

The Free Public Library of the Township of Mahwah  
Minutes of the Board of Trustees Meeting  
November 17, 2021

Call to Order:

Ms. Clarkin, President, called the regular monthly meeting to order at 7:02 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:

Absent:

Ms. Cassotis  
Ms. Clarkin  
Mr. Ferguson  
Ms. Javer  
Mr. Lee  
Ms. Park  
Mr. Wendrychowicz  
Mr. Gallina  
Mr. Haderler  
Mr. Liden  
Ms. Mercadante  
Ms. Senedzuk

Dr. De Turo  
Mr. Koster  
Mayor Wysocki

Pledge of Allegiance

Public Present:

Public Session: A motion was made at 7:04 PM by Mr. Wendrychowicz and seconded by Ms. Javer 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. Javer and seconded by Ms. Cassotis to close the meeting to the public. Motion passed unanimously.

Trustee Matters:

Secretary's Report: A motion was made by Mr. Wendrychowicz and seconded by Mr. Lee to accept the minutes as presented from the regular monthly meeting on October 20, 2021. Motion passed unanimously.

Financial Review:

Approval of Financial Reports & Bills for Payment:

- Ms. Javier asked for information about the uncleared checks that appear on the balance sheet for the month. Mr. Hadelar will investigate and get back to the Board with details.
- A motion was made by Mr. Wendrychowicz and seconded by Mr. Lee to accept the November 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 - absent  
 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. Clarkin to accept the November 2021 bills for payment.

Roll Call:

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

Motion passed unanimously.

Operational Review:

Mr. Hadelar highlighted the following items from his report:

Personnel:

- We are working through the process with one employee regarding the Library's policy requiring staff to either be vaccinated against COVID or to provide weekly testing. All other staff are in compliance with the policy.

Community Relations & Outreach

- Ms. Clarkin on behalf of the board acknowledged recent achievements by Dave Fisher and Kate Senedzuk with the Youth Services team. She thanked them for their outstanding work and service to the community.

- Mr. Fisher received a Certificate of Appreciation from the New Jersey State Police Office of Emergency Management for 40+ volunteer hours during the COVID-19 Response Efforts.
- Ms. Senedzuk and the Youth Services team during November are hosting eight class trips for all 4<sup>th</sup> and 5<sup>th</sup> grade students from Joyce Kilmer.
- Mr. Hadeler reported that the library acted as a polling place for the general election on November 2. Holding the election in the Winter room worked much better than the large meeting room. Jerry Meller, our security guard, came in for the day, to direct voters.

#### BCCLS & Professional Development

- Mr. Hadeler reported that he attended a town-mandated training program on protecting children from abuse. The program was presented by risk managers from J.A. Montgomery and focused on the government employees' and volunteers' responsibility to protect children from abuse under the law. It was eye opening to learn about library responsibility when children are in the building.
  - Beginning in January, we will need to look at policies for protecting our youth in the library. The JIF has boiler plate policies that have been reviewed by legal counsel.
  - Mr. Hadeler stated that he would email the link for the board to view the webinar.
- Capital Projects
  - Parking lot – Mr. Hadeler reported that installing the corral around the dumpster is the only remaining item to be done to complete the project.
  - Mr. Hadeler stated that he doesn't anticipate starting work on new capital projects until January.

#### Budget & Finance

- Mr. Hadeler reported that we continue to work towards resolving communication and on-line banking issues with Blue Foundry Bank.
- We have researched local banks that are enrolled in GUDPA (Governmental Unit Deposit Protection Act) which qualifies them to act as a depository for public funds.
- Mr. Ferguson provided contact information for another local bank to consider.

#### Monthly Statistical Reports and Program Details:

The statistical reports and program details were acknowledged.

- Mr. Hadeler expressed his concern that we have not returned to pre-pandemic levels of activity.
- In January, he will provide a report of other BCCLS libraries for a comparison.
- The trustees discussed the reduced level of activity and attribute it to the lingering impact of the pandemic.

#### Friends of Mahwah Library Reports:

No Report

#### Correspondence:

No correspondence

#### Old Business:

#### Summary of BCCLS Libraries Spending & Use of eContent Jan – Oct

- Mr. Hadeler provided the Board with a report of BCCLS' member libraries spending on and use of eContent for January – October. All libraries are required to fund eBCCLS core collection and all those libraries that purchase additional items by Advantage+ program go immediately into the

shared collection. The report shows a discrepancy between spending and use, currently there is no mechanism to address this by charging heavy borrowers or crediting heavy lenders.

