

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
January 20, 2021

Call to Order:

Ms. Clarkin, President, called the special meeting to order at 7:00 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. Ferguson
Ms. Javer
Mr. Koster
Mr. Lee
Mr. Wendrychowicz
Mr. Haderler
Mr. Gallina
Mr. Liden
Ms. Mercadante
Ms. Senedzuk

Absent:

Dr. Fitts
Mr. Grob
Mayor Wysocki

Pledge of Allegiance

Public Present: John Fesen, Mahwah resident.

Public Session: A motion was made at 7:32 PM by Mr. Lee and seconded by Mr. Wendrychowicz to open the meeting to the public. Motion passed unanimously.

A motion was at made at 7:32 PM by Mr. Wendrychowicz and seconded by Ms. Cassotis to close the meeting to the public. Motion passed unanimously.

Welcoming New Trustees

- Ms. Clarkin welcomed Hon. Jim Wysocki as the new Mayor.
- Ms. Clarkin welcomed Ms. Zoe Cassotis as a reappointed Trustee, her term is from January 1, 2021 through December 31, 2025. Mr. Haderler administered the oath of office for Ms. Cassotis.
- Ms. Clarkin welcomed Ms. Sharon Javer as a returning Trustee, her term is January 1, 2021 through December 31, 2025. Mr. Haderler administered the oath of office for Ms. Javer.
- Ms. Clarkin welcomed Mr. Ferguson as the Mayor's Alternate and Town Council Liaison. Mr. Haderler administered the oath of office for Ms. Javer.

Secretary's Report:

A *motion* was made by Mr. Wendrychowicz and seconded by Ms. Clarkin to accept the minutes from the December 16, 2020 regular meeting minutes as presented. *Motion* passed unanimously.

Financial Review:

Financial Reports & Bills for Payment

- Mr. Lee reviewed the budget to actual spending report for the 2020 fiscal year and noted the following:
 - Expenses, with exception of on-line items, are below what was budgeted for the year.
 - Income is in order: we were above budget with grants, gifts and donations.
Mr. Hadelar stated that we received the following donations and grant money:
 - The Friend's group donated \$5,000 to support the summer reading program.
 - A grant for the Bergen County volunteers to purchase Chromebook to assist with the census.
 - Mr. Hadelar noted that the operating surplus after the transfer to capital is \$56,706. The net income was transferred to capital to pay for the capital projects over the next few years.
- A *motion* was made by Mr. Wendrychowicz and seconded by Ms. Javer to accept the January 2021 Treasurer's Report that includes the operating budget, account balances and reconciliations, and bills for payment.

Roll Call:

Ms. Cassotis - yes
Ms. Clarkin - yes
Mr. Ferguson - absent
Dr. Fitts - absent
Mr. Grob - yes
Ms. Javer - yes
Mr. Koster - yes
Mr. Lee - yes
Mr. Wendrychowicz - yes
Mayor Wysocki - absent

Motion passed unanimously.

- Capital Projects Schedule – Mr. Hadelar reviewed the capital projects schedule, it shows the projects that were closed out in 2020 as well as those that start off 2021.

Operational Review:

Mr. Hadelar highlighted the following from his report:

Library Activities:

- Personnel Issues:
 - Malka Ganepola, who has been a wonderful employee with us for twenty-two years, will be retiring at the end of March. Mr. Hadelar reported that he and Mr. Gallina are discussing how to handle that vacancy.
 - Today was Joy Laforme's last day. Joy was our PR and marketing coordinator for the past four years. She is an incredibly helpful, talented and a wonderful person to work with. We will miss

her and it is a big loss. Joy is credited with transitioning us to beautiful colored flyers, pamphlets and the quarterly newsletter that will go out as well as her significant role in passing the referendum. On behalf of the board and staff, Mr. Haderler and Ms. Clarkin acknowledged her incredible talent as an artist and wished her all the best of luck as a free-lance artist.

