

The Free Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
September 20, 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.

Present:

Ms. Cassotis
Ms. Clarkin
Ms. Javer
Mr. Lee
Ms. Park
Ms. Subramanya
Mr. Haderler
Mr. Liden
Ms. Luke

Absent:

Mr. Wendrychowicz
Mr. Ferguson
Dr. DeTuro
Mayor Wysocki

Pledge of Allegiance:

Public Present:

Public Session: A motion was made at 7:01 PM by Ms. Clarkin and seconded by Mr. Lee to open the meeting to the public. Motion passed unanimously.

There being no members of the public present, a motion was made at 7:01 PM by Ms. Cassotis and seconded by Ms. Park 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 June 21, 2022 regular monthly meeting with one revision to include Mr. Wendrychowicz as being present. Motion passed unanimously.

Financial Review:

Financial Reports & Bills for Payment

Mr. Lee reviewed the August 2022 financial reports and reported the following:

- Overall August expenses are on track with the budget. Mr. Haderler explained that we are catching up with spending for eBooks after subscribing to Overdrive separately from BCCLS.
- Patron revenue is over-budget due to passports but cautioned about being conservative for budgeting next year, due to the uncertainty of the economy.
- Mr. Haderler noted the breakdown for the September bills for payment:
 - Regular operating bills total \$69,000
 - Reimbursement to the Township for the annual insurance expenses bill is \$306,532.17.
 - Capital expenses bills total \$7,103.95.

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

Roll Call:

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

Motion passed unanimously.

2021 Draft Audit

- A *motion* was made by Mr. Lee and seconded by Ms. Clarkin to accept the 2021 final financial audit report that includes the GASB 68 pension information received from the State.

Roll Call:

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

Motion passed unanimously.

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

Library Operations

- Personnel:
 - Mr. Hadeler reported that we have three positions open: Head of Youth Services, Public Relations & Marketing Coordinator, and part-time Library Assistant. He explained the process and the challenges that he has faced in filling the Youth Services position and gave an update on hiring for the other two positions.
- Capital Projects/Summer Goals:
 - New computers were installed and the old PCs, laptops, network switches and other outdated hardware will be disposed of, first offering old PCs to the staff.

- Network upgrade - we are waiting for the last network switches.
- Exterior security cameras are ready to be installed and are expected to be done by early October.
- Material displays have been ordered and we expect delivery in early November.
- Winter Room nesting tables are expected to be delivered this month.
- Winter Room HVAC duct work project - we are waiting on the engineer to prepare the plans and specification documents ready to be sent out for quotes.
- Mr. Lee questioned if the large HVAC unit that was repaired is something that we will be looking to replace soon. Mr. Haderer reported that it may need to be replaced next. The unit is the biggest unit that heats and cools the main concourse, we have had issues with it being able to cool during the warmer summer months. We will explore getting the LED display panel replaced.
- Statistical Summary: The statistical reports were acknowledged.
 - Mr. Haderer noted that he expects that September statistics will show that use of building and services will be back to 2018 levels and programs will be close. However, circulation of physical books has declined. The first six months of the year circulation was declining. Mr. Haderer believes the decline could be due to the following:
 - During the pandemic Mahwah residents got in the habit of subscribing to streaming services as well as buying books and other physical items on Amazon which undercuts our circulation of all materials.
 - In early January, BCCLS shifted the libraries on the delivery routes. As Paramus was put as the first stop on our route, it is likely that it has profoundly affected our circulation.
 - The board agreed that, in spite of the decline in circulation, Mahwah patrons are not complaining and the community's needs are being met. The board noted that the circulation numbers are trending down and it will take the trend into consideration for the upcoming strategic plan.
 - Mr. Haderer reported in the current strategic plan the emphasis is on community with increased programming.

