

The Free Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
June 16, 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. Wendrychowicz
Mayor Wysocki
Mr. Gallina
Mr. Haderler
Mr. Liden
Ms. Mercadante
Ms. Senedzuk

Dr. Fitts
Mr. Koster

Pledge of Allegiance

Public Present:

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

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

Secretary's Report: A motion was made by Mr. Grob and seconded by Ms. Javer to accept the minutes as presented from the regular monthly meeting on May 19, 2021. Motion passed, all were in favor except for Mr. Wendrychowicz who abstained.

Financial Review:

Financial Reports & Bills for Payment

- Mr. Lee highlighted the following from the June treasure's report:

- Passport processing has almost achieved the full year projection in one month. Other revenue sources, such as room rentals, printing and photo copies, are expected to increase after the summer.
- Mr. Hadeler reported that he and Mark Liden will be discussing if staffing changes are needed to handle the passports.
- A motion was made by Mr. Wendrychowicz and seconded by Ms. Javer to accept the June 2021 Treasurer's Report, which includes the operating budget, account balances and reconciliations.

Roll Call:

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

Motion passed unanimously.

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

Roll Call:

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

Motion passed unanimously.

Operational Review:

Library Operations

Mr. Hadeler highlighted the following items from his report:

- Summer reading sign-up started June 7th. During the first week, about 130 people signed up and started reading, claiming prizes and entering their raffle tickets.
- Mr. Hadeler thanked and commended Rola Salloum, our children's library assistant, for all the work that she did soliciting local businesses for donations and assembling 16 summer reading raffle baskets.
- Last Sunday, we had our first in-person concert in over a year. The concert took place outside in the front forecourt and about 85 people attended, despite the overcast weather.

- Over the summer, we have the following planned
 - Four more outdoor concerts
 - A monthly outdoor story time
 - Outdoor, in-person book discussion groups moderated by Andrew Gallina
- Mr. Hadelar stated that he will work with Mark Liden and Denise Laude to create a ticketing system to coordinate registration and prioritize Mahwah residents for the concerts starting in the fall. The Library has discussed this several times in the past, but the pandemic has given us new impetus.
- Mr. Hadelar reported that election day went well, without issues. If we become a regular election facility, the Winter Room would be designated as the polling location, making it easier to manage staff, logistics, and patron ingress/egress.

Capital Projects:

Mr. Hadelar gave a capital projects progress report:

- Automatic Doors: The entrance doors have been installed and are working well.
- Parking lot replacement: The Town went out to bid for the parking lot, with bids ranging from \$140,000 and \$190,00. This project is included in the Town's overall paving scope but will be funded by the library. The engineer's fees for the library's portion are \$18,000, less than half of what was budgeted.
- Technology Upgrade: The transition to the new firewall went remarkably smoothly. We are planning to replace the twelve adult computers, the oldest in the building, over the summer and replace the teen computers next year.
- Roof Warranty Issue: We filed a warranty claim with the roofing company for a new leak in the administration board room and one of the quiet study rooms.

Monthly Statistical Reports and Program Details:

The statistical reports and program details were acknowledged. Mr. Hadelar noted the following from that statistical report:

- Beginning this month, we are not comparing year over year but rather 2019 to 2021, to better compare between this year and the last year of normal operations.
- Including eContent, overall circulation went up 7% for the month compared to May 2019.
- Inquiries in the stacks have increased since staff are out on the floor with iPads and can answer any question. There is also an increase in questions at the checkout desk since calls are directly answered by staff rather than the auto attendant, a change made to improve customer service when the new telephone system was installed.
- Curbside pickup and home delivery were strong through May, which we plan to continue offering.
- There has been a decline in website use, attributed to the new website and a change in how calendar of events information is presented.

Friends of Mahwah Library Reports:

The Friends anticipate regrouping late this year, with the intention of meeting next spring.

Correspondence:

Old Business:

New Business:

- Resolution 2021-14 authorizing the Library to pay reasonable and customary bills in July and August.

A motion was made by Ms. Javier and seconded by Mr. Wendrychowicz to approve Resolution 2021-14 authorizing the Library pay reasonable and customary bills up to \$8,500 per bill during July and August.

Roll Call:

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

Motion passed unanimously.

- Resolution 2021-15 requesting the Township to contract for milling, repaving, and other repairs to the driveway and parking lots on the Library's behalf.

A motion was made by Mr. Wendrychowicz and seconded by Ms. Javier approve Resolution 2021-15 to request the Township to contract for milling, repaving, and other repairs to the Library's driveway and parking lots.

Mr. Ferguson reported that the cost for the Library portion in the winning bid is \$146,000 plus the engineering fees of \$18,300. The total cost for the project is expected to be \$164,000, with a possible slight increase or decrease to reflect any changes made during repairs.

Roll Call:

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

Motion passed unanimously.

- Ms. Clarkin stated Dave Fisher joined Mahwah EMS and was placed in the north district.
 - Dave has requested permission to answer calls while at work and make up the time.

- Mr. Haderler recommended the Board follow the policy of other departments in the Town. When an employee goes out on an emergency call, they are allowed to respond to the call without the obligation to make up the time.
 - The board unanimously approved Dave's request to respond to calls while working and agreed he is not required to make up the time.
 - Mr. Haderler agreed to draft a policy for the board's consideration.
- Easing temporary amendments to the code of conduct: After the Governor's Executive Order ending the public health emergency was issued, Mr. Haderler reported we are receiving pressure to
 - return tables and chairs
 - allow patrons to stay more than one hour
 - increase occupancy limits
 - The Board discussed the issue of wearing masks and decided since children under twelve cannot be vaccinated, for their safety, we will continue requiring everyone wear a mask.
 - Mr. Haderler stated the Mahwah schools still require masks. Throughout the summer, the school system will determine mask policy for the 2021-22 school year.
 - Mr. Ferguson suggested following the school's policy.
 - Mr. Haderler recommended putting tables and chairs back, as well as relaxing time limits and occupancy limits after the school year ends.

A motion was made by Ms. Javier and seconded by Ms. Cassotis to give Mr. Haderler the latitude to make changes to the code of conduct as he sees fits, with the exception of wearing masks, which will continue to be required. Motion passed unanimously.

- Bill Grob submitted his resignation from the Board effective July 31st. Ms. Clarkin stated that this is Bill's last meeting. She thanked him for the eight years of service, for serving well and that it has been a pleasure working with him.

Trustee Education: Mr. Wendrychowicz reported that the BCCLS trustee training committee has switched to round table discussions. Some of the upcoming possible topics include:

- Best Fund-Raising Stories to Share
- 2021 Successes and Challenges
- Should There Be Term Limits for Board Members
- How Are You Talking to Your Patrons

Executive Session:

Public Session:

A motion was made at 8:22 PM by Mr. Lee and seconded by Ms. Javier to open the meeting to the public. Motion passed unanimously.

A motion was made at 8:23 PM by Ms. Javier and seconded by Ms. Cassotis to close the meeting to the public. Motion passed unanimously.

Upcoming Meeting Dates:

- Wednesday, August 18th at 7:00 PM special meeting.
- Tuesday, September 14th 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 8:24 PM. Motion passed unanimously.

Respectfully submitted,

Zoe Cassotis
Secretary