

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

Call to Order:

Ms. Javer, President, called the regular monthly meeting to order at 7:29 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
Ms. Javer
Mr. Koster
Mr. Lee
Ms. Park
Mr. Wendrychowicz
Mr. Gallina
Mr. Hadelar
Mr. Liden
Ms. Mercadante

Absent:

Dr. DeTuro
Mr. Ferguson
Mayor Wysocki

Pledge of Allegiance

Public Present:

Public Session: A motion was made at 7:30 PM by Ms. Clarkin and seconded by Mr. Lee to open the meeting to the public. Motion passed unanimously.

A motion was at made at 7:30 PM by Ms. Cassotis and seconded by Ms. Clarkin, seeing no members of the public present, to close public session at 7:30 PM. Motion passed unanimously.

Secretary's Report:

A motion was made by Ms. Clarkin and seconded by Mr. Lee to accept the minutes from the February 21, 2021 regular meeting. Motion passed unanimously

Financial Review:

Financial Reports & Bills for Payment

Mr. Lee reviewed the February financial reports:

- Income for the month was slightly over budget due to patron revenue from passports as well as grants, gifts and donations.

- Mr. Hadeler explained that the majority of the \$2,800 received for grants, gifts and donations for the month were from the Bergen County grant that was received from BCCLS.
 - Mr. Hadeler reported that income from processing passports was 75% over budget for January and February.
 - Mr. Hadeler reported that we received the 1st quarter appropriation check from the Township on Friday, March 11th.
 - Mr. Hadeler reported that professional services was over budget in February due to services provided by our HBK, our accountants. Their fees were for preparation and mailing of 1099s and year end clean-up work.
- A motion was made by Mr. Wendrychowicz and seconded by Mr. Lee to accept the February 2022 Treasurer's Report and the March 2022 bills for payment.

Roll Call:

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

Motion passed unanimously.

Operational Review: Mr. Hadeler highlighted the following from his report.

Library Operations

- Temporary Code of Conduct: Mr. Hadeler noted that going masks recommended as of March 7th has been ok, people have been respectful of each other.
- E-Content: Mr. Hadeler reported that he has asked Alex Bickel, one of our adult services librarian, we will have her recommendation of the four major vendors next month.
- Personnel:
 - Mr. Hadeler reported that on page 18 of the packet personnel is most of the page.
 - We are down to the wire with hiring in adult services a library assistant and part-time librarian, in lending services we have a couple of candidates and one promotion. In addition, he is interviewing the final candidate for the PR and marketing position. The not so good news is that Kate Senedzuk, the head of youth services, has tendered her resignation. She has chosen to refocus her career on administration and has taken a position as assistant director of the Englewood Public Library. Mr. Hadeler reported that he advertised for the position in the American Library Association job listings a national service, there have been a handful of qualified candidates. We also received notice from Barbara Morrill, one of our part-time library assistants, is retiring.

Friends of Mahwah Library Reports: No Report

Correspondence: No Correspondence

Old Business: No Old Business

New Business:

- 2022 Landscape Maintenance Service –

A motion was made by Ms. Javier and seconded by Mr. Lee to accept the landscaping agreement with Green Meadows Landscaping Services in the amount of \$7,650 for 2022.

Roll Call:

Ms. Cassotis - yes
Ms. Clarkin – yes
Dr. DeTuro - absent
Mr. Ferguson - absent
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 Ms. Javier and seconded by Ms. Clarkin to approve the recommendation to unify late fees for museum passes and library of things.

Roll Call:

Ms. Cassotis - yes
Ms. Clarkin – yes
Dr. DeTuro - absent
Mr. Ferguson - absent
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 Ms. Javier and seconded by Ms. Cassotis to maintain virtual meetings and revisit the issue in September. Motion passed unanimously.
- Ms. Clarkin raised the issue that it was brought to her attention by Mr. Hadelar that the board does not have a codified method to recognize trustees when they leave.
 - Ms. Javier stated that it is definitely something that we need to have a system.
 - Mr. Hadelar stated that currently we are thanking trustees verbally in a meeting and sending out a recognition plaque.
 - Ms. Javier asked for any other suggestions. Ms. Cassotis recommended that outgoing trustees should be recognized for their service at a town council meeting.
 - Ms. Javier suggested that the discussion be tabled until to the next meeting to consider additional suggestions.

Trustee Education: Ms. Javier reported that she is currently enrolled in the five week how to be a presiding officer that is sponsored by the NJ Library Trustee Association.

Executive Session:

A *motion* was made by Ms. Clarkin and seconded by Ms. Cassotis to go into executive session at 7:56 PM to discuss the Director's annual evaluation and salary increase. *Motion* passed unanimously.

A *motion* was made by Mr. Lee and seconded by Ms. Cassotis to come out of executive session at 8:42 PM. *Motion* passed unanimously.

- Ms. Javier stated that the board made the decision to provide Mr. Hadelar with an increase of 5.25%, based on the outstanding work he carried out in 2021.
- Mr. Hadelar thanked the board and expressed his appreciation for the increase. He recognized that the support he receives from the board allows him to do his job with satisfaction and move the organization in the right direction.

Public Session:

A *motion* was made at 8:44 PM by Ms. Clarkin and seconded by Ms. Cassotis to open the meeting to the public. *Motion* passed unanimously.

A *motion* was made at 8:44 PM by Ms. Javier and seconded by Ms. Cassotis to close the meeting to the public. *Motion* passed unanimously.

Upcoming Meeting Dates:

- 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. Lee and seconded by Ms. Cassotis to adjourn the meeting at 8:45 PM. *Motion* passed unanimously.

Respectfully submitted,

Jennifer Park
Secretary