

## BOARD OF TRUSTEES MONTHLY MEETING

Wednesday, October 20, 2021 at 7pm  
Meeting will be conducted ONLINE

*In order to promote social distancing and take reasonable precautions to safeguard the health of trustees, staff and public in attendance, Library meetings will be conducted online until further notice.*

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ANNOUNCEMENT OF OPEN PUBLIC MEETING NOTICE
  - a. In compliance with the New Jersey Open Public Meetings Act, this meeting was announced in the Bergen Record, on the Library's website, and on signs posted at the Library entrances.
  - b. This meeting is taking place online. N.J.S.A 10:4-8(b) authorizes local units to conduct public meetings through use of streaming services and other online meeting platforms. Information on accessing this public meeting has been posted to 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) or using the "chat" feature in the conferencing software.
4. PUBLIC PORTION
5. SECRETARY'S REPORT
  - a. Approval of Minutes of Prior Meetings: ACTION
    - i. Minutes of the monthly meeting held September 14, 2021, conducted online.
6. FINANCIAL REVIEW
  - a. Approval of Financial Reports: ACTION
    - i. Operating Budget vs Actual as of September 30, 2021.
    - ii. Operating & Capital Account Balances as of September 30, 2021.
    - iii. Operating & Capital Account Reconciliation as of September 30, 2021.
  - b. Approval of Bills for Payment: ACTION
    - i. Bills for payment from the Operating Fund in October 2021, totaling \$400,870.83.
    - ii. Reimbursement to Township. Summary of the reimbursable expenses for pension and various insurances (medical, workers' comp., property, general) to be paid in October 2021.
    - iii. Bills for payment from the Capital Fund in October 2021, totaling \$3,237.04.
  - c. Additional Financial Information: INFORMATION

- i. Return of Excess Funds. Subsequent to finalizing the audit, the Library completed the transfer calculation form to determine there are no excess funds to be returned to the Township this year.
- ii. Equalized Valuation. The State Treasury released the table of equalized valuation which determines the Library's budget for 2022; administration anticipates a 1.18% increase in the municipal appropriation based on the equalized valuation.

- |  |                    |
|--|--------------------|
| 7. OPERATIONAL REVIEW  | INFORMATION        |
| <ul style="list-style-type: none"> <li>a. Library activities. Updates on community relations, budget and finance, personnel issues, technology, facilities, status of capital projects and other library operations.</li> <li>b. Capital projects update. Updates on renovations to the parking lot refurbishment, roof repairs, and other capital projects.</li> <li>c. Capital Projects Schedule. Updated schedule financial need for approved current and forthcoming capital projects and ideas for reorienting capital projects in light of the ongoing pandemic and shifting patterns of library use.</li> <li>d. Statistical summary, September 2021. <i>Note that per the Board's request, 2021 month-over-month and year-over-year activities are compared to 2019 for a more accurate representation of organizational activity.</i></li> <li>e. Program details, September 2021.</li> </ul> |                    |
| 8. FRIENDS OF MAHWAH LIBRARY REPORTS   | INFORMATION        |
| <ul style="list-style-type: none"> <li>a. The Friends have postponed all meetings until the spring of 2022 when they hope to host an in-person annual meeting.</li> </ul>  |                    |
| 9. CORRESPONDENCE  | INFORMATION        |
| 10. OLD BUSINESS   | INFORMATION/ACTION |
| 11. NEW BUSINESS   | INFORMATION/ACTION |
| 12. TRUSTEE EDUCATION  | INFORMATION        |
| 13. PUBLIC PORTION   |                    |
| 14. ADJOURNMENT  |                    |

UPCOMING MEETINGS & EVENTS	INFORMATION
----------------------------	-------------

*In order to promote social distancing and take reasonable precautions to safeguard the health of trustees, staff and public in attendance, Library board meetings will be conducted ONLINE until further notice.*

- a. Wednesday, 11/17, 7pm – Monthly Board meeting.
- b. Wednesday, 11/24, 2pm – Library closing early for Thanksgiving Eve.
- c. Thursday, 11/25 – Library closed for Thanksgiving.
- d. Wednesday, 12/15, 7pm – Monthly Board meeting.
- e. Friday, 12/24 – Library closed for Christmas Eve.
- f. Saturday, 12/25 – Library closed for Christmas Day.
- g. Friday, 12/31 – Library closed for New Year's Eve.
- h. Saturday, 1/1/2022 – Library closed for New Year's Day.