- Lending Services Report – Mr. Lee asked how the transition to self-check-out is going. Mr. Gallina reported that they recently implemented a more formal structure of having staff greet patrons upon entering the building. Patrons have responded positively to the personal service they receive from the staff.
- Capital Projects Update –
 - Mr. Haderler reported that the parking lot is significantly degraded, if the board wants to replace the parking lot this year or next year, the question of extra parking needs to be addressed.
 - In the past we have discussed adding more space which is very expensive and not practical because we do not have the land we would need.
 - Boswell Engineering recommended shifting the curb on the driveway coming into the building, which is all that can be done with the physical lot.
 - We also discussed with Boswell the idea of creating a walking path linking the library with one of the school lots. This would at least require \$100,000 for improvements to the bike path to Jackson Lane, or \$125,000 to build a path with steps from CFA.
 - Aside from the cost for a path, Mr. Haderler is concerned patrons will not want to walk and use the paths.
 - Mr. Haderler asked the board to consider replacing the library parking lot with the addition of the ten new spaces up the driveway. Also, in place of spending money on a path for overflow parking, he recommended to use some of that money to broadcast programs simultaneously on-line, attaining a much farther reach with our programs.
 - Ms. Clarkin took a straw poll: no one was in favor of a walk path; all were against having a walk path.
 - Mr. Haderler stated we cannot wait to do the parking lot in conjunction with solar power since the solar power project would span about three to five years.
 - The board discussed replacing the parking lot as quickly as possible.
 - Mr. Haderler stated that he and Mr. Ferguson will talk to Glen Dowson and Ben Kezmarsky of the possibility of combining the library parking lot with the town's 2021 paving projects.
 - Mr. Ferguson responded that Township's paving project usually runs from August through September and will probably go out for bid in February or March. If we include it in the bid packet, it would likely get a good rate.
 - The board was in agreement to go ahead with replacing the parking lot.

A motion was made by Mr. Wendrychowicz and seconded by Ms. Javier to empower the Director together with the Township Council and Business Administrator to enter into negotiations for the replacement and expansion of the Library parking lot.

Roll Call:

Ms. Cassotis - yes
Ms. Clarkin - yes
Mr. Ferguson - yes
Dr. Fitts - absent
Mr. Grob - yes
Ms. Javier - yes
Mr. Koster - yes
Mr. Lee - yes
Mr. Wendrychowicz - yes
Mayor Wysocki - absent

Motion passed unanimously.

Monthly Statistical Reports:

The statistical reports were acknowledged. Mr. Haderler reported that the issues with BCCLS reporting of transactions has not been resolved. We continue to make educated guesses to track self-check transactions: 55% of check-out transactions take place in the library and of those transactions, about 78% are self-check-out.

President's Report: Ms. Clarkin announced that Sam Alderisio passed away on Monday. In addition to being a Mahwah police officer, Chief of Police, and Town Council member in Mahwah, he was a long time Library Board Trustee. The board acknowledged he was a good man and expressed their deep appreciation for his service to Mahwah. Mr. Haderler noted that the quiet study rooms were dedicated to Sam and we will post a memorial for him on our Facebook page.

Committee Reports:

Friends of Mahwah Library Report: Ms. Javer, president of the Friend's group, reported that they have not met during COVID. She has been keeping their Facebook page up to date with posts from the Library, they are getting an increasing number of likes.

Correspondence:

Old Business:

- Mr. Haderler stated that a copy of the revised Bylaws, as approved by the Board during the 2020 meeting, are include in the packet for informational review.
- Mr. Hader stated we agreed to continue to extending the temporary code of conduct with the amendments, when the situation allows, we will go back to our normal code of contact. The board agreed.

New Business:

- Resolution 2021-01 professional services contract for financial accounting services.

A motion was made by Mr. Wendrychowicz and seconded by Ms. Javer to approve Resolution 2021-01 authorizing the award of a professional services contract for financial accounting services to HBK CPAs and Consultants in Clark, NJ.

Roll Call:

Ms. Cassotis - yes

Ms. Clarkin - yes

Mr. Ferguson - yes

Dr. Fitts - absent

Mr. Grob - yes

Ms. Javer - yes

Mr. Koster - yes

Mr. Lee - yes

Mr. Wendrychowicz - yes

Mayor Wysocki - absent

Motion passed unanimously.

- Resolution 2021-02 award of a professional services contract for general legal counsel.

A *motion* was made by Mr. Wendrychowicz and seconded by Ms. Javer to approve Resolution 2021-02 authorizing the award of a professional services contract for general legal counsel to Price, Meese, Shulman & D'Arminio Attorneys at Law in Woodcliff Lake, NJ.

Roll Call:

Ms. Cassotis - yes
 Ms. Clarkin - yes
 Mr. Ferguson - yes
 Dr. Fitts - absent
 Mr. Grob - yes
 Ms. Javer - yes
 Mr. Koster - yes
 Mr. Lee - yes
 Mr. Wendrychowicz - yes
 Mayor Wysocki - absent

Motion passed unanimously.

- Resolution 2021-03 award of a professional services contract for financial auditing services.

A *motion* was made by Mr. Wendrychowicz and seconded by Mr. Lee to approve Resolution 2021-03 authorizing the award of a professional services contract for financial auditing services to Garbarini & Co. P.C. Certified Public Accountants in Carlstadt, NJ.

