

The Free Public Library of the Township of Mahwah  
Minutes of the Board of Trustees Meeting  
September 14, 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  
Mr. Ferguson  
Ms. Javier  
Mr. Koster  
Mr. Lee  
Ms. Park  
Mr. Gallina  
Mr. Hadelor  
Mr. Liden  
Ms. Mercadante  
Ms. Senedzuk

**Absent:**

Mr. Wendrychowicz  
Dr. De Turo  
Mayor Wysocki

**Pledge of Allegiance**

**Public Present:**

**Public Session:** A motion was made at 7:05 PM by Ms. Javier and seconded by Ms. Cassotis to open the meeting to the public. Motion passed unanimously.

A motion was at made at 7:05 PM by Mr. Lee and seconded by Ms. Javier to close the meeting to the public. Motion passed unanimously.

**Trustee Matters:**

**Secretary's Report:** A motion was made by Ms. Javier and seconded by Ms. Clarkin to accept the minutes as presented from the regular monthly meeting on August 18, 2021. Motion passed unanimously.

**Financial Review:**

Financial Reports & Bills for Payment

- Mr. Lee highlighted the following from the September treasurer's report:
  - Passport processing continues to be incredible, although it looks like it is slowing down.

- We continue to wait for the annual insurance reimbursement bill from the Township.
- The library materials line was overspent to build up the Library of Things, to be offset by decreased spending in other categories, including adult DVDs and foreign language materials.
- There has been an increase in public printing and photocopying, demonstrating the increase of people coming into the library.
- Mr. Hadelar noted the following from the September treasurer's report:
  - The adult ebooks spending has increased, based on demand.
  - During the month there was one room rental. A Mahwah Girl Scout troop has reserved the Octagon for six of their meetings this fall.
  - We are returning to many of our traditional programs in-house, including concerts and children's story times.
  - We should see an uptick in gifts and donations this month from the concerts.
- A motion was made by Ms. Javier and seconded by Ms. Cassotis to accept the September 2021 Treasurer's Report, which includes the operating budget, account balances and reconciliations.

Roll Call:

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

Motion passed unanimously.

- A motion was made by Ms. Javier and seconded by Ms. Cassotis to accept the September 2021 bills for payment.

Mr. Hadelar explained that the parking lot is essentially complete, with the exceptions of grading and reseeding adjacent grass areas, installing a fence around the dumpster, and reinstalling the speed hump. The engineer will make a recommendation for payment based on the actual materials and quantity of work performed. We can expect that the cost will be close to the original bid since the scope of the work did not change.

Roll Call:

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

Motion passed unanimously.

## **Operational Review:**

### Library Operations

Mr. Hadeler highlighted the following items from his report:

- Students have returned to school. Most of the students have been compliant with wearing their masks in the library: today we had up to 95 people in the building.
- Mr. Hadeler asked Mr. Liden to report on the Library of Things, which became available to patrons on September 8<sup>th</sup>.
  - Mr. Liden stated that the item most in demand is MOUNTO Inflatable Dancer. Roku boxes are still popular. The lawn games and musical instruments have also gone out.
  - Ms. Javier expressed concern in regard to the reservation process and the two week check out time, suggesting a shorter borrowing period. Mr. Hadeler stated that at first, we considered letting items go out for one week but decided to try a two week lending period initially.
- Mr. Hadeler expressed his frustration with the roofing manufacturer and the contractor who installed the roof, both who have been unresponsive. The next step is to identify reputable commercial roofing companies willing to make the needed repairs and enter into an annually maintenance agreement to identify and quickly repair any defects.
- Mr. Lee commended the new youth services program working with special needs students from the schools. He commented that it is an outstanding program for the library to be involved in. Mr. Hadeler explained that Kate worked with the schools to design the program, based on her experience with a similar initiative.
- Mr. Hadeler reported that the six staff PCs replaced last year will be repurposed for public computers, due to the inability to purchase new computers because of the current chip shortage.
- Ms. Park complimented the library for allowing students from Joyce Kilmer into the library after school. Initially, there was some confusion about how the school was going to release the students but they have it worked out.
- Mr. Hadeler reviewed the capital projects update report included in the packet.
  - The parking lot project is basically complete with a few open minor items. The speed bump will be re-installed where it was previously, near the south east corner of the building.
  - The board discussed moving the fire hydrant to widen the driveway apron and decided that if needed, it would be addressed in the future.
  - The board discussed and agreed the landscaping on the property needs to be refreshed. Mr. Hadeler reported that he will request design proposals from a few landscape architects before getting quotes.

