

The Free Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting

December 15, 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. Javer
Mr. Lee
Ms. Park
Mr. Wendrychowicz
Mr. Gallina
Mr. Hadelar
Mr. Liden
Ms. Senedzuk

Absent:

Dr. De Turo
Mr. Koster
Mayor Wysocki

Pledge of Allegiance

Public Present: Karen Alberque

Public Session:

- A motion was made at 7:03 PM by Ms. Javer and seconded by Ms. Cassotis to go into public session. Motion passed unanimously.
 - Karen Alberque, an employee of the Library addressed the board in regards to the COVID policy that requires staff to show proof of vaccination or provide results of weekly testing.
 - She stated that there was miscommunication with management and she was directed not to come to work. She stated that she was led to believe the policy was up for negotiation and finding a solution, as a result she missed work. Ms. Alberque requested to be compensated for the days that she was not allowed to come to work due to miscommunication among management.
 - Ms. Alberque requested, due to her busy schedule, flexibility with the testing policy that requires a negative COVID test by 11:59 PM every Sunday evening.
 - Ms. Clarkin asked Ms. Alberque if she received the Rice notice and if it had been returned back to her. Ms. Alberque responded that she had received the Rice notice but was not aware that it needed to be returned to Ms. Clarkin. Ms. Clarkin stated that because the acknowledgement of the receipt of the Rice notice, the issue cannot be discussed in public session. Ms. Clarkin acknowledged Ms. Alberque's requests and thanked her for attending the meeting and her concerns will be considered in closed session.

- Ms. Javier assured Ms. Alberque she had explained herself quite well and that the board understands her concerns.
- The board agreed that the personnel issue will be discussed in executive session and if there are any changes, they will be communicated through management. Ms. Alberque thanked the board for allowing her to have the opportunity to speak to them.
- A motion was made at 7:22 PM by Ms. Javier and seconded by Mr. Ferguson to come out of public session. Motion passed unanimously.

Secretary's Report:

- A motion was made by Ms. Cassotis and by Ms. Clarkin to accept the minutes as presented from the regular monthly meeting on November 17, 2021. Motion passed unanimously.

Financial Review:

Approval of Financial Reports & Bills for Payment:

Mr. Lee reported that on the revenue side we are better than budgeted due to patron revenue and grants.

- A motion was made by Mr. Wendrychowicz and seconded by Ms. Javier 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.

Ms. Javier questioned if it will be a problem for us to pay the Township for the capital project in 2022. Mr. Haderer responded that it will not be an issue since capital projects are not tied to a specific fiscal year. Mr. Ferguson stated that the library will be billed after the town is billed by the contractor for all the work that is to completed, this will likely be sometime in April.

- A motion was made by Mr. Wendrychowicz and seconded by Ms. Cassotis to accept the December 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. Hadeler reported that there was a lot of activity this month and highlighted the following from his report.

Personnel:

- We are losing two very good staff members. Jennifer Breuer, a part-time adult services librarian, is moving to Tennessee to take on a new leadership position. We are discussing how to cover her hours. Jerry Mellor is leaving to take a full-time position with a school close to his home. Jerry is a great guy and we all will miss him, as well as many of the teens. There is a long-time, recently retired Mahwah police officer looking for part-time work: he seems like a good fit and we are hoping he will start January 3rd.
- Contingent upon approval of the budget, the Library will proceed with various personnel changes incorporated in the budget, notably
 - a. Adding a full-time youth services assistant
 - b. Adding an adult services assistant to help with passports
 - c. Adding a part-time lending services assistant to cover Sundays
 - d. Refilling the vacant PR coordinator position.
- The department heads are working on their annual evaluations.

