. Haderler
Mr. Gallina
Mr. Liden
Ms. Mercadante
Ms. Senedzuk

Absent:

Dr. Fitts
Mr. Grob
Mayor Roth

Pledge of Allegiance

Public Present: Robert Ferguson, Township Council Liaison.

Public Comment:

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

There were no public present.

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

Secretary's Report:

A *motion* was made by Mr. Wolf and seconded by Mr. Orlich to accept the minutes from the November 18, 2020 regular meeting minutes as presented. *Motion* passed unanimously.

Treasurer's Report:

Financial Reports

- Mr. Wolf reported that the same trend continues with regard to revenue and expenses for the year.
 - Year to date, revenue received from the town is as budgeted, while patron and miscellaneous revenue is \$14,000 below budget.
 - Year to date, expenses are about \$295,000 below budget since we are not able to operate at full service due to the pandemic.
 - The budgeted transfer of funds to the capital fund has already been remitted. Later in the meeting, there will be a recommendation for an additional transfer of \$200,000 to fund the capital account.

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

Roll Call:

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

Motion passed unanimously.

Bills for Payment –

A motion was made by Mr. Orlich and seconded by Ms. Cassotis to approve the December 2020 Bills for Payment from the Operating and Capital accounts.

Roll Call:

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

Motion passed unanimously.

Funding for Capital Projects and Interfund transfer – Mr. Wolf explained that we will have enough funds for the capital projects through 2021; however, in 2022 we will be short. The transfer of additional funds this year to the capital account will fund the capital account for the next few years.

- If we decide to move up the parking lot project, we will need the additional capital funds. According to a recent proposal from Boswell Engineering to resurface the existing parking lot, the cost will be \$225,000, more than double an estimate we received in 2018.

- The board discussed cash flow and funds that will be needed through mid-February, when the first quarterly payment from the town is received.

A motion was made by Ms. Clarkin and seconded by Mr. Wolf to transfer \$200,000 from the operating fund to the capital fund in December to cover the projected shortfall in capital funding over the next two years. Motion passed unanimously.

Roll Call:

Ms. Cassotis – yes
 Ms. Clarkin - yes
 Mr. Grob - absent
 Mr. Koster - yes
 Mr. Lee – yes
 Mr. Orlich - yes
 Mayor Roth - absent
 Mr. Wendrychowicz - no
 Mr. Wolf – yes
 Dr. Fitts - absent

Motion passed.

Second Draft 2021 Operating Budget – Ms. Clarkin noted that there are a few changes from the draft budget presented last month.

- The biggest change is the reduction of medical insurance costs, which are 2% less than 2020. We had anticipated a 10% increase.
- Another change is an increase to the other insurance line, which includes the bond for the treasurer, director and officer's insurance, general liability, and employment practices.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Lee to accept the 2021 budget as presented.

Roll Call:

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

Motion passed unanimously.

Director & Staff Reports:

New Door Counting System - Mr. Hadelier reported he had one addition to his report. A new door counting system was purchased, installed and is working well. In addition to a typical door count, it shows real time occupancy data displayed on a screen when people enter the library.

New Displays - Ms. Clarkin complimented Mark and the staff on the great look of the new books displays and recommended when COVID is over, to incorporate comfortable seating for patrons.

ESL program - Mr. Wendrychowicz asked Mr. Hadelar to expand on the ESL information, how much would it cost?

- Mr. Hadelar was concerned each time we get the program running, something happens and it stalls and must be restarted. Most recently, ESL was shut down as a result of the pandemic since many of the students were reluctant to participate, did not have the technology needed for one-on-one connection on-line and were not set up for teaching groups on-line. After attending a Literacy Volunteer of Pascack Valley meeting, some other libraries indicated they have successfully transitioned their ESL programs on-line and are offering services to our patrons.
- Mr. Hadelar stated that he has discussed with Mr. Liden on how to continue the program.
 - We would need to carve out money to staff the program to align with our commitment to the program after the pandemic.
 - To restart the program, it will initially require ten to fifteen hours a week for the suitable person, who is passionate about ESL.
- The board discussed the program and agreed that if we are going to launch the program again, we will need to make the commitment.
- Mr. Hadelar agreed to come back to the board with more details of the costs for the ESL program so a decision can be made and the library can be ready after the pandemic ends.

Solar canopy for rear parking lot - Mr. Hadelar reported that he has not heard back from Mike Kelly on the solar canopies for the rear parking lot.

Electric charging stations - Mr. Wolf reported that the Environmental Commission is researching grant availability and proposals for installing electric charging stations at town locations. The Environmental Commission is talking to one potential vendor who is going to come out to the library on Monday. The board agreed to researching the options for electric charging stations.

State of the library report to Township Council - Mr. Ferguson thanked Mr. Hadelar for coming to the town council meeting and reporting on the state of the library, it was very well received and he looks forward to it again in the future.

Monthly Statistical Reports:

The statistical reports were acknowledged.

- Mr. Hadelar explained that the door count was an estimate based on the year over year change in our Wi-Fi sessions, and extrapolated that number to our door count, since our old door count system is no longer working.
- Mr. Hadelar showed the board some of the reporting capabilities of the new door counting system, which includes
 - the number of people that enter the building each day
 - when patrons enter the building
 - which door patrons enter
 - break-down between adults and children.