### **Monthly Statistical Reports and Program Details:**

The statistical reports and program details were acknowledged.

- Ms. Javier commented that the numbers are slowly increasing.
- Mr. Hadeler noted that borrowing-based service are doing better, while those that are attendance based, have not fully returned to normal. Program attendance is up, since on-line programs participation is counted in our engagement statistics.

### **Friends of Mahwah Library Reports:**

- Ms. Javier reported that there is no current activity: when the group reconvenes, it will need to update the By-Laws. The group will not have a booth at Mahwah Day this year.

**Correspondence:** N/A

## Old Business:

### Meet the Candidates Night

- Mr. Haderler reported that the format for the upcoming virtual “Meet the Candidates Night” scheduled for the Board of Education candidates on September 28, 2021 will be similar to last year’s event. Updated guidelines will be sent to the candidates next Tuesday.
  - There are six candidates running this year: all six have responded they will participate.
  - The board agreed to have a Zoom pre-meeting to review the format with the candidates on Thursday, September 23<sup>rd</sup> at 7 PM.
  - Mr. Haderler confirmed that Ms. Cassotis and Mr. Lee will be hosting the event and will be streamed live on Zoom, FaceBook, MCN and recorded on You Tube.

## New Business:

- 2022 Scheduled closings and board meetings – The board reviewed the closings and board meeting scheduled for 2022.
  - The board discussed remaining open for Good Friday and Holy Saturday: in the past the Library was closed on these days and salaried staff received one paid holiday day. The staff would then be awarded one additional floating holiday day to use at their discretion.
  - The board decided that since next year Easter and Passover occur over the same weekend it would be best to continue to stay closed since getting coverage for the public service desks could be an issue.
  - Before making a decision to permanently change the Library’s holiday and closings schedule in the future to remain open on Good Friday and Holy Saturday, they requested asking the staff for their preference.

A motion was made by Ms. Javier and seconded by Mr. Lee to accept the holidays and closings with the three day Easter weekend for 2022. Motion passed unanimously.

- 2022 Board of Trustees monthly meetings – Mr. Ferguson requested that since the Board of Education meetings fall on Wednesday, he asked if the meetings could be moved to the third Tuesday of the month at 7 PM so that he and Dr. De Turro can attend the meetings.

A motion was made by Ms. Javier and seconded by Ms. Clarkin to change the Library Board of Trustees monthly meetings in 2022 to the third Tuesday night of the month. Motion passed unanimously.

- Staff vaccinations or weekly COVID testing. The board discussed guidelines following Governor Murphy Executive Orders # 252 and 253 requiring school personnel and state employees to either be vaccinated against COVID-19 or provide negative COVID test results before the beginning of each work week.
  - Mr. Haderler stated the library to date has followed the schools’ policy enacted by Executive Order #251 mandating that masks be worn in schools: it is therefore recommended that the library follow Executive Orders # 253 mandating vaccination or testing requirements.
  - Ms. Cassotis and Mr. Ferguson stated agreed that the decision to require proof of vaccination or testing is a public health issue.

A motion was made by Mr. Ferguson and seconded by Ms. Javier to adopt from the BCCLS policy section I, second paragraph, and Section II, the first section, that requires employees to get vaccinated or require weekly testing, with the addition of a \$100 bonus to those employees who have been fully vaccinated, effective October 31, 2021.

Roll Call:

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

Motion passed unanimously.

**Trustee Education:**

**Executive Session:** N/A

**Public Session:**

A motion was made at 8:42 PM by Ms. Cassotis and seconded by Ms. Javer to open the meeting to the public. Motion passed unanimously.

A motion was made at 8:42 PM by Ms. Cassotis and seconded by Ms. Javer to close the meeting to the public. Motion passed unanimously.

**Upcoming Meeting Dates:**

- Saturday, September 25<sup>th</sup>: Mahwah Day in Commodore Perry Field
- Wednesday, 10/20, 7 PM – Monthly Board meeting.
- Wednesday, 11/17, 7 PM – Monthly Board meeting
- Wednesday, 11/24 2 PM – Library closing early for Thanksgiving Eve.
- Wednesday, 11/25 7 PM – Library closed for Thanksgiving

**Adjournment:**

A motion was made by Ms. Cassotis and seconded by Mr. Koster to adjourn the meeting at 8:44 PM. Motion passed unanimously.

Respectfully submitted,

Zoe Cassotis  
Secretary