

BOARD OF TRUSTEES MONTHLY MEETING

Tuesday, September 20, 2022 at 7pm
Meeting IN-PERSON in the Lower Level Large Meeting Room

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.
4. PUBLIC PORTION
5. SECRETARY'S REPORT
 - a. Approval of Minutes of Prior Meetings: ACTION
 - i. Minutes of the monthly meeting held June 21, 2022, conducted online.
6. FINANCIAL REVIEW
 - a. Approval of Financial Reports: ACTION
 - i. Operating Budget vs Actual as of August 31, 2022.
 - ii. Operating & Capital Account Balances as of August 31, 2022.
 - iii. Operating & Capital Account Reconciliation as of August 31, 2022.
 - b. Approval of Bills for Payment: ACTION
 - i. Bills for payment from the Operating Fund in September 2022, totaling \$69,286.77.
 - ii. Reimbursable expenses due to the Township, totaling \$306,542.17.
 - iii. Bills for payment from the Capital Fund in September 2022, totaling \$7,103.94
 - c. **Approval of the 2021 Draft Audit.**
The 2nd draft audit was distributed by email on 9/15; print copies are available upon request.
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 various capital projects in progress.
 - 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 shifting patterns of library use.
 - d. Progress on Goals, Summer 2022. Status of the goals that administration set for itself this summer.

- e. Statistical summary, August 2022. *Note that beginning with January 2022, we have returned to a direct year-over-year comparison, comparing 2022 to 2021.*
- f. Program details, August 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. Grant Funding. The Library received a \$1,000 Neighborhood Grant from the Starbucks Foundation in support of the Friends mission to provide supplemental funds for special projects and collections that enhance the Library experience and enrich the lives of Mahwah residents.
- b. Blue Foundry Community Alliance Program. Blue Foundry discontinued its Community Alliance Program at the end of June. This program was a significant contributor to the Friends finances over the years.

9. CORRESPONDENCE INFORMATION

10. OLD BUSINESS INFORMATION/ACTION

- a. Meet the Candidates Night. Update on the events schedule for Wednesday 10/19 (Town Council) and Thursday 10/20 (Board of Ed).

11. NEW BUSINESS INFORMATION/ACTION

- a. Proposed Holidays and Scheduled Closings in 2023. Staff were polled for their preference on "trading" Juneteenth for Good Friday/Holy Saturday, or remaining open both holidays and receiving on additional floating holiday.
- b. Proposed Board Meeting Schedule. Administration anticipates meeting on the 3rd Tuesday of every month except July and August next year. Meetings will be conducted online with the exception of March and September which will be in-person.
- c. Proposed Change of Banks for 2023. Administration reviewed a variety of GUDPA-insured local banking options and recommend changing banks for 2023.
- d. Disposal of Old Technology. After recent technology upgrades, Administration recommends disposal of old PCs, laptops, network switches and other outdated technology.

12. TRUSTEE EDUCATION INFORMATION

13. PUBLIC PORTION

14. ADJOURNMENT

UPCOMING MEETINGS & EVENTS INFORMATION

- a. Tuesday, September 20 – monthly board meeting, 7pm.
- b. Saturday, September 24 – Mahwah Day. The Library will have a tent setup and staff will be mingling with residents, stop by and say "hi."
- c. Saturday, October 8 – NJ Library Trustee Institute, 9am – 4pm. ONLINE
- d. Tuesday, October 18 – monthly board meeting, 7pm. ONLINE
- e. Wednesday, October 19 – Meet the Candidates for Town Council, 7pm. IN PERSON
- f. Thursday, October 20 – Meet the Candidates for Board of Education, 7pm. IN PERSON
- g. Tuesday, November 8 – Election Day, 6am – 8am. IN PERSON
- h. Tuesday, November 15 – monthly board meeting, ONLINE

- i. Wednesday, November 23 – Thanksgiving Eve, Library closing early, 2pm.
- j. Thursday, November 24 – Thanksgiving, Library closed.