

The Free Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
April 21, 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:

Absent:

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

Dr. Fitts
Mr. Wendrychowicz
Mayor Wysocki

Pledge of Allegiance

Public Present: Robert Van Sweden, Paul Garbarini

Public Session: A motion was made at 7:02 PM by Ms. Cassotis and seconded by Ms. Javer to open the meeting to the public. Motion passed unanimously.

A motion was made at 7:02 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 minutes from the March 17, 2021 annual and regular meetings as presented. Motion passed unanimously.

Financial Review:

Financial Reports & Bills for Payment

Mr. Lee reviewed the March financial reports:

- It was noted that interest is lower than budgeted, offset by an increase in grants gifts and donations. We expect patron revenue to increase as people come back into the library for notary services, passport processing, copies and computer printouts.
- Ms. Javier questioned the optical reimbursement line item listed on bills for payment. Mr. Haderler explained in the past, the library relied on the Township to administer the library employee's optical reimbursements. Beginning this year, we decided to directly reimburse the employees for optical expenses. The reimbursement policies are the same but reimbursement is streamlined.
- Mr. Lee asked if any other museum passes will be added. Mr. Liden reported that we will be receiving three more passes, bringing the total to 19 different museums.

- A motion was made by Ms. Javier and seconded by Ms. Clarkin to accept the March 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 - absent
 Mayor Wysocki - absent

Motion passed unanimously.

- A motion was made by Ms. Cassotis and seconded by Ms. Javier to accept the April 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 - absent
 Mayor Wysocki - absent

Motion passed unanimously.

Auditors Report –

- Mr. Haderler introduced auditors, Paul Garbarini and Robert Van Sweden, from Garbarini & Co. PC CPAs, who the library invites every couple of years to review the audit and answer any questions.
- Mr. Van Sweden explained that the draft audit is complete, pending receipt of the GASB 68 documents regarding the pension. Mr. Van Sweden stated this document is not required for the

audit since the Township includes the information in the report but was recommended by the library's accountant. Mr. Van Sweden stated the library can report the amount it contributes to the pension in place of including the information with the state releases. Mr. Garbarini stated that it is unusual for a public library to include this information; however, because it was included in previous years, and should continue to be reported every year for consistency.

- A *motion* was made by Mr. Koster and seconded by Mr. Grob to discontinue the practice of including in the notes the GASB 68 report pertaining to the municipal pension contributions, as part of the annual library audit.

The board discussed the issue and decided to keep the GASB 68 report as part of the audit for consistency.

- Mr. Koster withdrew his previous motion and made a *motion* to continue to include the GASB 68 report as part of the Library's annual financial audit report, *motion* second by Mr. Lee.

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 - absent
Mayor Wysocki - absent

Motion passed unanimously.

- Mr. Garbarini reported that other libraries have had much success with bequests and grants, explaining how they have gone about these efforts. Mr. Haderer responded we only would solicit donations for targeted capital projects.
- The auditors and trustees discussed the process and draft audit report. In conclusion, it was a clean audit with no recommendations.

- A *motion* was made by Mr. Ferguson and seconded by Mr. Lee to accept the draft audit for 2020 conditionally upon release of GASB 68 pension information from the State.

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 - absent
Mayor Wysocki - absent

Motion passed unanimously.

Operational Review:

Library Operations

- Mr. Haderler stated that the library has been unusually quiet the past couple of weeks and we are pressing on with the capital projects.
- A summer reading festival and program is being planned. The second quarter newsletter is expected to go out at the end of May.
- Mr. Lee asked if the self-checkout has freed up the staff and how they feel about engaging more with the patrons. The department heads reported that patrons seem to appreciate the staff ability to interact, help and establish relationships.
- Mr. Liden reported we are scheduled to begin the passport service on May 1st.
- Mr. Haderler reported that there have been some discussions among BCCLS directors about discontinuing quarantining materials for three days after being returned or received from another library. This topic will be discussed by the BCCLS Executive Board at their next meeting.

