

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

Call to Order:

Ms. Clarkin, President, called the regular monthly meeting to order at 7:21 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:

Absent:

Ms. Cassotis
Ms. Clarkin
Mr. Ferguson
Mr. Grob
Ms. Javer
Mr. Koster
Mr. Lee
Mr. Wendrychowicz
Mr. Gallina
Mr. Hadelier
Mr. Liden
Ms. Mercadante
Ms. Senedzuk

Dr. Fitts
Mayor Wysocki

Pledge of Allegiance

Public Present:

Public Session: A motion was made at 7:23 PM by Mr. Lee and seconded by Ms. Javer to open the meeting to the public. Motion passed unanimously.

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

Secretary's Report:

A motion was made by Ms. Clarkin and seconded by Ms. Javer to accept the revised minutes from the February 17, 2021 regular meeting. Motion passed unanimously.

Financial Review:

Financial Reports & Bills for Payment

Mr. Lee reviewed the February financial reports:

- Income for the month was slightly over budget due to grants, gifts and donations.

- Expenses for February were slightly less than budgeted, but should catchup as people start coming back into the library and as we return to normal operations.
- Bills for Payment: Mr. Lee noted in addition to the normal monthly bills, there are two checks out of the capital fund:
 - One payment to Pattman Plumbing for the new water fountain
 - One payment to Visa Lighting for the new lights in the Winter Room and the Story Tower.
- A *motion* was made by Ms. Cassotis and seconded by Ms. Javier to accept the February 2021 Treasurer's Report, which 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 - yes
 Mr. Lee - yes
 Mr. Wendrychowicz - yes
 Mayor Wysocki - absent

Motion passed unanimously.

- A *motion* was made by Ms. Javier and seconded by Ms. Cassotis to accept the March 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 - yes
 Mr. Lee - yes
 Mr. Wendrychowicz - yes
 Mayor Wysocki - absent

Motion passed unanimously.

Operational Review:

Library Operations

- Temporary Code of Conduct: We continue to admit well under our 50-person self-imposed threshold, which is working well.
 - On Friday, the governor has increased occupancy limits. We are permitted, *but not required*, to go up to 50% capacity. We have had parents call, asking if their children can come back into the

library. Mr. Hadelar expressed concern with monitoring and controlling a large population of students after school during the pandemic.

- The board discussed the issue and agreed that raising the age limit for students is not manageable at this time.
 - Ms. Javer stated that after doing research, there is no way the staff can monitor social distancing and mask wearing after school and sees no reason to change the current policy, which is working.
 - Mr. Ferguson stated that until the schools are operating fully, which will likely not happen until September, the library should maintain its current policy, while listening to the community.
 - The board discussed the issue and decided to continue the current temporary code of conduct, as is.
- We have begun planning summer reading and a summer reading celebration event in June. We are not looking to bring people back in the library for an extended period of time before then.
- Passport Service: We hope to start our passport processing service by early April.
- Skillshare: We just launched Skillshare, a new on-line learning service for creative professionals, offering instruction for design, art, literature and crafts.

Community Relations & Outreach:

- New website: Our new website went live on Monday, March 8.
- New Policies: Mr. Hadelar requested the board think about the following items and possibly create ad-hoc committees to address them.
 - A formal policy regarding donations, specifically financial gifts to the library.
 - Mr. Lee, Ms. Javer and Mr. Ferguson volunteered to be on the committee.
 - The possibility of enrolling in on-line banking, which will allow us to download bank statements and reconcile the accounts and import transactions.
 - The board discussed the issue and agreed it makes sense if there is a way to establish financial controls.
 - Mr. Hadelar agreed to reach out to our accountant for guidelines in a municipal setting and will report back to the board next month.

Personnel:

- Two employees are leaving. Full-time lending services assistant Malka Ganepola is retiring after 22 years. Part-time adult services Dawn Zeig is relocating to another part of the country. Both positions will be covered by existing staff. We will reevaluate our staffing needs in September.

