

BOARD OF TRUSTEES MONTHLY MEETING

Wednesday, December 15, 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 November 17, 2021, conducted online.
6. FINANCIAL REVIEW
 - a. Approval of Financial Reports: ACTION
 - i. Operating Budget vs Actual as of November 30, 2021.
 - ii. Operating & Capital Account Balances as of November 30, 2021.
 - iii. Operating & Capital Account Reconciliation as of November 30, 2021.
 - b. Approval of Bills for Payment: ACTION
 - i. Bills for payment from the Operating Fund in December 2021, totaling \$42,153.86.
Library administration anticipates additional bills for payment from the Operating Fund at the end of the year as we close out orders.
 - ii. Bills for payment from the Capital Fund in December 2021, totaling \$210.00.
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, November 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, November 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. Second Draft 2022 Operating Budget. Library administration revised the draft operating budget for 2022 with input received from the Board last month.
 - b. Banking Institutions for 2022. Library administration compared services, fees, and community giving among GUDPA banks with local branches and recommends continuing with Blue Foundry Bank at this time.
 - c. Display of Sculpture. Local artist and sculptor Judith Peck has offered the Library a long-term loan of her work, "Refugees," for display outside the rear entrance. Last month the Board discussed this but did not reach a decision on if it would accept the offer.
- 11. NEW BUSINESS INFORMATION/ACTION
 - a. New Collection Management Policy. Library administration recommends adopting a comprehensive new Collection Management Policy that outlines the Library's objectives and strategies for building and maintaining a robust collection that meets our community's diverse needs, as underscores our support of intellectual freedom.
 - b. Adjusting Fees for Paid Library Cards. The Library has not adjusted the cost of paid library cards in at least a decade. Library administration recommends a framework whereby paid card fees are reviewed and adjusted annually based on Mahwah's per capital appropriation for library services.
 - c. Auditor Engagement for 2022, 2023 and 2024. The Library's longstanding auditor, Garbarini & Co., based in Carlstadt, NJ, has provided a letter of engagement for services in 2022, 2023, and 2024. Library administration recommends approving the engagement.
 - d. Transferring Funds to the Capital Account. Library administration prepared a 12-month cash flow forecast and anticipate the Library can transfer \$100,000 from the Operating Fund to the Capital Fund to cover the cost of major repairs and strategic initiatives in the coming years.
 - e. Library Board Meetings. Discussion of if the Board wishes to continue meeting online or return to in-person meetings.
- 12. TRUSTEE EDUCATION INFORMATION
- 13. EXECUTIVE SESSION INFORMATION/ACTION
 - a. Discussion of personnel matters.
- 14. PUBLIC PORTION
- 15. 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. Thursday, 12/16 – Library closing at 1:30pm for network upgrades.
- b. Friday, 12/24 – Library closed for Christmas Eve.
- c. Saturday, 12/25 – Library closed for Christmas Day.
- d. Friday, 12/31 – Library closed for New Year's Eve.
- e. Saturday, 1/1/2022 – Library closed for New Year's Day.
- f. Tuesday, 1/18/2022 – Regularly scheduled Board meeting. *Note: Board meetings are scheduled for the third Tuesday of each month except July and August.*