

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
February 17, 2021

Call to Order:

Ms. Clarkin, President, called the regular monthly 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
Mr. Grob
Ms. Javer
Mr. Koster
Mr. Wendrychowicz
Mr. Haderler
Mr. Gallina
Mr. Liden
Ms. Mercadante
Ms. Senedzuk

Absent:

Mr. Lee
Dr. Fitts
Mayor Wysocki

Pledge of Allegiance

Public Present:

Public Session: A motion was made at 7:05 PM by Mr. Wendrychowicz and seconded by Ms. Javer to open the meeting to the public. Motion passed unanimously.

A motion was made at 7:05 PM by Mr. Wendrychowicz and seconded by Ms. Cassotis to close the meeting to the public. Motion passed unanimously.

Secretary's Report:

A motion was made by Mr. Wendrychowicz and seconded by Ms. Clarkin to accept the minutes from the January 20, 2021 regular meeting minutes as presented. Motion passed unanimously.

Financial Review:

Financial Reports & Bills for Payment

- Mr. Haderler reviewed the February financial reports:
 - Income for January was as expected, and we expect to receive the municipal appropriation this month.
 - Expenses for January were overall as expected with the exception of library materials and library programs.

- Library materials expense was negative as a result of journal entries for invoices that were paid and entered in the beginning of the year.
- Library programs was overspent for the month but will even out over the next few months.

A motion was made by Mr. Wendrychowicz and seconded by Ms. Javier to accept the February 2021 Treasurer's Report that includes the operating budget, account balances and reconciliations.

Roll Call:

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

Motion passed unanimously.

- Bills for Payment – The February bills for payment were reviewed.

A motion was made by Mr. Wendrychowicz and seconded by Ms. Cassotis to accept the February 2021 bills for payment.

Roll Call:

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

Motion passed unanimously.

Operational Review:

Mr. Haderler asked if there were any questions about his report.

Lending Services Report –

- Mr. Wendrychowicz stated that he was glad to see that time is being spent on collection development matching to the needs of the community.
- Mr. Wendrychowicz asked about the changes being made in the lending services department. Mr. Gallina explained that staff are being assigned different tasks. Previously, they were behind the desk; now they are expected to shelve books as well as come out from behind the desk to greet and assist patrons. The changes are overall going very well.

Library Operations

- Mr. Ferguson inquired about issues related to Baker & Taylor. Mr. Hadelers stated we have had concerns with Baker & Taylor's service over the past eight months, which has continued to decline.
 - Baker & Taylor has been our main vendor for library materials and for most libraries throughout the U.S.
 - In 2019, when they consolidated their Bridgewater warehouse to process all East Coast orders out of their warehouse in Georgia, we noticed a decline in their work quality.
 - When the pandemic hit in 2020, many libraries could not accept deliveries and orders, creating a back log. As a result, we have seen Baker & Taylor missing street dates, the date they are released to the public.
 - Consequently, Mr. Hadelers and the department heads met with representatives from Ingram Library Services, another big library vendor. We were impressed by their services and would like to start purchasing a few selected collections. If they are able to meet our needs, we will consider using Ingram as an alternate book jobber for identified collections. We can use both vendors.
 - The board had no objections to using Ingram Library Services as an alternate source for purchasing books.

Computers & Technology: Mr. Wendrychowicz stated that the work on the web-site is phenomenal, it is extremely user friendly and he is impressed with the work that Mr. Hadelers has done. Mr. Hadelers stated that he anticipates the site will be ready for staff to review next week and will be ready to launch by mid-March.

Buildings & Grounds

Sinks in the men's room: Mr. Hadelers reported that the sinks in the men's room restroom fell off the wall last night. When it fell, no one was in the room. The waste lines were broken and supply lines were strained but there were no leaks or any major damage. The shelf needs to be reattached and the sinks remounted or they may need to be replaced. Kurt will let the board know what can be done.

Capital Projects

- Automatic doors: Mr. Hadelers stated that he has been working to get in touch with Assa Abloy to come out to do the second field measurements.
- Parking lot: After meeting and walking the site last week with Kyle Bleeker and Mike Galow, one of the board of education members who is on their grounds committee, they did not have any concerns about the property needed for the parking lot. We need about 10 feet of their property, which will be verified with Mike Kelly.
 - Kyle Bleeker informed us that after discussion with the buildings and grounds committee and their legal counsel, they have requested our legal counsel write up an easement. They feel this is the easiest and fastest approach for the construction of parking. The board agreed to having our legal counsel draft an easement for the additional property.
 - Mr. Hadelers stated that he expects that the library will need to close for at least a week when the parking lot is replaced but will check with Mike Kelly how long we can expect the work to take.
 - Mr. Hadelers reported that the town has agreed to include the parking lot when they go out to bid for their municipal paving projects for the year.