Capital Projects:

- New bottle filler water cooler: The water cooler has been installed.
- Winter Room and Story Tower lighting: The light in the story tower and half of the lights in the Winter Room have been installed.
- Technology upgrades: Mr. Hadelar continues to review next generation firewalls and is leaning towards the manufacturer offering a full product line of networking equipment, including network switches and access points.
- Teen Room refresh: The board packet contains design sketches from Janice Davis. A few changes need to be made. We will have revised drawings next month but will likely solicit quotes before then.
- Parking lot replacement: Mr. Hadelar reported the process of getting the easement to expand the parking lot will take longer than initially thought.
 - We are working to locate historical copies of easements; if they cannot be located, we will need to do a title search for the property.
 - We also became aware the legal easement needs to be arranged between the Township and the Board of Education, since the Library property is owned by the Township.

Monthly Statistical Reports:

The statistical reports were reviewed and acknowledged.

- Mr. Lee asked for a definition of the “stacks” category. Mr. Haderer explained that lending services are getting out from behind the desk and walking around the “stacks”, helping patrons and answering questions on the floor. “Stacks” is a library term referring to the shelves of books.

New Business:

- Resolution 2021-11 authorizes the award of a non-fair and open contract for professional engineering services to Boswell Engineering.
 - Mr. Haderer stated we received the required documents on Monday to award the contract. According to New Jersey public contract law, these documents must be received ten days before the contract is awarded.
 - The board agreed to hold a special meeting on Monday, March 29, 2021 at 7:00 PM to pass a resolution authorizing the award of the non-fair and open professional services contract.

- 2021 Landscape Maintenance Service –

A motion was made by Ms. Cassotis and seconded by Ms. Javier to accept the landscaping agreement with Green Meadows Landscaping Services in the amount of \$7,500 for 2021.

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.

Trustee Education:

- Mr. Wendrychowicz reported that the NJ State Librarian sent an email to the NJLTA announcing that the State Library will be receiving an allotment of \$3,935,345 from the Institute of Museum and Library Services American Rescue Grant and asked for suggestions of how the money could be used to best benefit the state. Mr. Wendrychowicz was tasked with drafting a response on behalf of the NJ Trustee Association and read his recommendation to the NJLTA board. In it, he recommends an equitable formula for the disbursement of the funds according to the per capita library aid to over 200 libraries, the funding has not increased since 2011.
- Mr. Ferguson reported there is also the FCC eRate program which can fully fund Wi-Fi upgrades.

Executive Session:

A motion was made by Mr. Wendrychowicz and seconded by Mr. Lee to go into executive session at 8:36 PM to discuss the Director's annual evaluation and salary increase. Motion passed unanimously.

A motion was made by Mr. Wendrychowicz and seconded by Ms. Clarkin to come out of executive session at 8:40 PM. Motion passed unanimously.

- Ms. Cassotis stated that the board made the decision to provide Mr. Haderler with an increase of 5.75%, based on the outstanding work he carried out in 2020. The pandemic was challenging but he was able to pivot and motivate the staff and provide as welcoming environment as possible. The board also acknowledged Mr. Haderler did not take a raise last year and recognized all his accomplishments. They expressed their sincere appreciation for his leadership and passion for the library.
- Mr. Haderler thanked the board and expressed his appreciation for the increase. He recognized that the support he receives from the board allows him to do his job with satisfaction and move the organization in the right direction.

Public Session:

A motion was made at 8:45 pm by Mr. Wendrychowicz and seconded by Mr. Ferguson to open the meeting to the public. Motion passed unanimously.

A motion was made at 8:46 pm by Mr. Wendrychowicz and seconded by Ms. Javer to close the meeting to the public. Motion passed unanimously.

Upcoming Meeting Dates:

- Monday, March 29, 2021 at 7:00 PM – Board of Trustees special meeting to authorize Resolution 2021-11 authorizing the award of non-fair and open contract to Boswell Engineering, Inc.
- 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. Javer to adjourn the meeting at 8:50 PM. Motion passed unanimously.

Respectfully submitted,

Zoe Cassotis
Secretary