Capital Projects:

Mr. Haderler highlighted the following from the capital projects report:

- Automatic Doors: The doors are scheduled to arrive at the manufacturer's warehouse at the end of the month. Once they arrive, the installation date will be scheduled.
- Parking lot replacement: Mr. Haderler reported on the issues he is having with the draft of the easement between the Township and the Board of Education for securing the additional property. Mr. Haderler will attempt to resolve the issue: if nothing is done over the next few days, the trustees can reach out to the attorney. The board decided, if necessary, the additional parking spaces will be an add option to the base bid for the parking lot replacement.
- Teen Room refresh: The technical drawings should be done. We expect to send them out for quotes next week and have the project done by this summer.
- Front Five Bump Out Window Seats – Mr. Haderler reported he reached out directly to an engineering firm we have used in the past to receive quotes in the summer, with the intent of having the work performed in the fall.

Monthly Statistical Reports and Program Details:

The March 2021 statistical reports and program detail report were acknowledged.

New Business:

- Proposed Gift and Donation Policy – Ms. Clarkin thanked Mr. Lee, Ms. Javer and Mr. Ferguson for their work on the gift and donation policy. The board discussed the policy and the categories that donations can be directed towards.
 - A motion was made by Ms. Javer and seconded by Mr. Lee to accept the proposed gift and donation policy as presented.

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 - absent
Mayor Wysocki - absent

Motion passed unanimously.

- The board discussed the issue of accepting donations on the Library website and decided to direct online donations to the Friend's website.
- Ms. Javer agreed to look into setting up an Amazon Smile account; Mr. Hadelers will add a link on the Library's website when it is available. Ms. Javer reported that the Friend's receive about \$2,000 a year from Blue Foundry Bank through their Community Alliance Program.
- The board discussed when the Friends group should begin to meet again and decided that they may possibly restart in the fall for the purpose of working on the by-laws, with a goal of meeting again in early 2022.

- Recommendation and resolution authorizing online banking –

Mr. Hadelers reviewed the resolution for authorizing online banking and explained that online banking will be restricted to only allowing

- account activity
- statement downloads statements
- fund transfers between library accounts (but not to external accounts).

Access will be limited to the Treasurer and Director. The Library will continue to require two signers on the checks as an internal policy. In the future, a resolution will be passed at the annual meeting designating depositories and use of online banking.

- A motion was made by Ms. Javer and seconded by Ms. Cassotis to approve Resolution 2021-12 a resolution designating depositories and use of online banking of the Mahwah Public Library.

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 - absent
Mayor Wysocki - absent

Motion passed unanimously.

Trustee Education: Mr. Hadelers reported that there is a two-part trustee education workshop, the first part taking place tomorrow night.

Executive Session: None.

Public Session:

A *motion* was made at 8:36 PM by Ms. Cassotis and seconded by Ms. Javier to open the meeting to the public. *Motion* passed unanimously.

A *motion* was made at 8:36 PM by Ms. Javier and seconded by Ms. Clarkin to close the meeting to the public. *Motion* passed unanimously.

Upcoming Meeting Dates:

Adjournment:

A *motion* was made by Ms. Cassotis and seconded by Ms. Javier to adjourn the meeting at 8:36 PM. *Motion* passed unanimously.

A *motion* was made by Ms. Javier and seconded by Mr. Lee to re-open the meeting to discuss patron computer time at 8:37 PM. *Motion* passed unanimously.

Mr. Hadeler explained that the temporary code of conduct stipulates patrons can use the computers for up to 30 minutes. Patrons who come in just to use the computers have requested to be allowed to use the computers for up to the full hour they are in the library.

A *motion* was made by Ms. Javier and seconded by Mr. Lee to amend the temporary code of conduct to allow patrons to use the computers for one full hour. *Motion* passed unanimously.

A *motion* was made by Ms. Javier and seconded by Ms. Clarkin to adjourn the meeting at 8:40 PM. *Motion* passed unanimously.

Respectfully submitted,

Zoe Cassotis
Secretary