

## BOARD OF TRUSTEES MONTHLY MEETING

Wednesday, April 21, 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 annual meeting held March 17, 2021, conducted online.
    - ii. Minutes of the monthly meeting held March 17, 2021, conducted online.
    - iii. Minutes of the special meeting held March 29, 2021, conducted online
6. FINANCIAL REVIEW
  - a. Approval of Financial Reports: ACTION
    - i. Operating Budget vs Actual as of March 31, 2021.
    - ii. Operating & Capital Account Balances as of March 31, 2021.
    - iii. Operating & Capital Account Reconciliation as of March 31, 2021.
  - b. Approval of Bills for Payment: ACTION
    - i. Bills for payment from the Operating Fund in March 2021, totaling \$62,376.02.
    - ii. Bills for payment from the Capital Fund in February 2021, totaling \$6,676.91.
  - c. Review of the Draft 2020 Audit: Introduction to Mr. Paul Garbarini and Mr. Robert Van Sweden of Garbarini & Co. PC CPAs/RMAs. Auditor's findings and comments regarding the draft 2020 audit and management letter. *(The draft audit was included with the Board packet.)*

- |  |                    |
|--|--------------------|
| 7. OPERATIONAL REVIEW  | INFORMATION        |
| <ul style="list-style-type: none"><li>a. Library activities. Updates on community relations, budget and finance, personnel issues, technology, facilities, status of capital projects and other library operations.</li><li>b. Capital projects update. Updates on renovations to the door replacement, teen room update, parking lot refurbishment, roof repairs, and other capital projects.</li><li>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.</li><li>d. Statistical summary, March 2021.</li><li>e. Program details, March 2021.</li></ul> |                    |
| 8. FRIENDS OF MAHWAH LIBRARY REPORTS   | INFORMATION        |
| <ul style="list-style-type: none"><li>a. The Friends have decided to postpone all meetings until the spring of 2021 when they hope to host an in-person annual meeting.</li></ul>  |                    |
| 9. CORRESPONDENCE  | INFORMATION        |
| 10. OLD BUSINESS   | INFORMATION/ACTION |
| 11. NEW BUSINESS   | ACTION             |
| <ul style="list-style-type: none"><li>a. Proposed Gift and Donation Policy. The ad-hoc Gift and Donations Policy met on Monday April 5 to draft a new policy to guide the Library's future decisions to accept or decline gifts and donations. The draft policy is attached.</li><li>b. Recommendation and resolution authorizing online banking. Library administration met with representatives from Blue Foundry Bank to better understand the features and limitations of online banking. Administrations findings, recommendations and a resolution designating Blue Foundry Bank as the Library's official depository and authorizing the Treasurer to establish an online banking profile.</li></ul>  |                    |
| 12. TRUSTEE EDUCATION  | INFORMATION        |
| 13. PUBLIC PORTION   |                    |
| 14. 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, 5/19, 7pm – Board of Trustees regular monthly meeting.
- b. Friday, 5/29 – Sunday, 5/31 – Library Closed, Memorial Weekend.
- c. Monday, 6/7 – Summer Reading Begins
- d. Wednesday, 6/16, 7pm – Board of Trustees regular monthly meeting.
- e. Saturday, 6/26, 10am – Summer Reading Celebration (tentative)
- f. *No scheduled meetings in July or August.*