Committee Reports:

Friends Report:

Correspondence:

Mr. Hadeler acknowledged a \$1,000 donation that was received from a charitable trust, which was an unexpected surprise.

Old Business:

New Business:

Biennial review of By-Laws –

The board discussed the proposed changes to the Bylaws, including officers serving for two years, streamlining the agenda, and changes to how frequently the Bylaws must be reviewed. The board was in agreement that the Bylaws should be reviewed every five years.

- A motion was made by Mr. Lee and seconded by Mr. Wolf to approve the proposed amendments to the Bylaws in total.

Roll Call:

Ms. Cassotis – no
Ms. Clarkin - yes
Mr. Grob - absent
Mr. Koster - abstain
Mr. Lee – yes
Mr. Orlich - no
Mayor Roth - absent
Mr. Wendrychowicz - no
Mr. Wolf – yes
Dr. Fitts - absent

Motion was rejected.

- A motion was made by Mr. Orlich and seconded by Ms. Clarkin to vote on the proposed amendments to the ByLaws each separately.

Roll Call:

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

Motion passed.

- A motion was made by Mr. Wendrychowicz and seconded by Ms. Cassotis to *reject* the change to the ByLaws to have officers serve for two year terms.

Roll Call:

Ms. Cassotis – yes
Ms. Clarkin - no
Mr. Grob - absent
Mr. Koster - abstain
Mr. Lee – no
Mr. Orlich - no
Mayor Roth - absent
Mr. Wendrychowicz - no
Mr. Wolf – no
Dr. Fitts - absent

Motion was denied.

- A motion was made by Mr. Orlich and seconded by Ms. Clarkin to accept the proposed changes to the ByLaws on page 41 of the packet, under Article III. Section 2 and Section 3, thereby changing the term of the officers a two-year term from a one year term.

Roll Call:

Ms. Cassotis – yes
Ms. Clarkin - yes
Mr. Grob - absent
Mr. Koster - abstain
Mr. Lee – yes
Mr. Orlich - yes
Mayor Roth - absent
Mr. Wendrychowicz - no
Mr. Wolf – yes
Dr. Fitts - absent

Motion passed.

- A motion was made by Mr. Wendrychowicz and seconded by Ms. Cassotis to accept the proposed changes to the ByLaws on page 42 of the packet, under Article IV. Section 4, thereby streamlining the order of business that would be presented in agendas of regular meetings.

Roll Call:

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

Motion passed.

- A motion was made by Mr. Wendrychowicz and seconded by Mr. Orlich to accept the proposed change to the ByLaws on page 43 of the packet, under Article VIII. Section 2, thereby requiring the Bylaws to be reviewed every five years.

Roll Call:

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

Motion passed.

Amendments to the Code of Conduct –

A motion was made by Mr. Wendrychwociz and seconded by Ms. Cassotis to approve reviewing the temporary code of conduct every month until they are removed.

Roll Call:

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

Motion passed.

Recommendation to award contract for janitorial services, January – December 2021 –

The board discussed the quote that was received from AMAVA 5 Inc. for janitorial service from January through December 2021 for a total cost of \$28,800 for the year, a \$1,600 increase in cost over last year.

A motion was made by Mr. Wolf and seconded by Mr. Wendrychwicz to accept the lowest responsive quote from AMAVA 5 Inc. for janitorial service from January 1, 2021 through December 31, 2021.

Roll Call:

Ms. Cassotis – yes
Ms. Clarkin - yes
Mr. Grob - absent
Mr. Koster - abstain

Mr. Lee – yes
Mr. Orlich - yes
Mayor Roth - absent
Mr. Wendrychowicz - yes
Mr. Wolf – yes
Dr. Fitts - absent

Motion passed.

Revised list of Board meetings –

A motion was made by Mr. Wendrychowicz and seconded by Mr. Orlich to approve the revised list of board meetings for 2021 and start the meetings at 7:00 PM rather than 7:30 PM. Motion passed unanimously.

Trustee Education: Mr. Hadelar reported that he was referred to NJLTA by Mr. Wendrychowicz for possible presentation of our work to pass the Johnson legislation. It looks like he will be giving a presentation at the end of January or early February.

Public Session:

A motion was made by Mr. Wolf and seconded by Ms. Clarkin to open the meeting to public session at 8:58 PM. Motion passed unanimously.

There were no public present.

A motion was made by Mr. Cassotis and seconded by Mr. Orlich to close the public session at 8:58 PM. Motion passed unanimously.

President's Report: Ms. Clarkin stated that Mr. Wolf has done an excellent job in the numerous roles that he has played and replayed on the board. She acknowledged that tonight is his last meeting, extending the gratitude of present and past boards for his commitment and energy. We truly appreciate everything Mr. Wolf has done. The board thanked Mr. Wolf for his service.

Upcoming Meeting Dates:

Adjournment:

A motion was made by Ms. Cassotis and seconded by Mr. Lee to adjourn the meeting at 9:01 PM. Motion passed unanimously.

Respectfully submitted,

Zoe Cassotis
Secretary