Technology:

- We went ahead and purchased the new Microsoft Office licenses this year since they are discontinuing their donation program for libraries next year.
- Mr. Clarkin asked Mr. Hadeler about his meeting with other libraries regarding the BCCLS advantage plus program and our inability to get what we need. Mr. Hadeler reported that he met with representatives from the Digital Public Library of America (DPLA) and the Palace Project, and two other local public libraries to discuss how it may be a replacement for the BCCL advantage plus program not BCCLS central collection. Overall, it seemed very positive: there is no platform costs for the individual libraries since that cost has been picked up by the state this year. Even if the state does not pick up the cost going forward, the cost to the library is reasonable.
 - The benefit of the Palace Project is that it aggregates eContent from multiple collections, allowing us to access the BCCLS central collection, the BCCLS advantage plus library's collections, whatever we purchase individually and the state library's collections. All content would all be searchable within one interface.
 - DPLA has made inroads with many publishers to offer their eContent at competitive rates. While they do not have all of the large publishers, they offer content from Amazon and Audible not available from other vendors and their pricing is more flexible than from other vendors for publishers allowing for alternative pricing models.
 - Mr. Hadeler wants to explore how content is managed and shared between libraries before making a decision. The other libraries included in the discussion are both open to the idea and are very big spenders in advantage plus. Mr. Hadeler anticipates signing up for demo accounts into

DPLA's market place in January to comparison shop. Hopefully by February, we will have some idea if DPLA is viable for us.

Capital Projects:

- Repaving the Parking Lot – Mr. Hadeler reported that the repaving project is completely done.
 - The carting company has been unresponsive to our requests to relocate the dumpster to the corner of the parking lot. Mr. Hadeler stated that the Library needs to have twice weekly pickups.
 - Mr. Ferguson responded that he would add these issues to the items that need to be discussed with the carting company at their upcoming meeting.
- New network switches – Mr. Hadeler reported that he continues to discuss our network upgrades with the security consultant. We will use the library closing on Thursday, 12/16, to work on the physical migration to new network switches.
- CCTV project – Mr. Hadeler reported that four more exterior cameras were ordered in July and are expected to be delivered this month.

Monthly Statistical Reports and Program Details:

- The statistical reports and program details were acknowledged.

Friends of Mahwah Library Reports:

- Ms. Javer stated that there is currently no activity for the Friends group.

Correspondence:

- No correspondence

Old Business:

Second Draft 2022 Operating Budget –

- Mr. Hadeler stated that there is very little change from the last budget, the changes are highlighted as bullet points in the Board packet.
- Mr. Hadeler stated that we have not yet received the medical insurance premium for next year and expressed his frustration with the delay in receiving the information for the past four years.
- Mr. Hadeler budgeted for a 7% increase in medical insurance and recommended the board adopt this budget, with the understanding that any change in the medical cost will be credited or debited from the transfer to capital for next year.
- Mr. Ferguson asked Mr. Hadeler if there is anything in the budget that has not been included. Mr. Hadeler responded that we are in a strong financial position and this budget includes funding for robust collections and programs, and that we have good support for internal operations. The capital budget is healthy as well.
- A motion was made by Ms. Javer and seconded by Mr. Wendrychowicz to accept the 2022 budget as presented.

Roll Call:

Ms. Cassotis - yes

Ms. Clarkin - yes

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

Motion passed unanimously.

Banking institutions for 2022 – The board discussed the banking options and agreed to keep the Library's banking at Blue Foundry Bank. The Library has experienced lackluster customer service over the past year, but Blue Foundry still offers some of the most competitive rates. Blue Foundry's Community Alliance Program provides significant financial benefit to the Friends of the Library, and none of the other banks we spoke with offers similar programs. Mr. Haderler reported that Blue Foundry Bank sorted out the problems with the statements on-line and using the night depository box will help avoid delays when making deposits.

- A motion was made by Mr. Lee and seconded by Ms. Javer to maintain the status quo relationship with Blue Foundry Bank.

Roll Call:

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

Motion passed unanimously.

Display of Sculpture – Mr. Haderler stated that Mahwah resident and sculptor Judith Peck has offered the library loan a long-term loan of her work, "Refugees", for display outside the rear entrance placed underneath the vestibule by the rear entrance.

- The board discussed the issue, including the library's responsibility if the sculpture were damaged. Mr. Haderler reported that Ms. Peck will not hold the library responsible for any repairs that may need to be made. She would also like to be advised of any damaged noticed. Ms. Peck requested that a sign be prepared and mounted near the sculpture stating the meaning of the work and cautionary full enjoyment of it.
- The board discussed the issue of displaying different types of art by local residents and potential political issues. Mr. Ferguson stated the issue is if we want to show case art by local residents, the political issue itself of the art should not matter since all art is political.
- A motion was made by Ms. Javer and seconded by Ms. Cassotis to accept and display Judith Peck's work in front of the Library for not more than one year.

