

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
January 18, 2022

Call to Order:

Ms. Clarkin, President, called the meeting to order at 7:04 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. Koster
Mr. Lee
Ms. Park
Mr. Wendrychowicz
Mr. Haderler
Mr. Liden
Ms. Mercadante
Ms. Senedzuk

Absent:

Dr. DeTuro
Hon. Mayor Wysocki

Pledge of Allegiance

Trustee Appointment:

- Ms. Clarkin took the Library Board of Trustee oath of office that was administered by Mr. Wendrychowicz. Ms. Clarkin was reappointed by Hon. Mayor Wysocki as a Library Board of Trustee for a five-year term from January 1, 2022 through December 31, 2026.
- Ms. Clarkin thanked everyone for the opportunity to serve again as a Trustee.

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

A motion was made at 7:05 PM by Mr. Ferguson and seconded by Ms. Cassotis, seeing no members of the public present, to close the meeting to the public. Motion passed unanimously.

Secretary's Report:

A motion was made by Mr. Wendrychowicz and seconded by Ms. Javer to accept the minutes from the December 15, 2022 regular monthly meeting as presented. Motion passed unanimously.

Financial Review:

Financial Reports & Bills for Payment

- Mr. Lee reported for the year that there was a surplus in income, since expenses were 10% less than budgeted. These factors contributed to our ability to transfer money to the capital account.
- A motion was made by Mr. Wendrychowicz and seconded by Ms. Javier to accept the January 2022 Treasurer's Report that includes the operating budget, account balances and reconciliations.

Roll Call:

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

Motion passed unanimously.

- A motion was made by Mr. Wendrychowicz and seconded by Ms. Clarkin to accept the bills for payment that includes remaining bills from December 2021 and January 2022 bills.

Roll Call:

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

Motion passed unanimously.

Operational Review:

Mr. Haderler highlighted the following from his report:

Budget & Finance

- Fiscal Year 2021 has been closed out and we have requested that the accountants generate 1099s forms for program performers and other contractors.
- The annual financial audit is scheduled for Friday, March 18th.

COVID-19 & REOPENING

- Due to the resurgence with the Omicron variant, we are being very cautious. All in-person programs for January have been transitioned to online. We will make a decision next week about in-person

programs resuming in February. Our occupancy status remains at 250 and we have not come close to that number.

- The Governor issued Executive Order No. 280 and No. 281 last week that extends the public health emergency in response to Omicron variant of COVID-19. Since the orders keep directives like masks in force in public schools, we continue to follow these measures.

Library Operations

- Collections: When we closed out the 2021 budget, we were fairly close to spending all the material budget for the year. We spent 95% of budget, nearly \$300,000, on library materials. Staff were directed to continue ordering through the end of the year and have been instructed to begin making purchases for 2022.
- Mr. Hadeler reported that the new online calendar is live. He thanked the adult services and youth services teams for getting all of their events moved over to the new system at the end of the year and moving patron registrations over in January.
- When asked to continue to perform and allow us to stream their performance via MCN, the Sunday performers all declined.

Personnel

- Mr. Hadeler announced that Bob Loveman, a retired Mahwah police officer of 37 years, has been hired as our security guard in the afternoons. We are thrilled to have Bob join us. He started on January 3rd and has been a really good fit for us.
- Mr. Hadeler reported that he is working with the department heads to finalize the job advertisements for the five positions we are looking to fill.

Building & Grounds

- Mr. Hadeler explained that the fluorescent light tubes above the main staircase are inaccessible by design and need to be replaced. He is working on getting quotes to replace the fixtures with LEDs, which will last longer.
- Mr. Hadeler reported that we had a new leak in the roof, above the children's office. He will be reaching out the roofing company to do the repair.

Capital Projects Update

- Mr. Hadeler reported that the network migration project is underway. All of the new network switches are installed, configured, operational and running.
- The order for the six security cameras placed in June has been cancelled: they will be reordered in the spring.
- Mr. Hadeler stated that the close out for the driveway is on page 24 of the packet. The payments totaled about \$166,000, broken down as follows:
 - \$146,000 to the town
 - \$11,000 previously paid to the engineer
 - Just under \$10,000 to the attorneys

The initial estimate for the project in our strategic plan was \$195,000, which was subsequently increased to \$260,000 based on the engineers' revised estimates that included additional work.

Mr. Hadeler expressed his thanks to the Township for their help with the project: it looks great.

- This winter and spring, Mr. Hadeler will be starting several capital projects, including updating the HVAC duct work in the Winter Room. Mr. Hadeler explained that the Winter Room HVAC project will take place in 2022 but will not be the next project. We will look to get quotes to have the work done

in the spring of this year. The project is not urgent but is necessary: the duct work in the Winter Room is undersized. The HVAC system is incredibly loud when on, becoming a distraction during programs.

Monthly Statistical Reports:

Statistical Summary, December 2021 - The statistical reports for the month were acknowledged.

- Our statistics for the year are up, compared to 2019.
- Mr. Ferguson asked about conclusions drawn, in comparison to 2019, regarding items which increased as well as plans to address items which decreased.
- Mr. Hadeler explained we are trying to capitalize on uniqueness:
 - For example, we just ordered a 4K blue ray collection, starting with about 50 disks. We are also ordering more items for the Library of Things.
 - Mr. Hadeler explained that this year we are focusing on providing good quality content.
 - Collections which are not moving or underperforming will be examined.
 - Collections that are doing well, such as best sellers, will be bulked up.
 - We struggle to find a reputable and reliable source for a World Language vendor. We will begin looking to establish relationships with small book stores specializing in those languages.