Friends of Mahwah Library Reports:

- Ms. Javier reported that the Friends received a \$1,000 Neighborhood Grant from the Starbucks Foundation. Ms. Javier recognized and thanked Jules Delisi, a library employee, who submitted the Friends for the grant.
- Ms. Javier reported that the Friends has applied for a community grant from Blue Foundry Bank to fund the summer reading program next year.

Correspondence: None

Old Business:

Meet the Candidates Night 2022

- Ms. Cassotis reported that the committee met and decided the following for the events this year:
 - October 12th the committee will meet with the candidates for a review of the format and determine the order of the candidates for the Town Council and Board of Education.
 - October 19th is the date for Town Council, October 20th is the date for the Board of Education
 - The format will be the same as the past.
 - Each candidate will be given time for an opening statement
 - Questions will be based on the input that is received from the public and asked in rotation.

- The first question will be given in advance to the candidates, the others will be disclosed that night.
 - The event will be held in the Winter Room in person and broadcast live on MCN, Mahwah Community News, recorded and posted to YouTube.
 - Registration will be limited to Mahwah card holders only.
- The board decided that all the candidates must be in person to participate in the event.

New Business:

Library Holiday and Closing Schedule 2023

- Mr. Haderler reported that at the board's request last year, he polled the staff for their consideration of "trading" two holidays: Good Friday/Holy Saturday and Juneteenth. The results showed a preference for keeping the current holiday schedule.

A *motion* was made by Ms. Clarkin and seconded by Ms. Cassotis to accept the proposed holidays and closings for 2023. *Motion* passed unanimously.

- Proposed Board Meeting Schedule 2023

The proposed board meeting schedule for 2023 anticipates meeting on the 3rd Tuesday of every month at 7 PM, except July and August. Meetings will be conducted online with the exception of March and September which will be in-person.

A *motion* was made by Ms. Park and seconded by Ms. Clarkin to approve the 2023 board meeting schedule. *Motion* passed unanimously.

- Proposed Change of Banks for 2023

Mr. Haderler reported that after review of GUDPA-insured local banks we recommend TD Bank for the Library. He confirmed that we will explore their on-line services for paying bills and services such as stop payments to improve efficiency with our banking. The change in banking procedures will be codified, based on the State's guidelines for banking.

A *motion* was made by Mr. Lee and seconded by Ms. Cassotis to approve changing banks from Blue Foundry Bank to TD Bank at the end of this year.

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 - absent
 Mayor Wysocki - absent

Motion passed unanimously.

Trustee Education: On behalf of Mr. Wendrychowicz, Mr. Haderler reminded the board that on Saturday, October 15th the New Jersey Library Trustee Association will hold a trustee workshop virtually that is free of charge.

Executive Session: No Executive Session

Public Session:

A motion was made at 8:07 PM by Ms. Cassotis and seconded by Ms. Clarkin to open the meeting to the public. Motion passed unanimously.

There being no members of the public present a motion was at made at 8:07 PM by Ms. Park and seconded by Ms. Subramanya to close the meeting to the public. Motion passed unanimously.

Upcoming Meeting Dates:

- Saturday, September 24 – Mahwah Day.
- Saturday, October 8 – NJ Library Trustee Institute, 9am – 4pm. ONLINE
- Tuesday, October 18 – monthly board meeting, 7pm. ONLINE
- Wednesday, October 19 – Meet the Candidates for Town Council, 7pm. IN PERSON
- Thursday, October 20 – Meet the Candidates for Board of Education, 7pm. IN PERSON
- Tuesday, November 8 – Election Day, 6am – 8am. IN PERSON
- Tuesday, November 15 – monthly board meeting, ONLINE
- Wednesday, November 23 – Thanksgiving Eve, Library closing early, 2pm.
- Thursday, November 24 – Thanksgiving, Library closed.

Adjournment:

A motion was made by Ms. Clarkin and seconded by Ms. Subramanya to adjourn the meeting at 8:09 PM. Motion passed unanimously.

Respectfully submitted,

Jennifer Park,
Secretary