

## BOARD OF TRUSTEES MONTHLY MEETING

Tuesday, December 20, 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 November 15, 2022, conducted online.
6. FINANCIAL REVIEW
  - a. Approval of Financial Reports: ACTION
    - i. Operating Budget vs Actual as of November 30, 2022.
    - ii. Operating & Capital Account Balances as of November 30, 2022.
    - iii. Operating & Capital Account Reconciliation as of November 30, 2022.
  - b. Approval of Bills for Payment: ACTION
    - i. Bills for payment from the Operating Fund in December 2022, totaling \$57,484.93.
    - ii. Bills for payment from the Capital Fund in December 2022, totaling \$3,398.37.
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, November 2022. *Note that beginning with January 2022, we have returned to a direct year-over-year comparison, comparing 2022 to 2021.*
- e. Program details, November 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 November 21, 2022, Executive Board.
- 8. FRIENDS OF MAHWAH LIBRARY REPORTS INFORMATION
  - a. No activity.
- 9. CORRESPONDENCE INFORMATION
- 10. OLD BUSINESS INFORMATION/ACTION
  - a. FY 2023 Draft Budget. Administration presents a revised draft of the 2023 operating budget reflecting changes to various expenses, including personnel, benefits, technology updates, staff development, and more.
- 11. NEW BUSINESS INFORMATION/ACTION
  - a. Transfer to Capital. Administration recommends transferring \$200,000 to the capital account to fund major repair, updates, and other major expenses that support the Library's long-range goals identified in the current Strategic Plan.
  - b. Resolution 2022-12. This resolution authorizes the Library to establish bank accounts with TD Bank, withdraw funds from current banks to be deposited into TD Bank, and close existing accounts.
  - c. Resolution 2022-13. This resolution authorizes the Library to offer a Section 125 Cafeteria Plan with Health Flexible Spending Accounts and Dependent Care Flexible Spending Accounts managed by Paylocity.
  - d. Responses to a Request for Quotes for updates to the Winter Room HVAC ductwork. All quotes received were above the public bid threshold. The Board can consider taking this project out for public bid.
  - e. Updated COVID Guidelines. Administration recommends revoking the COVID policies established in September, 2021, in favor of current CDC guidelines.
  - f. Inclusive Holiday Decorations. Administration proposes changes to holiday decoration guidelines to be more inclusive of the wide range of beliefs found in Mahwah and represented by staff.
- 12. TRUSTEE EDUCATION INFORMATION
- 13. PUBLIC PORTION
- 14. ADJOURNMENT
- UPCOMING MEETINGS & EVENTS INFORMATION
  - a. Tuesday, December 20 – Monthly board meeting, 7pm. ONLINE
  - b. Friday, December 23 – Library Closed for Christmas Eve (observed)
  - c. Saturday, December 24 – Library Closed for Christmas Eve
  - d. Sunday, December 25 – Library Closed for Christmas Day
  - e. Monday, December 26 – Library Closed for Christmas Day (observed)
  - f. Friday, December 30 – Library Closed for New Year's Eve (observed)

- g. Saturday, December 31 – Library Closed for New Year's Day
- h. Tuesday, January 17, 2023 – Monthly board meeting, 7pm. ONLINE