

The Free Public Library of the Township of Mahwah  
Minutes of the Board of Trustees Meeting  
June 21, 2022

Call to Order:

Ms. Javer, 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  
Ms. Javer  
Mr. Lee  
Ms. Park  
Ms. Subramanya  
Mr. Haderler  
Mr. Liden  
Ms. Luke

Absent:

Mr. Ferguson  
Mr. Wendrychowicz  
Dr. DeTuro  
Mayor Wysocki

Pledge of Allegiance:

Public Present:

Public Session: A motion was made at 7:02 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 7:02 PM by Mr. Lee and seconded by Ms. Cassotis to close public session. Motion passed unanimously.

Secretary's Report: A motion was made by Ms. Clarkin and seconded by Mr. Lee to accept the minutes from the May 17, 2022 regular monthly meeting. Motion passed unanimously.

Financial Review:

Financial Reports & Bills for Payment

Mr. Lee reviewed the May financial reports and reported the following:

- We expect to make payments to Overdrive next month, there will be a bill for \$1,000 a year platform fee and \$4,000 for content.
- This month expenses are as expected, with the exception of higher costs for bank charges due to stop payment charges of \$600.
- Personnel costs are lower than expected due to the youth services manager position not being filled since February.

- A motion was made by Ms. Clarkin and seconded by Ms. Cassotis to accept the May 2022 Treasurer's Report and the June 2022 bills for payment.

Roll Call:

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

Motion passed.

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

#### Library Operations

- Summer Reading Kickoff: The kickoff was phenomenal, many thanks to everyone, especially the youth services department. We had more people in the library than we have had in two years.
- Temporary Code of Conduct: Mr. Hadelar recommended to the board that the board remove the 250 peak capacity and remove the vaccination or weekly testing for the employees.
- Sculpture: The Refugee sculpture has been installed and we have already received positive feedback.
- Passports: The number of passports processed peaks every month.
- On-Line Services: We are excited about joining the Library Speakers Consortium that is a service that provides online author talks with prize winning and bestselling authors each month.
- Programs: We are seeing regular in house program use, especially for adult concerts. We will increase concert attendance limits from 80 to 125 people with no standing.
- Personnel:
  - We were unable to fill the head of youth services position which was initially advertised in February. We will advertise the position again by the beginning of July. The position is a good position, offered at a competitive salary with a good team.
  - We have one retirement at the end of the month, for that position we have some internal candidates to fill the position.
- Buildings & Grounds:
  - Roof – We continue to have issues with the roof which was reroofed in 2012 and we have had issues all along.
  - Lighting above the staircase – This summer we will be changing fluorescent fixtures and replace with LEDs. A local electrician quoted \$4,800 which includes everything needed to go from the bottom of the lower level to reinstall new LED tubes above the ceiling grid.
- 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.
- Computers & Technology: The migration from Google G Suite to the Friends' Google Workspace is done and we will no longer need to pay for G Suite.
- Summer Goals – Mr. Hadelar reviewed some of the projects that he will work on this summer:

- Winter Room HVAC duct work – We will work with Bertin Engineering to update the plans to replace the HVAC ducts and go out and get some quotes ready for the board to review in September.
- With regard to the roofing, I will be looking for an architect that we can build a relationship with that we can use for the bump outs, check out desk, renovating first floor bathrooms
- Some of the other items will be with working with the staff to find out what they have in mind for their areas.
- The items that will take a fair amount of time is finding the new head of youth services.
- There is grant money available for EV charging stations, if we get six stations in now we would receive some revenue back. The Township is looking into the grant and the Environmental Commission is looking into the cost to install them.

- Statistical Summary: The statistical reports were acknowledged

Friends of Mahwah Library Reports: No report

Correspondence: Mr. Haderler reported that we received something from the NJ Dept. of Human Services, they are offering to provide free access to naloxone to public libraries for 2022 to combat the states opioid epidemic. The board discussed the issued and decided not to accept the offer.