Roll Call:

Ms. Cassotis - yes
 Ms. Clarkin - yes
 Mr. Ferguson - yes
 Dr. Fitts - absent
 Mr. Grob - yes
 Ms. Javer - yes
 Mr. Koster - yes
 Mr. Lee - yes
 Mr. Wendrychowicz - yes
 Mayor Wysocki - absent

Motion passed unanimously.

- Resolution 2021-04 Resolution 2021-04 authorizing the award of non-fair and open contract for library materials to Amazon.com.
- Resolution 2021-05 authorizing the award of a non-fair and open contract for library materials to Baker & Taylor, LLC.
- Resolution 2021-06 authorizing the award of a non-fair and open contract for library materials to Midwest Tape, LLC.
- Resolution 2021-07 authorizing the award of a non-fair and open contract for library materials to Overdrive.

A *motion* was made Mr. Wendrychowicz and seconded by Mr. Lee to approve Resolution 2021-04, Resolution 2021-05, Resolution 2021-06, Resolution 2021-07 in one vote.

Roll Call:

Ms. Cassotis - yes
Ms. Clarkin - yes
Mr. Ferguson - yes
Dr. Fitts - absent
Mr. Grob - yes
Ms. Javer - yes
Mr. Koster - yes
Mr. Lee - yes
Mr. Wendrychowicz - yes
Mayor Wysocki - absent

Motion passed unanimously.

- Resolution 2021-08 authorizing the Library to enter into a cooperative pricing agreement with the Educational Services Commission of New Jersey for the purchase of goods and services.
- Resolution 2021-09 authorizing the Library the use of New Jersey State contracts for the purchase of goods and services.

A motion was made Mr. Wendrychowicz and seconded by Ms. Javer to approve Resolution 2021-08 and Resolution 2021-09 in one vote.

Roll Call:

Ms. Cassotis - yes
Ms. Clarkin - yes
Mr. Ferguson - yes
Dr. Fitts - absent
Mr. Grob - yes
Ms. Javer - yes
Mr. Koster - yes
Mr. Lee - yes
Mr. Wendrychowicz - yes
Mayor Wysocki - absent

Motion passed unanimously.

- Resolution 2021-10 authorizing the award of a non-fair and open contract for the design of artistic and creative enhancements to the Teen room.

A motion was made Mr. Wendrychowicz and seconded by Mr. Grob to approve Resolution 2021-10 authorizing the award of a non-fair and open contract for the design of artistic and creative enhancements to the Teen room to Janice Davis Design, LLC in Brooklyn, NY with total design fees for the project not to exceed \$8,000 without prior written approval of the Board of Trustees.

Roll Call:

Ms. Cassotis - yes
Ms. Clarkin - yes
Mr. Ferguson - yes
Dr. Fitts - absent
Mr. Grob - yes

Ms. Javer - yes
Mr. Koster - yes
Mr. Lee - yes
Mr. Wendrychowicz - yes
Mayor Wysocki - absent

Motion passed unanimously.

Trustee Education: Mr. Wendrychowicz reminded the board of the following events and encouraged everyone to attend.

- On February 3rd, Mr. Haderl will be presenting a workshop on Mahwah's experience with the Johnson Act and increasing our municipal appropriation to the New Jersey Library Trustee Association.
- On February 4th, BCCLS is having a strategic planning webinar.

Library Grounds - The trustees discussed the library grounds, agreeing plantings would help improve the appearance of the library. They considered options of how this could be accomplished since there is no money budgeted this year. After discussion, it was decided they would approach the Girls Scouts, Cub Scouts and Beautification Committee to see if they are interested in this type of project.

Public Session:

A motion was made at 8:32 PM by Mr. Lee and seconded by Ms. Javer to open the meeting to the public. Motion passed unanimously.

Mr. Fesen greeted the Trustees, he stated that he attended the meeting to hear what is going on in the library and wished everyone a happy new year. Mr. Fesen announced that the train station is celebrating its 150th anniversary this year.

A motion was made at 8:30 PM by Ms. Javer and seconded by Mr. Wendrychowicz to close the meeting to the public. Motion passed unanimously.

Upcoming Meeting Dates:

- Wednesday, February 17, 2021 at 7:00 PM - Board of Trustees regular monthly meeting.
- Wednesday, March 17, 2021 at 7:00 PM – Board of Trustees regular monthly and annual meeting.

Adjournment:

A motion was made by Mr. Wendrychowicz and seconded by Mr. Koster to adjourn the meeting at 8:31 PM. Motion passed unanimously.

Respectfully submitted,

Zoe Cassotis
Secretary