

The Free Public Library of the Township of Mahwah  
Minutes of the Board of Trustees Meeting  
August 18, 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  
Ms. Javer  
Mr. Koster  
Mr. Lee  
Ms. Park  
Mr. Wendrychowicz  
Mr. Gallina  
Mr. Haderler  
Mr. Liden  
Ms. Mercadante  
Ms. Senedzuk

Absent:

Dr. De Turo  
Mr. Ferguson  
Mayor Wysocki

Pledge of Allegiance

Public Present:

Public Session: A *motion* was made at 7:03 PM by Mr. Lee and seconded by Ms. Cassotis to open the meeting to the public. *Motion* passed unanimously.

A *motion* was made at 7:03 PM by Mr. Lee and seconded by Ms. Cassotis to close the meeting to the public. *Motion* passed unanimously.

Trustee Matters: Ms. Jennifer Park took the Library trustee oath of office and allegiance. The board welcomed Ms. Park who was appointed by the Mayor to finish Mr. William Grob's unexpired term.

Secretary's Report: A *motion* was made by Mr. Lee and seconded by Ms. Cassotis to accept the minutes as presented from the regular monthly meeting on June 16, 2021. *Motion* passed unanimously.

Financial Review:

Financial Reports & Bills for Payment

- Mr. Lee highlighted the following from the August treasurer's report:

- Passport processing continues to exceed our expectations.
  - The third quarter appropriation from the Township was received.
  - We are waiting for the annual insurance reimbursement bill from the Township.
  - The third quarter bill from BCCLS is included in the list of bills.
  - Salaries are below budget due to retirements and resignations; we are leaving some vacancies unfilled for the present time.
- A *motion* was made by Ms. Cassotis and seconded by Ms. Javer to accept the August 2021 Treasurer's Report, which includes the operating budget, account balances and reconciliations and the August 2021 bills for payment.

Roll Call:

Ms. Cassotis - yes  
 Ms. Clarkin - yes  
 Dr. De Turro - absent  
 Mr. Ferguson - absent  
 Ms. Park - yes  
 Ms. Javer - yes  
 Mr. Koster - absent  
 Mr. Lee - yes  
 Mr. Wendrychowicz - yes  
 Hon. Mayor Wysocki - yes

*Motion* passed unanimously.

- 2020 Audit. The 2020 complete final audit was acknowledged, including GASB 68 pension information. The audit was previously approved by the Board during the April regular meeting, conditionally upon release of the GASB 68 pension information from the State.

Operational Review:

Library Operations

Mr. Hadeler highlighted the following items from his report:

- Library Activities" The board was impressed with the Library of Things that will be made available to patrons in the fall.
- Mr. Hadeler reviewed the capital projects update report included in the packet.

Monthly Statistical Reports and Program Details:

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

- Beginning in September we are moving programs in-house. We will see how to approach programming as the year progresses.

Friends of Mahwah Library Reports:

The Friends placed an advertisement in the Chamber of Commerce newsletter.

Correspondence: N/A

Old Business: N/A

New Business:

➤ Relaxing pandemic restrictions - Temporary Code of Conduct:

- A *motion* was made by Mr. Lee and seconded by Ms. Javier to require everyone to wear masks when they are in the library and allow children under fourteen years of age to enter unaccompanied by an adult.

Roll Call:

Ms. Cassotis - yes  
Ms. Clarkin - yes  
Dr. De Turro - absent  
Mr. Ferguson - absent  
Ms. Park - yes  
Ms. Javier - yes  
Mr. Koster - absent  
Mr. Lee - yes  
Mr. Wendrychowicz - yes  
Hon. Mayor Wysocki - yes

*Motion* passed unanimously.

➤ Meet the Candidates Night

- Mr. Wendrychowicz reviewed the format for the upcoming virtual "Meet the Candidates Night" scheduled for the Board of Education candidates on September 28, 2021.
- The board decided that this year there would be an opening statement and four questions.
  - One of the questions will be given to the candidates in advance of the event.
  - The questions will be selected from a survey available on the Library website.

➤ Resolution 2021-16: Resolution requesting the Township of Mahwah to accept a property easement from the Mahwah Board of Education allowing construction of additional parking spaces at the Library

A *motion* was made by Mr. Wendrychowicz and seconded by Mr. Lee approve Resolution 2021-16.

Roll Call:

Ms. Cassotis - yes  
Ms. Clarkin - yes  
Dr. De Turro - absent  
Mr. Ferguson - absent  
Ms. Park - yes  
Ms. Javier - yes  
Mr. Koster - absent  
Mr. Lee - yes  
Mr. Wendrychowicz - yes  
Hon. Mayor Wysocki - yes

*Motion* passed unanimously.

Trustee Education: Mr. Wendrychowicz reported that the following BCCLS Trustee Training will be held:

- Diversity, Equity and Inclusion: September 30<sup>th</sup> at 7 p.m. and October 1<sup>st</sup> at 7 PM
  - Space is limited so submit your name for the sessions
  - Both sessions are 90 minutes long.

The board discussed and agreed that Mr. Wolf and Mr. Grob should be presented with plaques to express the Board's appreciation for their years of service to the Library.

Executive Session: N/A

Public Session:

A motion was made at 7:48 PM by Ms. Javier and seconded by Ms. Cassotis to open the meeting to the public. Motion passed unanimously.

A motion was made at 7:49 PM by Ms. Javier and seconded by Ms. Cassotis to close the meeting to the public. Motion passed unanimously.

Upcoming Meeting Dates:

- Tuesday, September 13<sup>th</sup>: 7:00 PM regular monthly meeting.
- Saturday, September 25<sup>th</sup>: Mahwah Day in Commodore Perry Field

Adjournment:

A motion was made by Mr. Lee and seconded by Ms. Cassotis to adjourn the meeting at 7:50 PM. Motion passed unanimously.

Respectfully submitted,

Zoe Cassotis  
Secretary