

BOARD OF TRUSTEES MONTHLY MEETING

Wednesday, November 17, 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 October 20, 2021, conducted online.
6. FINANCIAL REVIEW
 - a. Approval of Financial Reports: ACTION
 - i. Operating Budget vs Actual as of October 31, 2021.
 - ii. Operating & Capital Account Balances as of October 31, 2021.
 - iii. Operating & Capital Account Reconciliation as of October 31, 2021.
 - b. Approval of Bills for Payment: ACTION
 - i. Bills for payment from the Operating Fund in November 2021, totaling \$43,054.57.
 - ii. Bills for payment from the Capital Fund in November 2021, totaling \$8,483.74.
7. OPERATIONAL REVIEW INFORMATION
 - a. Library activities. Updates on community relations, budget and finance, personnel issues, technology, facilities, status of capital projects and other library operations.
 - b. Capital projects update. Updates on renovations to the parking lot refurbishment, roof repairs, and other capital projects.

- 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.
 - d. Statistical summary, October 2021. *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.*
 - e. Program details, October 2021.
- 8. FRIENDS OF MAHWAH LIBRARY REPORTS INFORMATION
 - a. The Friends have postponed all meetings until the spring of 2022 when they hope to host an in-person annual meeting.
- 9. CORRESPONDENCE INFORMATION
- 10. OLD BUSINESS INFORMATION/ACTION
 - a. Summary of BCCLS Libraries Spending & Use of eContent Jan – Oct. As requested by the Board during the October meeting, Library administration complied a report showing each BCCLS library's spend on eContent through the BCCLS central collection or their Advantage collection, alongside use of the combined collection.
- 11. NEW BUSINESS INFORMATION/ACTION
 - a. First Draft 2022 Operating Budget. Library administration prepared a first draft operating budget for 2020 that seeks to align the library's fiscal resources with its long-range strategic goals and objectives.
 - b. Revised Room Use Policy. Library administration recommends certain changes to the existing Room Use Policy that would simplify the process of renting a room, and streamline the fee structure for residents.
 - c. English as a Second Language Program. Library administration is working with a grant writer to identify sources of funding for an ESL program while Adult Services reviews the efficacy of such a program and in light of similar offerings becoming available in the area.
 - d. Janitorial & Building Cleaning Services Contract for 2022. Library administration sought quotes for janitorial and cleaning services for 2022. The responses and a recommendation are provided.
- 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.