

The Free Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
October 25, 2021

Call to Order:

Ms. Clarkin, President, called the regular monthly meeting to order at 7:01 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. Wendrychowicz
Mr. Gallina
Mr. Haderler
Mr. Liden
Ms. Mercadante
Ms. Senedzuk

Absent:

Dr. De Turo
Mayor Wysocki

Pledge of Allegiance

Public Present:

Public Session: A motion was made at 7:04 PM by Ms. Javier and seconded by Mr. Lee to open the meeting to the public. Motion passed unanimously.

There being no members of the public present, a motion was at made at 7:04 PM by Ms. Clarkin 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. Cassotis and seconded by Ms. Javier to accept the minutes as presented from the regular monthly meeting on September 14, 2021. Motion passed unanimously.

Financial Review:

Approval of Financial Reports & Bills for Payment:

- A motion was made by Ms. Javier and seconded by Ms. Cassotis to accept the October 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 - yes
 Hon. Mayor Wysocki - absent

Motion passed unanimously.

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

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 - yes
 Hon. Mayor Wysocki - absent

Motion passed unanimously.

Additional financial information:

- Mr. Hadeler stated a transfer of \$100,000 from operating to capital is scheduled for the year. Since the funds are available now, he recommends transferring the money this month. In December, after budget projections for the beginning of 2022, there may be additional funds available to transfer to capital.
- A motion was made by Ms. Javier and seconded by Mr. Lee to transfer \$100,000 from the operating fund to the capital fund.

Roll Call:

Ms. Cassotis - yes
 Ms. Clarkin - yes
 Dr. De Turro - absent
 Mr. Ferguson - abstain
 Ms. Javier - yes
 Mr. Koster - yes

Mr. Lee - yes
Ms. Park - yes
Mr. Wendrychowicz - yes
Hon. Mayor Wysocki - absent

Motion passed.

- Return of Excess Funds Calculation form –
 - Mr. Lee reported that the Library completed the transfer calculation form as required by the State: there are no excess funds to be returned to the Township this year.
 - He noted that there was a period of five years that the Library returned funds to the Township.
 - Since 2012, we have been on a tight budget and continue to be in a position where we cannot transfer any excess funds.
 - In the future if excess funds are available, the worksheet allows facilitation of approved transfers.
 - Mr. Hadelar explained that the form has been completed with our auditor: a copy has been filed with the State and the Township.

Operational Review:

Library Operations - Mr. Hadelar highlighted the following items from his report:

- Buildings & Grounds
 - Roof repairs update, on page 25. After being in contact with the roofing manufacturer, two roofing installers came out to the library. One of the companies performed all of the necessary repairs and patches. The second company provided a quote for an annual roof inspection at \$1,100 per year. The roof will be inspected for defects in materials and installation which would be covered under the manufacturer's warranty. If a repair that is needed is due to damage, we would be responsible for it. Mr. Hadelar reported that the roof inspection will be included in the budget for next year.
- Computers & Technology
 - Software available through Tech Soup.
 - Mr. Hadelar reported that Tech Soup, a clearing house for donations and grants of technology to non-profit organizations and libraries, sent an email that Microsoft would be discontinuing their donation program for on-premises software licenses. They reported Microsoft is doing away with their donations of on-premises software licenses, including Microsoft Office, Windows, Server and Client access.
 - Tech Soup is trying to negotiate donations related to on-premise licenses for libraries but they are uncertain of the outcome. They indicated the program will be discontinued at the end of December. Mr. Hadelar reported that he will plan to purchase the licenses before the end of the year when the program is expected to end, unless the program is extended.
 - Ms. Javer questioned the \$3,500 bill for Library Marketr. Mr. Hadelar responded that it is the implementation fee for our new library calendar and event system, which we anticipate will be online by December.
- Capital Projects
 - Parking lot – Mr. Hadelar reported that two items remain to be done to complete the project:
 - the striping on the speed hump

- installing the corral around the dumpster.
- Teen room renovation – The fabricator came back to touch up the wallpaper where it was pulling away from the wall. The project is now complete.
- The technology updates – Three of seven network switches that were ordered came in. We are waiting for the remaining four before starting migration.
- Security cameras – We continue to wait for the exterior security cameras to come in, checking in with the vendor every few weeks.

