

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
February 15, 2022

Call to Order:

Mr. Wendrychowicz, Vice President, called the meeting to order at 7:06 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
Mr. Koster
Mr. Lee
Mr. Wendrychowicz
Mr. Haderler
Mr. Gallina
Mr. Liden
Ms. Mercadante
Ms. Senedzuk

Absent:

Dr. DeTuro
Ms. Javier
Ms. Park
Hon. Mayor Wysocki

Public Present: Evelyn Slockbower

Pledge of Allegiance

Public Portion: A motion was made at 7:08 PM by Ms. Cassotis and seconded by Mr. Lee to open the meeting to the public. Motion passed unanimously.

A motion was made at 7:08 PM by Ms. Cassotis and seconded by Mr. Lee, 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 Mr. Lee to accept the minutes from the January 18, 2022 regular monthly meeting with a correction to the attendance. Motion passed unanimously.

Financial Review:

Financial Reports & Bills for Payment

- Mr. Lee reported for the month that two revenue lines exceeded budget, mostly due to passports. Expenses for the month were as budgeted.

- A motion was made by Mr. Wendrychowicz and seconded by Ms. Cassotis to accept the February 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. Javer - absent
Mr. Koster - absent
Mr. Lee - yes
Ms. Park - absent
Mr. Wendrychowicz - yes
Mayor Wysocki - absent

Motion passed unanimously.

- A motion was made by Mr. Wendrychowicz and seconded by Ms. Cassotis to accept the bills for payment for February 2022, totaling \$62,141.70.
 - Mr. Wendrychowicz questioned the accountants fee for preparation of the 1099 forms. Mr. Hadeler explained that for that past several years, our accountants prepare and mail out 1099 forms to performers, small vendors or consultants who have received more than \$600 from the library during the year.

Roll Call:

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

Motion passed unanimously.

Operational Review:

Mr. Hadeler highlighted the following from his report:

Library Operations

- We are making progress on networking issues.
- We are jumping into collection development projects.
- The youth services department is looking ahead to summer reading.
- We will likely bring programs back in house sometime in March.

Personnel

- Mr. Hadeler reported that the main focus for January and early February were personnel matters. The department heads have written and reviewed the evaluations with their staff. Mr. Hadeler is finishing up evaluations on the administrative team.
- We are in the process of recruiting for several new positions.
 - Mr. Liden has begun contacting candidates for the adult librarian position to schedule interviews.
 - We are collecting resumes for the adult assistant position, who will primarily be responsible for passports. Mr. Liden will review those resumes when he returns from vacation.
 - Mr. Hadeler stated that he is going through resumes for the public relations coordinator position.
- We promoted Kerri Brown to fill the full-time Youth Services position. One of our pages was promoted to fill Kerri's vacancy for the part-time Youth Service assistant.

Building & Grounds

Capital Projects Update

- Reconfigure Checkout & ReRoof Bump-Outs: Mr. Hadeler reported by early spring/late winter he plans to start meeting with architects to redesign the check-out area as well as building out the dormer roofs over the five window seats in the front of the building.
- EV charging stations: Mr. Hadeler noted that he revised the capital projects plan to include EV charging stations for 2023.
 - He explained that the stations are here to stay and are a way to be environmentally more active since a solar panel canopy is not an option for the library.
 - We can likely get significant grant funding from the state for installation. We will receive some funds back when the stations are used.
 - The charging stations may also attract people as a place to stop and charge their car.
- Digital Signage: In response to Mr. Wendrychowicz's inquiry about the need for large 86" monitors in the lower level rooms, Mr. Hadeler explained that they are needed that they can be viewed from the back of the room. The existing 60" monitors are not large enough and will be repurposed for digital signage.

