BOARD OF TRUSTEES MONTHLY MEETING

Tuesday, January 18, 2022 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 December 15, 2021, conducted online.

6. FINANCIAL REVIEW
   a. Approval of Financial Reports: ACTION
      i. Operating Budget vs Actual as of December 31, 2021 - provisional, pending accountant’s review.
      ii. Operating & Capital Account Balances as of December 31, 2021 - provisional, pending accountant’s review.
      iii. Operating & Capital Account Reconciliation as of December, 2021 - will be distributed in advance of the meeting; provisional, pending accountant’s review.
   b. Approval of Bills for Payment: ACTION
      i. Bills for payment from the Operating Fund in December 2021, totaling $33,131.49.
      ii. Bills for payment from the Operating Fund in January 2022, totaling $24,716.32.
      iii. Bills for payment from the Capital Fund in January 2022, totaling $146,720.91

7. OPERATIONAL REVIEW
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, December 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. Statistical comparison of Mahwah to other BCCLS libraries for 2021 vs 2020 and prior years. Note that this data come from BCCLS reports and does not reflect the use of locally-purchased online collections such as Hoopla, Kanopy, etc.


8. FRIENDS OF MAHW AH LIBRARY REPORTS

a. The Friends have postponed all meetings until the spring of 2022 when they hope to host an in-person annual meeting.

9. CORRESPONDENCE

10. OLD BUSINESS

a. Final 2022 Budget. The revised budget includes changes to medical insurance premiums based on information distributed by the Township in early January and corresponding changes to the anticipated transfer to the capital fund in 2022.

11. NEW BUSINESS

a. Updating the Library’s COVID vaccination or testing policy to include booster shots.

b. Resolution 2022-01 Authorizing the Award of a Professional Services Contract to HBK CPAs and Consultants in Clark, NJ, for accounting services through December 31, 2022.


e. Resolution 2022-04 Authorizing the Award of Non-Fair and Open Contract for Library Materials to Amazon.com for one year.

f. Resolution 2022-05 Authorizing the Award of Non-Fair and Open Contract for Library Materials to Baker & Taylor, LLC. for one year.

g. Resolution 2022-06 Authorizing the Award of Non-Fair and Open Contract for Library Materials to Midwest Tape, LLC. for one year.

h. Resolution 2022-07 Authorizing the Award of Non-Fair and Open Contract for Library Materials to Overdrive, Inc. for one year.

i. Resolution 2022-08 Authorizing the Library to enter into a Cooperative Pricing Agreement with the Educational Services Commission of New Jersey through December 31, 2022.

j. Resolution 2022-09 Authorizing the Use of State Contracts through December 31, 2022.

12. TRUSTEE EDUCATION INFORMATION

13. EXECUTIVE SESSION

   a. Discussion of personnel matters.

14. PUBLIC PORTION

15. ADJOURNMENT

UPCOMING MEETINGS & EVENTS

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. Tuesday, 2/15/2022 at 7pm – Board of Trustees regularly scheduled monthly meeting. Note: Board meetings are scheduled for the third Tuesday of each month except July and August.

   b. Monday, 2/21/2022 – Library closed for President's Day.

   c. Tuesday, 3/15/2022 at 7pm – Board of Trustees annual meeting.

   d. Tuesday, 3/15/2022 at 7pm – Board of Trustees regularly scheduled monthly meeting, immediately following the annual meeting.

   e. Friday, 4/15/2022 – Library closed for Good Friday.

   f. Saturday, 4/16/2022 – Library closed for Holy Saturday.

   g. Sunday, 4/17/2022 – Library closed for Easter.

   h. Tuesday, 4/19/2022 at 7pm – Board of Trustees regularly scheduled monthly meeting.