

BOARD OF TRUSTEES MONTHLY MEETING

Tuesday, March 15, 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 February 15, 2022, conducted online.
6. FINANCIAL REVIEW
 - a. Approval of Financial Reports: ACTION
 - i. Operating Budget vs Actual as of February 28, 2022.
 - ii. Operating & Capital Account Balances as of February 28, 2022.
 - iii. Operating & Capital Account Reconciliation as of February 28, 2022.
 - b. Approval of Bills for Payment: ACTION
 - i. Bills for payment from the Operating Fund in February 2022, totaling \$50,019.72.
 - ii. There are no bills for payment from the Capital Fund in February 2022.
7. OPERATIONAL REVIEW INFORMATION
 - 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, February 2022. *Note that beginning with January 2022, we are returning to a direct year-over-year comparison, comparing 2022 to 2021.*
 - e. Program details, February 2022. *Note that beginning with January 2022, we are collecting statistical information in our event management software. As a result of this change, we feel the information presented is more accurate. We are looking for a mechanism to include program cost information.*
8. FRIENDS OF MAHWAH LIBRARY REPORTS INFORMATION
- a. The Friends have postponed all meetings until the spring of 2022 when they hope to host an in-person annual meeting.
9. CORRESPONDENCE INFORMATION
10. OLD BUSINESS INFORMATION/ACTION
11. NEW BUSINESS INFORMATION/ACTION
- a. Recommendation to award a contract for landscaping services. After soliciting quotes from three qualified contractors, administration recommends the award of a contract for landscape maintenance to Green Meadows of Oakland, NJ, in the amount of \$8,445.
 - b. Recommendation to unify late fees for museum passes and items in the Library of Things. Adult services recommends and administration endorses unifying the late fees for all museum passes and Library of Things for a more consistent patron experience.
12. TRUSTEE EDUCATION INFORMATION
13. EXECUTIVE SESSION INFORMATION/ACTION
- a. Director's annual evaluation.
 - b. Other personnel concerns.
14. PUBLIC PORTION
15. ADJOURNMENT

UPCOMING MEETINGS & EVENTS INFORMATION

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, 3/15/2022 at 7pm – Board of Trustees annual meeting.
- b. Tuesday, 3/15/2022 at 7pm – Board of Trustees regularly scheduled monthly meeting, immediately following the annual meeting.
- c. Friday, 4/15/2022 – Library closed for Good Friday.
- d. Saturday, 4/16/2022 – Library closed for Holy Saturday.
- e. Sunday, 4/17/2022 – Library closed for Easter.
- f. Tuesday, 4/19/2022 at 7pm – Board of Trustees regularly scheduled monthly meeting.