Mr. Ferguson stated that Mike Kelly believes it will save between 20-30% for the library parking project. Mr. Hadelers noted that some of the savings will go back into the landscaping between the Center for Food Action and the islands in the parking lot.

- Teen room refresh: We had a second meeting with Janice Davis. All in agreement about the scope, design elements and the look we are going for. We are hoping to have the preliminary design drawings by the beginning of March.
- Re-roofing the bump-out window seats: After speaking with Mike Kelly, he informed the library this design is not within their skill set. We will need to work with an architect for this project.

- Technology upgrades: Mr. Hadelar stated that rather than renew our license with SonicWall for our firewall/security appliance, he is looking into having our fire fail, network switches and eventually our wireless access points with one vendor. This would allow us to manage the entire network from one interface. During the discussion the issue came up about having wireless service for patrons in the parking lot. Mr. Hadelar agreed to find out the cost is for outdoor access points.
- Winter Room lighting: The Winter Room lighting should be delivered next week however they cannot be installed because of the quarantine books and furniture being stored in the room.

Monthly Statistical Reports:

The statistical reports were acknowledged.

- Mr. Hadelar noted that even though the physical door count was down by 67% for the month, physical circulation was up 11% and total circulation was up 19%, compared to last January. It appears that the driver of door count are teens coming after school but they are not the borrowers. Borrowers are still coming to the library.
- The board discussed the use of the quiet study rooms and recommended publicizing that the rooms are available. Mr. Hadelar agreed to promote the rooms.
- Mr. Ferguson requested that the number of curbside pickups be added to the monthly statistics. Mr. Gallina stated that home delivery is increasing and curbside pickup is declining.

President's Report: Ms. Clarkin offered the board's condolences to Mr. Lee and his family, as his mother passed away early this morning.

Committee Reports:

Nominating Committee: Mr. Grob reported that the current slate of officers is working well. He explained that Mr. Lee took over as treasurer for Mr. Wolf at the end of the year, Ms. Clarkin is president, Ms. Cassotis is secretary. They all have all been doing a great job.

- Mr. Grob proposes that we continue with these positions. However, since we changed our by-laws to two year terms everyone has two years left on their current appointment except for Ms. Clarkin. There are three ways to approach it to continue with the current officers.
 - Vote to let everyone ride for another year, extending everyone's term for a year, and address it after the pandemic next year.
 - Have someone fill in for Ms. Clarkin as president if she is not reappointed at the end of the year, then someone else will fill her unexpired two-year term as president.
 - Set aside the by-laws and index the positions and have a vice president, treasurer and secretary start a two-year term and index the term of president and make it a one-year term.
- After discussion by the board it was decided to proceed with the first option, except that the position of vice president will need to be filled and Mr. Lee will continue as treasurer.

Friends of Mahwah Library Report.

No activity this month.

Correspondence: Mr. Hadelar reported that we received two pieces of correspondence.

- We received the Bergen County grant of about \$2,600 from BCCLS.
- We also received the PPE grant reimbursement for the plexi-glass and sanitizer, etc., from the town after some delay.

Old Business: No old business.

New Business: No new business.

Trustee Education:

- Mr. Wendrychowicz sent the link out to Mr. Hadelar presentation about the Johnson Act and increasing our municipal appropriation.

- Mr. Wendrychowicz reported that on February 24th there is another round table “Planning during 2021”, that runs for one hour, you will need to pre-register with Eventbrite.

Executive Session:

A *motion* was made by Mr. Wendrychowicz and seconded by Ms. Javier to go into executive session at 8:03 PM to discuss the Director annual evaluation and salary increase. *Motion* passed unanimously.

A motion was made by Mr. Wendrychowicz and seconded by Ms. Cassotis to come out of executive session at 8:25pm. Motion passed unanimously.

- The Board has agreed to draft the Director annual evaluation and collectively review.

Public Session:

A motion was made at 8:25pm by Mr. Wendrychowicz and seconded by Ms. Javier to open the meeting to the public. Motion passed unanimously.

A motion was made at 8:26pm by Mr. Wendrychowicz and seconded by Ms. Cassotis to close the meeting to the public. Motion passed unanimously.

Upcoming Meeting Dates:

- Wednesday, March 17, 2021 at 7:00 PM – Board of Trustees regular monthly and annual meeting.
- Wednesday, April 21, 2021 at 7:00 PM – Board of Trustees regular monthly meeting.

Adjournment:

A motion was made by Mr. Wendrychowicz and seconded by Mr. Koster to adjourn the meeting at 8:27pm. Motion passed unanimously.

Respectfully submitted,

Zoe Cassotis
Secretary