

## BOARD OF TRUSTEES MONTHLY MEETING

Wednesday, March 17, 2021 at 7pm  
Meeting will be conducted ONLINE

*In order to promote social distancing and take reasonable precautions to safeguard the health of trustees, staff and public in attendance, Library meetings will be conducted online until further notice.*

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ANNOUNCEMENT OF OPEN PUBLIC MEETING NOTICE
  - a. In compliance with the New Jersey Open Public Meetings Act, this meeting was announced in the Bergen Record, on the Library's website, and on signs posted at the Library entrances.
  - b. This meeting is taking place online. N.J.S.A 10:4-8(b) authorizes local units to conduct public meetings through use of streaming services and other online meeting platforms. Information on accessing this public meeting has been posted to 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) or using the "chat" feature in the conferencing software.
4. PUBLIC PORTION
5. SECRETARY'S REPORT
  - a. Approval of Minutes of Prior Meetings: ACTION
    - i. Minutes of the monthly meeting held February 17, 2021, conducted online
6. FINANCIAL REVIEW
  - a. Approval of Financial Reports: ACTION
    - i. Operating Budget vs Actual as of February 28, 2021.
    - ii. Operating & Capital Account Balances as of February 28, 2021.
    - iii. Operating & Capital Account Reconciliation as of February 28, 2021.
  - b. Approval of Bills for Payment: ACTION
    - i. Bills for payment from the Operating Fund in February 2021, totaling \$49,143.27.
    - ii. Bills for payment from the Capital Fund in February 2021, totaling \$9,605.50.
7. OPERATIONAL REVIEW INFORMATION
  - a. Library activities. Updates on community relations, budget and finance, personnel issues, technology, facilities, status of capital projects and other library operations.
  - b. Capital projects update. Updates on renovations to the door replacement, teen room update, parking lot refurbishment, roof repairs, and other capital projects.

- c. Capital Projects Schedule. Projected Funding for Capital Projects. Updated schedule of approved current and forthcoming capital projects and ideas for reorienting capital projects in light of the ongoing pandemic and shifting patterns of library use.
  - d. Statistical summary, February 2021.
  - e. Program details, February 2021.
- 8. FRIENDS OF MAHWAH LIBRARY REPORTS INFORMATION
  - a. The Friends have decided to postpone all meetings until the spring of 2021 when they hope to host an in-person annual meeting.
- 9. CORRESPONDENCE INFORMATION
- 10. OLD BUSINESS INFORMATION/ACTION
- 11. NEW BUSINESS ACTION
  - a. Resolution 2021-11 authorizing the award of a non-fair and open contract for professional engineering services to Boswell Engineering. Boswell Engineering will be providing specifications, drawings and other professional services related to the renovation of the driveway and parking lot.
  - b. Recommendation to award a contract for Landscape Maintenance Services including spring cleanup, regular periodic maintenance, fall cleanup, and annual pruning to Green Meadows Landscaping Services of Oakland, NJ, in the amount of \$7,500.00 for 2021.
- 12. TRUSTEE EDUCATION INFORMATION
- 13. EXECUTIVE SESSION ACTION
  - a. Closed session to discuss the Director's annual performance evaluation.
- 14. PUBLIC PORTION
- 15. ADJOURNMENT

UPCOMING MEETINGS & EVENTS INFORMATION

*In order to promote social distancing and take reasonable precautions to safeguard the health of trustees, staff and public in attendance, Library board meetings will be conducted ONLINE until further notice.*

- a. Wednesday, 3/17/2021, 7pm – Board of Trustees regular monthly meeting.
- b. Friday, 4/2/2021 – Sunday, 4/4/2020 – Library Closed, Easter Weekend.
- c. Wednesday, 4/21/2021, 7pm – Board of Trustees regular monthly meeting.
- d. Friday, 5/29 – Sunday, 5/31 – Library Closed, Memorial Weekend.