Mr. Haderler noted forthcoming capital projects he would like to start this fall:

- Winter Room HVAC duct updates to improve system air flow and reduce noise during concerts and programs.
- Digital signage project – He plans to move four older 60" monitors from the lower level meeting rooms that will be repurpose them for digital signage and use the allocated money to purchase new 75" or 82" display monitors for the lower level meeting rooms
- Material displays – He plans to spend the budgeted money for material displays to better showcase our materials.
- Equipment to live stream programs - We started this month pulling together the equipment we need to stream our live programs online via Zoom, Facebook, YouTube and MCN. We have a great portable set up which we can use it in the Winter Room but it is not ideal.
 - Mr. Haderler stated for the Winter Room he would like to have two built-in remote-control cameras connected to the existing AV system to allow future streaming of concerts.
 - The board discussed the project and recommended that Mr. Haderler proceed with getting a proposal from the company that installed the system in the Winter Room.

BCCLS & Professional Development

- Mr. Haderler expressed his concern that the BCCLS membership is moving in several directions he does not agree with.
 - Historically, libraries have been able to embargo new materials: when a new book is purchased, the purchasing library can make it unavailable to fulfill holds from other libraries so the item is available for the purchasing library's patrons. However, BCCLS is not treating eContent in the same way. When a new eBook is purchased, it cannot be reserved for the library's own patrons. This would not be so bad if the 76 other libraries were all purchasing eContent: however, many libraries are relying on others to purchase materials.
 - Mr. Haderler is concerned a recommendation will soon be made to allow any content, whether online or physical, to be embargoed.
 - Mr. Haderler explained that we currently spend \$40,000 to purchase eBooks and audiobooks, above and beyond the minimum required for the BCCLS core collection. If BCCLS is unwilling or unable to provide a solution that addresses this concern, we have the option of purchasing eContent outside of BCCLS, either directly through OverDrive or another vendor, or with a group of like-minded libraries. This would create a mini-consortium of libraries that choose to share eContent equitably.
 - Mr. Haderler is concerned there is a growing shift towards more and more services being bundled into the BCCLS bill, with no ability for libraries to select which services are important to them. All-or-nothing bundles also prevent libraries from working with BCCLS to develop and provide advanced services that may not yet be of interest to the majority.
 - Mr. Haderler stated that most likely he will be voting no for BCCLS budget next year unless these concerns are addressed.
 - Mr. Haderler reported he has spoken to other directors, currently BCCLS is very divided and polarized.
 - Ms. Park questioned if BCCLS produces a comparative sheet that shows what libraries are contributing to eContent. Mr. Haderler responded that the information is available for the central collection and agreed to request the information for eContent.

Monthly Statistical Reports and Program Details:

The statistical reports and program details were acknowledged.

Friends of Mahwah Library Reports:

Correspondence: N/A

Old Business:

New Business:

- Mr. Wendrychowicz had two items to report:
 - BCCLS, the State Library and NJ Library Association are putting on a big push for Equity, Diversity and Inclusion.
 - After more than a decade, the NJ state aid has been increased to one million dollars after ten years.
- Mr. Hadeler reported that he is meeting with one of the grant writers from the agency that was hired by the Township to seek funding for three programs:
 - Implementing a properly executed ESL program. If we can get a good program up and running in two years through grants, we would then plan take it over.
 - Updating the old children's literacy computers which are very expensive.
 - Installing EV charging stations in back of the library.

Trustee Education

Executive Session: N/A

Public Session:

A motion was made at 8:08 PM by Mr. Lee and seconded by Ms. Javier to open the meeting to the public. Motion passed unanimously.

A motion was made at 8:08 PM by Ms. Javier and seconded by Ms. Cassotis to close the meeting to the public. Motion passed unanimously.

Upcoming Meeting Dates:

- Wednesday, 11/17, 7 PM – Monthly Board meeting.
- Wednesday, 11/24, 2 PM – Library closing early for Thanksgiving Eve.
- Thursday, 11/25, 7 PM – Library closed for Thanksgiving.
- Wednesday, 12/15, 7 PM – Monthly Board meeting.
- Friday, 12/24 – Library closed for Christmas Eve.
- Saturday, 12/25 – Library closed for Christmas Day.
- Friday, 12/31 – Library closed for New Year's Eve.
- Saturday, 1/1/2022 – Library closed for New Year's Day.

As a reminder, meeting dates for 2022 have been moved to the third Tuesday of each month, starting at 7pm.

Adjournment:

There being no members of the public present, a *motion* was made by Mr. Koster and seconded by Ms. Clarkin to adjourn the meeting at 8:11 PM. *Motion* passed unanimously.

Respectfully submitted,
Zoe Cassotis
Secretary