- Based on the information in the report, the board agreed with Mr. Haderler's concern that there is a structural imbalance between spending and use of eContent by member libraries.
- The other issue is the inability for libraries that participate in the Advantage+ program to "embargo", or set aside, new purchases for their own patrons for some period of time. New purchases go immediately into the shared collection.
- Mr. Haderler stated that there is another eContent service provider started by the New York Public Library that may be a viable alternative for the larger libraries that are contributing more resources to control what is made available to their patrons and to the other BCCLS libraries. The Board directed Mr. Haderler to begin exploring this as a potential alternative.

#### New Business:

- First Draft 2022 Operating Budget – Mr. Haderler presented the first draft operating budget for 2022 and highlighted the following:
  - The budget includes the following new personnel recommendations
    - Filling
      - the long-vacant PR/Marketing Coordinator position
      - one full-time Youth Services assistant position
      - one part-time assistant
      - one full-time vacancy in Lending Services due to a retirement earlier this year
    - Creating 2 new part-time positions
      - one Adult Services Assistant position responsible for processing passports
      - one English as a Second Language coordinator position, contingent on board review of the ESL program.
  - We need the medical insurance premiums for the year to finalize the budget, which we usually receive from the Township sometime in December.
- Revised Room Use Policy – Mr. Haderler reviewed the revised room use policy and noted that when the room use policy was adopted in 2011 when the lower-level meeting rooms were completed, individuals were neglected.
  - The updated policy streamlines the process so the reservations can be made on-line. We kept higher rates for non-Resident and organization.
  - The Friends of the Mahwah Library and Township agencies, boards and committees may use the rooms without charge. The policy clarifies that "quasi" governmental organizations covered under the Township's insurance policy may use the rooms without charge.
  - The policy still includes that groups cannot charge attendees.
  - Mr. Wendrychowicz asked if renters need to have a food service permit in order to serve food. The board requested that Mr. Haderler confirm with the health department if groups can serve food and any requirements.

A motion was made by Ms. Javer and seconded by Mr. Lee to approved the revised room use policy as presented and if required, changes will be made. Motion passed unanimously.

- English as a Second Language Program – Mr. Haderler reported that we were ready to go with a grant writer for funds to re-establish an ESL program.
  - Our goal was to offer an ongoing series twice-weekly sessions in basic, intermediate and conversational English that would repeat four times each year.
  - Program success requires a paid staff member with a passion for ESL and volunteer tutors. If the program is successful, it can move to a more wide-range of "adult literacy" programs.
  - In October as the information was being prepared to apply for the grants, we learned that Mahwah schools offer ESL classes for adults. The classes are weekly, and follow a structured

- outline of instruction for the full academic year. Our program is different in both format and approach to what is offered by the schools, but they basically serve the same audience and offer.
- After discussion by the board, they decided to not move forward with the ESL program next year. They felt that the funds could be put to other uses that would not duplicate the school's efforts. The ESL program will be removed from the draft 2022 budget.

- Recommendation to award contract for janitorial services, January – December 2022

The recommendation by administration is to award the 2022 cleaning and janitorial service contract to AMAVA 5 Inc., the lowest responsive quote that was received for a cost of \$30,780.00 annually plus Option A for interior/exterior window cleaning for \$865.00.

A motion was made by Mr. Wendrychowicz and seconded by Ms. Cassotis to accept the lowest responsive quote from AMAVA 5 Inc. for janitorial service from January 1, 2022 through December 31, 2022.

Roll Call:

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

Motion passed unanimously.

Trustee Education

Executive Session: N/A

Public Session:

A motion was made at 8:38 PM by Mr. Wendrychowicz and seconded by Ms. Park to open the meeting to the public. Motion passed unanimously.

There being no members of the public present, a motion was made at 8:38 PM by Ms. Javer and seconded by Ms. Cassotis to close the meeting to the public. Motion passed unanimously.

Upcoming Meeting Dates:

- 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.
- Thursday, 12/16 – Library closed for staff training.
- 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:

A motion was made by Mr. Wendrychowicz and seconded by Ms. Clarkin to adjourn the meeting at 8:39 PM. Motion passed unanimously.

Respectfully submitted,  
Zoe Cassotis  
Secretary