Statistical comparison of Mahwah to other BCCLS libraries for 2021 vs. 2020 and prior years - Mr. Hadeler stated that the report is useful for library-to-library comparison.

- Mr. Hadeler noted that we did not lose as much circulation in 2020 as some of our peer libraries. Mahwah took the least cut in circulation last year and we gained much more back this year, going from the 6th busiest library to the 5th.
- Mr. Wendrychowicz stated that we have become successful because we have continued to be relevant to the community.
- Mr. Hadeler reported that offering curbside pickup and home delivery is significant, because we are still there for the community.
- Mr. Hadeler state that one of the components of the success in Paramus is world language. Over the years, they have tapped into not only their community but becoming known county-wide as the place to go to for Chinese, Japanese and Korean language materials from fiction, nonfiction, manga, magazines and newspapers.

Mr. Hadeler noted that that our increase in circulation for the year over year increase for 2021 is strong.

President's Report:

Committee Reports:

Friends of Mahwah Library Report: Ms. Javer, president of the Friend's group, reported that Blue Foundry Bank is officially dismantling their Community Alliance Program: the last payment is expected in July. Consequently, we are going to have to look for a new source of funds. Ms. Javer reported that she has posted a link on the Friends Facebook page to use when shopping on Amazon that will help benefit the Friends.

Correspondence:

Old Business:

Final 2022 Budget – Mr. Hadeler stated that the final changes to the 2022 budget were made, the changes were in the medical insurance premiums which increased by 2% for the year, down from the initial estimate of a 7% increase for the year. The savings were applied to the medical insurance, which increases the employee contribution and decreases the employee opt out. The savings was put back into the anticipated transfer to capital.

New Business:

- Updating the Library's COVID vaccination or testing policy to include booster shots –
 - Ms. Cassotis proposed the following changes to the policy: update the vaccination policy to include boosters, compensate employees \$50 for compliance by a certain date, and continue to request that the unvaccinated provide a negative test before they start their shift.
 - The board discussed updating the policy and decided to table the issue: no changes were made to the existing COVID vaccination policy.
- 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.
- Resolution 2022-02 Authorizing the Award of a Professional Services Contract to Garbarini & Co. P.C. in Carlstadt, NJ, for auditing services through December 31, 2022.
- Resolution 2022-03 Authorizing the Award of a Professional Services Contract to services through December 31, 2022.
- Resolution 2022-04 Resolution 2022-04 Authorizing the award of a Non-Fair and Open Contract for Library Materials to Amazon.com for one year.
- Resolution 2022-05 Authorizing the award of a Non-Fair and Open Contract for Library Materials to Baker & Taylor, LLC. for one year.
- Resolution 2022-06 Authorizing the award of a Non-Fair and Open Contract for Library Materials to Midwest Tape, LLC. for one year.
- Resolution 2022-07 Authorizing the award of a Non-Fair and Open Contract for Library Materials to Overdrive for one year.
- Resolution 2022-08 Authorizing the Library to enter into a Cooperative Pricing Agreement with the Educational Services Commission of New Jersey for the purchase of goods and services through December 31, 2022.
Resolution 2022-09 Authorizing the Library the use of New Jersey State contracts for the purchase of goods and services for one year.
- Resolution 2022-10 Designating Depositories and the Use of Online Banking with Blue Foundry Bank, in Parsippany, NJ, with branches in Mahwah, NJ through December 31, 2022.

A motion was made Mr. Wendrychowicz and seconded by Ms. Javier for a consent agenda approving Resolution 2022-01 through Resolution 2022-10 in one vote.

Roll Call:

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

Motion passed unanimously.

Trustee Education:

- Mr. Wendrychowicz reported that he shared the collection management policy that the board approved last month with the New Jersey Library State Library.
- Mr. Wendrychowicz announced that there are two free workshops coming up about parliamentary procedures.

Nominating Committee:

Ms. Clarkin announce that a nominating committee is needed for the upcoming annual meeting, if anyone is interested to contact her.

Executive Session:

A motion was made by Mr. Lee and seconded by Ms. Javier to go into executive session at 8:13 PM. Motion passed unanimously.

A motion was made by Mr. Lee and seconded by Ms. Javier to come out of executive session at 8:20 PM. Motion passed unanimously.

Ms. Clarkin accepted Mr. Koster's resignation from the Board, and thanked him for agreeing to remain a trustee through the March 15 board meeting in order to find suitable replacement. The Board thanked Mr. Koster for his many years of dedication and service to the Library.

There were no other actions or motions as a result of the executive session.

Public Session:**Upcoming Meeting Dates:**

- Tuesday, February 15, 2022 at 7 PM - Board of Trustees regularly scheduled monthly meeting.
- Monday, February 21, 2022 – Library closed for President's Day.
- Tuesday, March 15, 2022 at 7 PM – Board of Trustees annual meeting and regularly scheduled monthly meeting, immediately following.
- Friday, April 15, 2022 - Library closed for Good Friday.
- Saturday, April 16, 2022 - Library closed for Holy Saturday.
- Sunday, April 17, 2022 - Library closed for Easter.
- Tuesday, April 19, 2022 – at 7 PM - Board of Trustees regular scheduled monthly meeting.

Adjournment:

A motion was made by Ms. Javier and seconded by Ms. Clarkin to adjourn the meeting at 8:21 PM. Motion passed unanimously.

Respectfully submitted,

Zoe Cassotis
Secretary