Old Business:

New Business:

Meet the Candidates Night 2022 – Ms. Cassotis reported that she met with Mr. Lee and Ms Park. The dates were selected for the BOE and Town Council. Ms. Park will prepare the questions, Mr. Lee and Ms. Cassotis will moderate. The format will be the same with one question in advance and the other questions will be presented the day of, we will rotate and there will be no closing statement.

Draft FY 2021 Audit – Mr. Haderler stated that there are no management notes or recommendations from the auditors.

- A *motion* was made by Mr. Wendrychowicz and seconded by Mr. Lee to accept the draft audit for 2021 conditionally upon release of GASB 68 pension information from the State.

Roll Call:

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

Motion passed.

Resolution 2022-11 Authorizing the Library to pay reasonable and customary bills in July and August-

- A *motion* was made by Mr. Wendrychowicz and seconded by Mr. Lee to approve Resolution 2022-11 authorizing the Library pay reasonable and customary bills up to \$8,500 per bill during July and August.

Roll Call:

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

*Motion* passed.

Landscaping Projects – Mr. Haderler reported that he met with our landscaper to go over what we can do on the property with different options of things that we can do. The board discussed how to approach the landscaping and decided to follow Mr. Haderler's suggestion to authorize a certain amount each year for landscaping and select each area to address each area at a time, starting with the area facing Ridge Road.

- A *motion* was made by Mr. Wendrychowicz and seconded by Ms. Clarkin to allocate up to \$15,000 for the landscaping project.

Roll Call:

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

*Motion* passed.

Recommended Projects for Board Consideration This Year – Mr. Haderler proposed the purchase of new tables and chairs for the Children's Room and flip top tables for the Winter Room.

- A *motion* was made by Mr. Wendrychowicz and seconded by Mr. Lee to allocate \$10,000 for the children's room tables and \$6,500 for the Winter Room flip top tables to be purchased this summer.

Roll Call:

Ms. Cassotis - yes  
 Ms. Clarkin - yes

Dr. DeTuro - absent  
Mr. Ferguson – absent  
Ms. Javer - yes  
Mr. Lee - ye  
Ms. Park - yes  
Ms. Subramanya - yes  
Mr. Wendrychowicz - yes  
Mayor Wysocki - absent

Motion passed unanimously.

Banking - Mr. Lee reported that he would like to revisit looking for different banks now that the Community Alliance program ends this month. We need to keep in mind that in the long term the expectation that banks are changing their policies and cost structures around not writing checks but make certain payments electronically. Mr. Hadel reported there is a Local Finance Notice from 2018 that specifically addresses local boards to be permitted to use standard ETF funds transfers for payment of bills. There are a lot of considerations, policy and procedures of how it has to be done. Mr. Hadel stated that we would need to have a very clear policy of how it is done and who does it.

Temporary Code of Conduct – The board discussed changing the 250-person maximum occupancy count and removing the vaccination or testing policy. The board decided to keep the vaccination or testing policy in place and at Mr. Hadler's discretion the maximum occupancy count.

Trustee Education: No Trustee Education

Executive Session: No Executive Session

Public Session:

A motion was made at 8:31 PM by Ms. Cassotis and seconded by Mr. Wendrychowicz to open the meeting to the public. Motion passed unanimously.

There being no members of the public present a motion was at made at 8:31 PM by Mr. Wendrychowicz and seconded by Ms. Clarkin to close the meeting to the public. Motion passed unanimously.

Upcoming Meeting Dates:

- Monday, July 4 - closed for Independence Day.
- Saturday, August 20 - end of Summer Reading Challenge
- Saturday, Sept. 3 – Monday, Sept.5 – closed for Labor Day
- Tuesday, September 20 – monthly board meeting, 7 PM.

Adjournment:

A motion was made by Ms. Clarkin and seconded by Ms. Cassotis to adjourn the meeting at 8:32 PM. Motion passed unanimously.

Respectfully submitted,

Jennifer Park,  
Secretary