

BOARD OF TRUSTEES MONTHLY MEETING

Tuesday, November 15, 2022 at 7pm
Meeting will be conducted ONLINE via Zoom

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 October 18, 2022, conducted online.
6. FINANCIAL REVIEW
 - a. Approval of Financial Reports: ACTION
 - i. Operating Budget vs Actual as of October 31, 2022.
 - ii. Operating & Capital Account Balances as of October 31, 2022.
 - iii. Operating & Capital Account Reconciliation as of October 31, 2022.
 - b. Approval of Bills for Payment: ACTION
 - i. Bills for payment from the Operating Fund in November 2022, totaling \$72,319.25.
 - ii. Bills for payment from the Capital Fund in October 2022, totaling \$3,949.74.
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. Statistical summary, October 2022. *Note that beginning with January 2022, we have returned to a direct year-over-year comparison, comparing 2022 to 2021.*
 - e. Program details, September 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 statistics presented is more accurate. Program costs, including cost per attendee, are no longer included.*
 - f. BCCLS Update. Summary of action taken at the October 27 System Council, and white paper on system-wide circulation trends.
8. FRIENDS OF MAHWAH LIBRARY REPORTS INFORMATION
- a. No activity.
9. CORRESPONDENCE INFORMATION
- a. Energy auditing firm Troy & Banks contacted administration, requesting permission to conduct a utility and telecom audit for the library and identify areas where the library was incorrectly billed for utilities or telecom charges. Their fee is 22% of any refunds or savings identified in our charges. (They performed a similar audit in 2015 and did not find any savings at the time.)
10. OLD BUSINESS INFORMATION/ACTION
- a. Janitorial Services for 2023. Administration solicited quotes for janitorial services for 2023, and compared the quoted cost of contract services against the projected cost of hiring an in-house janitor. Administration requests the Board's guidance on how to budget for next year.
11. NEW BUSINESS INFORMATION/ACTION
- a. FY 2023 Draft Budget. Administration presents a first draft of the FY2023 operating budget, reflecting an anticipated 14% increase in funding. Administration proposes using the additional funds for personnel, popular collections, online services, and programs.
12. TRUSTEE EDUCATION INFORMATION
13. PUBLIC PORTION
14. ADJOURNMENT
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- UPCOMING MEETINGS & EVENTS INFORMATION
- a. Tuesday, November 15 – monthly board meeting, ONLINE
 - b. Wednesday, November 23 – Thanksgiving Eve, Library closing early, 2pm.
 - c. Thursday, November 24 – Thanksgiving, Library closed.
 - d. Tuesday, December 20 – Monthly board meeting, 7pm. ONLINE
 - e. Friday, December 23 – Library Closed for Christmas Eve (observed)
 - f. Saturday, December 24 – Library Closed for Christmas Eve
 - g. Sunday, December 25 – Library Closed for Christmas Day
 - h. Monday, December 26 – Library Closed for Christmas Day (observed)
 - i. Friday, December 30 – Library Closed for New Year's Eve (observed)
 - j. Saturday, December 31 – Library Closed for New Year's Day