

The Free Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
May 19, 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
Dr. Fitts
Mr. Grob
Ms. Javer
Mr. Koster
Mr. Lee
Mr. Gallina
Mr. Hadelier
Mr. Liden
Ms. Mercadante
Ms. Senedzuk

Mr. Wendrychowicz
Mayor Wysocki

Pledge of Allegiance

Public Present:

Public Session: A motion was made at 7:04 PM by Ms. Cassotis and seconded by Mr. Lee to open the meeting to the public. Motion passed unanimously.

A motion was at made at 7:04 PM by Ms. Cassotis and seconded by Mr. Fitts to close the meeting to the public. Motion passed unanimously.

Secretary's Report:

A motion was made by Mr. Koster and seconded by Ms. Clarkin to accept the minutes as presented from the special meeting on March 29, 2021 and the regular monthly meeting on April 21, 2021. Motion passed unanimously.

Financial Review:

Financial Reports & Bills for Payment

Mr. Lee reviewed the March financial reports and highlighted the following:

- The on-line banking is set up with controls in place that provide a documented audit trail for executing transactions, limited to transferring funds between the accounts.
 - Expenditures for the month were as usual.
- A motion was made by Ms. Cassotis and seconded by Ms. Clarkin to accept the May 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 - yes
 Mr. Grob - yes
 Ms. Javer - yes
 Mr. Koster - yes
 Mr. Lee - yes
 Mr. Wendrychowicz - absent
 Mayor Wysocki - absent

Motion passed unanimously.

- A motion was made by Dr. Fitts and seconded by Mr. Koster to accept the May 2021 bills for payment.

Roll Call:

Ms. Cassotis - yes
 Ms. Clarkin - yes
 Mr. Ferguson - yes
 Dr. Fitts - yes
 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

The following items were highlighted from Mr. Hadeler's report:

- The Library has been approved to be a polling location for the June primaries.
- Mr. Liden reported that the passport service has been very active since starting the service on May 1st, with about 55 passport applications have been processed.
- Mr. Hadeler confirmed the quarantine of books has ended and we have returned to next day/second day delivery from other libraries.

Capital Projects:

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

- Automatic Doors: Assa Abloy has tentatively scheduled installation of the automatic doors for Tuesday, May 24th, which we expect to take two days.
- Parking lot replacement: Mr. Hadeler reported that the parking lot and driveway renovations are underway.
 - The delay with the easement were due to the title search and COVID restrictions in the courts. Our attorneys have sent the easement paperwork to the Town's attorney for review.
 - Mr. Hadeler reviewed the plans from Boswell with the board:
 - He noted the area where the additional parking spaces will be located. If we decide later on not to build the parking spaces, the contractor will only charge us for the work performed.
 - The dumpster is being relocated to the high end of the parking lot due to drainage issues at the current location.
 - The problem areas in the lot will be removed and properly reconstructed.
 - The speed bump will be removed and replaced with a speed table, to more effectively control traffic.
 - Work will be done to reset the pavers and redo the concrete where it is disintegrating near the south end and near the handicap parking spaces by the lower level entrance.
 - The cost estimate for the project has gone from \$325,000, the cost for having it done independently, down to \$190,000, by including into the Town's paving projects for the year.
 - Mr. Hadeler noted that Dr. De Turro has included him in a discussion with the schools and the police on Monday regarding parents parking along Ridge Road when picking up their children after school.
 - Mr. Ferguson confirmed the bid opening date for the paving will be on June 9th. The best bid will be selected and the Library will be a portion of that the bid.
 - Teen Room refresh: Mr. Hadeler shared the progress Hector has made repainting the teen area.
- Technology Upgrade – Mr. Hadeler reported that the firewall has been installed and a specialist consultant is assisting with the installation.
- Security Cameras – Mr. Hadeler shared the view from the new camera that he and Hector installed that covers the front forecourt, providing 120-degree coverage.
 - There are four exterior cameras that need to be installed on the roof with mounts.
 - They will need to be installed by the roofing company to ensure that the roof is not damaged.
 - Mr. Hadeler reported that the cost for the project is going to exceed the estimated budgeted amount by at approximately \$6,000.