BCCLS & Professional Development

- Mr. Hadeler reported that Alex Bickel was asked to participate in an eBCCLS task force to review how eContent is purchased and consumed. He explained that he previously worked on in a committee addressing these issues in a larger context, but that the membership could not come to an agreement about who should pay for them and how they should be used. Many libraries believe that the individual libraries should not have any say in how their collections are shared. Because there was no resolution in that committee, they are focusing on the one thing that was the most contentious.
- Mr. Hadeler reported on work of the BCCLS Branding Committee. BCCLS is included in BCCLS strategic but a very contentious part of the plan. There is no widespread agreement whether BCCLS should have a brand presence or not. There are certain people within the organization who want BCCLS to be branded. Mr. Hadeler expressed his concern that once BCCLS starts branding itself, the spotlight will shift off of local libraries and focus on BCCLS.
- Mr. Hadeler reported with regard to purchasing eContent with some of the other libraries he stated that he will follow up and report what actions they are planning since he was not able to make it to their recent meetings.

Monthly Statistical Reports:

- Mr. Ferguson noted that 113 passports were processed in January and asked how long it takes to process an individual passport. Mr. Liden responded that each one takes approximately 20 minutes. Mr. Ferguson stated that it makes sense to hire a person to handle processing the passports.

President's Report:

Committee Reports:

Friends of Mahwah Library Report:

Correspondence:

Old Business:

New Business:

- Updating the COVID Policy - Mr. Hadeler asked the board for their thoughts on whether to continue to require masks after the school's announcement that they would no longer require masks effective March 7th. The school's announcement followed the Governor's on February 7th, that masks and facial coverings will no longer be mandated for students, staff or visitors in schools and childcare facilities effective March 7, 2022.

The board discussed the issue, taking into consideration that from the start their position has been to follow the school's COVID policies. In addition, the department heads expressed that they foresaw the difficulty to maintain requiring masks for the kids after school if they are not wearing them in school. The staff acknowledged that it will be difficult to continue to enforce wearing masks with some of the adults as well.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Lee to approve the Director and staff to enforce a mask recommended policy for all patrons and staff effective March 7th, as per the Governor's announcement that masks will no longer be mandated in the schools and childcare centers.

Roll Call:

Ms. Cassotis - no
Ms. Clarkin - yes
Dr. DeTuro - absent
Mr. Ferguson - yes
Ms. Javer - absent
Mr. Koster - yes
Mr. Lee - yes
Ms. Park - absent
Mr. Wendrychowicz - yes
Mayor Wysocki - absent

Motion passed.

- BCCLS Certificate of Agreement – Mr. Hadeler shared the BCCLS certificate of agreement, which acknowledged that the library is in compliance with the requirements of BCCLS membership specifically with BCCLS by-laws and policy and procedures.

Trustee Education:

- Mr. Wendrychowicz announced that there are two free workshops coming up about parliamentary procedures.

Public Portion:

A motion was made at 8:09 pm by Mr. Ferguson and seconded by Ms. Cassotis to open the meeting to the public. Motion passed unanimously.

- Evelyn Slockbower addressed the board's decision to update the mask policy. She suggested as a precaution to change the requirement of wearing a mask on March 31st, allowing time to see if there are changes in the number of cases on the school dashboard. She stated that the colleges and CDC continue to recommend wearing masks.
- The board thanked Evelyn for her comments.

A motion was made at 8:11pm by Mr. Wendrychowicz and seconded by Mr. Ferguson to close the meeting to the public. Motion passed unanimously.

Executive Session:

A motion was made by Mr. Wendrychowicz and seconded by Ms. Clarkin to go into executive session at 8:12 PM, to discuss the Director's annual evaluation. Motion passed unanimously.

A motion was made by Mr. Wendrychowicz and seconded by Mr. Lee to come out of executive session at 8:28pm. Motion passed unanimously. The board will prepare Kurt Hader's 2021 performance review.

Upcoming Meeting Dates:

- 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 Mr. Wendrychowicz and seconded by Ms. Clarkin to adjourn the meeting at 8:30. The Motion passed unanimously.

Respectfully submitted,

Zoe Cassotis
Secretary