Roll Call:

Ms. Cassotis - no
Ms. Clarkin - yes
Dr. De Turro - absent
Mr. Ferguson - yes
Ms. Javier - yes
Mr. Koster - absent
Mr. Lee - no
Ms. Park - yes
Mr. Wendrychowicz - no
Hon. Mayor Wysocki – absent

Motion passed.

New Business:

New Collection Management Policy –

- Mr. Hadeler introduced a new Collection Management Policy that was developed based on reviewing similar policies from other BCCLS libraries and larger libraries around the country. Mr. Wendrychowicz had a few grammatical corrections to the policy.
- A motion was made by Mr. Ferguson and seconded by Mr. Wendrychowicz to adopt the collection management policy presented.

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.

Adjusting Fees for Paid Library Cards –

Mr. Hadeler reviewed the Library's current fees for paid library cards and found them below what other libraries in the area charge for similar services, and also well below what residents pay per capita for library services.

- A motion was made by Ms. Javier and seconded by Ms. Cassoti to accept the adjusted \$100 fee for a paid library card and that the fee be reviewed and adjusted annually based on the municipal appropriation for the year.

Roll Call:

Ms. Cassotis - yes

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

Motion passed unanimously.

Auditor Engagement for 2022, 2023, and 2024 –

- A motion was made by Mr. Lee and seconded by Ms. Cassotis to accept the auditor engagement letter from Garbarani & Co., PC. for auditing services for 2022, 2023 and 2024.

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

Motion passed unanimously.

Transferring Funds to the Capital Account -

Mr. Hadeler stated that 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.

- A motion was made by Mr. Ferguson and seconded by Ms. Cassotis 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 - yes
Ms. Javer - yes
Mr. Koster - absent
Mr. Lee - yes
Ms. Park - yes
Mr. Wendrychowicz - no

Hon. Mayor Wysocki – absent

Motion passed unanimously.

Library board meetings –

Mr. Hadelar asked if the Board wishes to continue meeting online or return to in-person meetings. The board decided to continue to meet online given the current conditions. Ms. Clarkin stated that we will resume looking at in person meetings at our March meeting.

Trustee Education:

Mr. Wendrychowicz stated that he and Mr. Lee submitted Mr. Hadelar as a candidate for movers and shakers in the Library Journal. He reported he used the video that Mr. Hadelar made for the Johnson Act and his ability to take novice librarians and tutor them into successful library directors as justification.

Executive Session:

- A motion was made at 8:44 PM by Mr. Wendrychowicz and seconded by Ms. Javer to go into executive session to discuss a personnel matter. Motion passed unanimously.
- A motion was made at 9:15 PM by Mr. Wendrychowicz and seconded by Ms. Javer to come out of executive session to discuss a personnel matter.
- A motion was made by Ms. Javer and seconded by Mr. Ferguson that the COVID policy that the board adopted in August of 2021 stands as written without amendment.

Roll Call:

Ms. Cassotis - yes
Ms. Clarkin - yes
Dr. De Turro - absent
Mr. Ferguson - yes
Ms. Javer - yes
Mr. Koster - absent
Mr. Lee - yes
Ms. Park - yes
Mr. Wendrychowicz - no
Hon. Mayor Wysocki – absent

Motion passed unanimously.

Public Session:

- A motion was made at 9:15 PM by Mr. Wendrychowicz and seconded by Ms. Cassotis to open the meeting to the public. Motion passed unanimously.
- There being no members of the public present, a motion was at made at 9:15 PM by Ms. Javer and seconded by Mr. Wendrychowicz to close the meeting to the public. Motion passed unanimously.

Upcoming Meeting Dates:

- 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.
- Tuesday, 1/18/2022 – Regular scheduled Board meeting. Note: Board meetings are schedule for the third Tuesday of each month except July and August.

Adjournment:

A motion was made by Mr. Wendrychowicz and seconded by Mr. Ferguon to adjourn the meeting at 9:16 PM. Motion passed unanimously.

Respectfully submitted,

Zoe Cassotis
Secretary