A motion was made by Mr. Koster and seconded by Ms. Clarkin to increase the budget for the security camera project from \$6,000 to \$12,000.

Roll Call:

Ms. Cassotis - yes
Ms. Clarkin - yes
Mr. Ferguson - yes
Dr. Fitts - yes
Mr. Grob - yes
Ms. Javer - yes
Mr. Koster - yes
Mr. Lee - yes
Mr. Wendrychowicz - absent

Mayor Wysocki - absent

Motion passed unanimously.

- Front Five Bump Out Window Seats – Mr. Hadelers reported that he met with an engineering company and pointed out the following issues with roofs:
 - There is no pitch to the roofs: the parapet walls are not high enough to pitch the roof correctly.
 - The weep holes, designed to let water drain out from behind the brick, will be blocked if the roof level is raised.
 - The flashing is not installed properly; the roofing material is installed on top of the metal flashing.
 - When the proposal is received for the engineering and architectural fees, a decision can be made how to proceed.

Monthly Statistical Reports and Program Details:

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

- Mr. Ferguson requested that the statistics look at 2019 versus 2021, rather than 2020 which provides a more meaningful comparison.
- Mr. Hadelers agreed to make the change to the report.

New Business:

- Teen Room Décor - Mr. Hadelers reported that administration is revising its recommendation to award the contract to Prop and Paint, the contractor that had provided the lowest quote. They withdrew their quote since they were unable to provide required documentation.
 - Library administration recommends awarding the contract to Sets and Effects out of Brooklyn, they provided the next lowest responsive quote and were recommended by Janice Davis.
 - The cost for the base quote is \$38,500 which will result in the project being over budget by \$1,500. The cost for the additional elements outside the teen room is additional \$2,500.

A motion was made by Ms. Clarkin and seconded by Ms. Javer to accept the quote from Sets and Effects quote for the base quote of \$38,500 and the additional elements for \$2,500.

Roll Call:

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

Motion passed unanimously.

- Landscaping at the south end of the Library – Mr. Hadelers reported that Library administration met several times with Eagle Scout candidate Marcus Ham to develop a plan to refurbish landscaping at the south end of the property.
 - Marcus provided a drawing that shows the existing planting and layout and a separate drawing with how the plants will be removed/relocated.

- He plans to add two sets of two benches with a stepping stone path between them and additional plantings.
- The board discussed the cost and the amount to budget for the project, taking into consideration that Marcus will likely receive donations.
- Mr. Hadelers stated he will have our landscaper remove two overgrown trees, an expense the Library will incur.

A motion was made by Ms. Javer and seconded by Mr. Lee to authorize \$1,000 towards the Eagle Scout project proposed by Marcus Ham.

Roll Call:

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

Motion passed unanimously.

- Patron complaint about lack of public seating – Mr. Hadelers reported that there was a complaint about the lack of public seating in the Library. The board discussed the issue and decided not to make changes to the temporary code of conduct at this time.

Trustee Education:

Executive Session:

Public Session:

A motion was made at 8:24 PM by Ms. Cassotis and seconded by Ms. Javer to open the meeting to the public. Motion passed unanimously.

A motion was made at 8:24 PM by Ms. Javer and seconded by Mr. Lee to close the meeting to the public. Motion passed unanimously.

Upcoming Meeting Dates:

- Wednesday, June 16th at 7:00 PM regular monthly meeting

Adjournment:

A motion was made by Mr. Lee and seconded by Ms. Cassotis to adjourn the meeting at 8:33 PM. Motion passed unanimously.

Respectfully submitted,

Zoe Cassotis
 Secretary