

The Free Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
May 17, 2022

Call to Order:

Ms. Javier, President, called the regular monthly meeting to order at 7:00 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. Javier
Ms. Park
Ms. Subramanya
Mr. Haderler
Mr. Liden
Ms. Luke

Absent:

Mr. Lee
Mr. Wendrychowicz
Dr. DeTuro
Mayor Wysocki

Pledge of Allegiance

Oath of Office: Ms. Javier welcomed new trustee Meera Subramanya to the library board. Ms. Subramanya took the library trustee oath of office, administered by Ms. Luke.

Public Present:

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

There being no members of the public present a motion was made at 7:05 PM by Ms. Cassotis and seconded by Ms. Javier to close public session. Motion passed unanimously.

Secretary's Report: A motion was made by Ms. Clarkin and seconded by Ms. Javier to accept the minutes from the April 19, 2022 regular monthly meeting. Motion passed, Ms. Subramanian abstained.

Financial Review:

Financial Reports & Bills for Payment

Mr. Haderler reviewed the April financial reports and reported the following:

- We received the second quarter in May as anticipated.

- All other income lines are where they should be with the notable exception of passports. We processed from January through April \$ 25,000 worth of passports, compared to \$14,000 that was budgeted.
- Expenses were reviewed, overall year to date they are where they should be for this time of year.
- A motion was made by Ms. Clarkin and seconded by Ms. Cassati to accept the April 2022 Treasurer's Report and the May 2022 bills for payment.

Roll Call:

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

Motion passed.

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

Library Operations

- Community Relations: This week the middle school teachers from Ramapo Ridge have displayed their art in the lower level, they are having a reception tonight and will hold a class in June in the library. Before the pandemic we started to look at what other libraries are doing to display art for the public, we will resume making plans for displaying art in the Winter Room.
- Passports: We processed 1,037 passports in the first twelve months of operation. Last year the average per month was 71, this year the average per month is 110 per month.
 - Mr. Liden discussed staffing, he recommended that we train a few more members of the staff to help out and see where we are at in August to determine if we need more staff.
 - Ms. Javer agreed that staffing for passports will be re-evaluated in the fall.
- On-line Services: The Overdrive account should have been set up by now, they provided us is a four-year contract which by NJ state law we can only enter into a two-year contract.
- Budget & Finance: The draft audit was received; as in previous years the auditors are waiting for the GASB 68 report from the state before they release the final audit.
- Capital Projects:
 - Network & Technology Upgrades – The new computers were received; we are waiting for the new monitors to arrive which are back ordered and expect to have them installed during the summer.
- Building & Grounds: The roofing company is coming out to correct ongoing leaks and perform the annual preventative maintenance service.
- Statistical Summary: The statistical reports were acknowledged. Mr. Haderler stated that decline in circulation is across all libraries.

Friends of Mahwah Library Reports: Ms. Javer stated that the Friends are partially funding the summer reading program this year.

Correspondence: No Correspondence

Old Business:

New Business:

Meet the Candidates Night – Ms. Javer reported that Ms. Cassotis, Mr. Lee and Ms. Park have been asked to be on committee for “Meet the Candidates Night” this year. The committee will work on scheduling dates for the event and determine if there will be a separate night for the council and the school board. Mr. Ferguson requested that when a date is selected to take into consideration the school calendar.

Trustee Education: No Trustee Education

Executive Session: No Executive Session

Public Session:

A motion was made at 7:35 PM by Ms. Clarkin and seconded by Ms. Cassotis to open the meeting to the public. Motion passed unanimously.

There being no members of the public present a motion was at made at 7:35 PM by Ms. Javer and seconded by Ms. Cassotis to close the meeting to the public. Motion passed unanimously.

Upcoming Meeting Dates:

- Saturday, May 28 - Monday, May 30 – closed for Memorial Day.
- Tuesday, June 7 - primary elections held in library.
- Saturday, June 11 - Summer Reading Kickoff.
- Tuesday, June 21 - monthly board meeting, 7 pm. Last board meeting until September.
- Monday, July 4 - closed for Independence Day.

Adjournment:

A motion was made by Ms. Clarkin and seconded by Ms. Cassotis to adjourn the meeting at 7:37 PM. Motion passed unanimously.

Respectfully submitted,

Jennifer Park,
Secretary