

The Free Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
November 15, 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. Wendrychowicz
Mr. Haderler
Mr. Gallina
Ms. Luke

Absent:

Mr. Ferguson
Dr. DeTuro
Mayor Wysocki

Pledge of Allegiance:

Public Present:

Public Session: A motion was made at 7:03 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 7:03 PM by Ms. Cassotis and seconded by Ms. Clarkin to close public session. Motion passed unanimously.

Secretary's Report: A motion was made by Ms. Clarkin and seconded by Ms. Subramanya to accept the minutes from the September 20, 2022 regular monthly meeting. Motion passed unanimously.

Financial Review:

Financial Reports & Bills for Payment

Mr. Lee reported that the October 2022 financial reports are in order, revenue and expenses are as expected.

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 - yes
Mayor Wysocki - absent

Motion passed unanimously.

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

Library Operations

- Personnel: Mr. Haderler reported that we have not been able to successfully recruit a head of youth services. After discussing our hiring process with one of the premier executive library recruiting firms, we may need to increase the salary range for the position. Their firm has also experienced difficulty in hiring for youth services positions as it is competitive to find a qualified applicant. We will wait until after the holidays in January to advertise the position. In the meantime, Mr. Haderler will continue to manage the youth services department.
- Return of Funds Form – Mr. Haderler reported, now that the audit is complete, the return of funds form was completed and filed with the State and the Township as required. There are no excess funds to return to the Township this year.
- Building & Grounds – Mr. Haderler reported that while he and Hector were working on wiring in the exterior cameras they discovered an 8' x 12' unfinished area of the building. No floor was installed in the space when the building was constructed. The next time we work with an architect this area could possibly be developed for much needed storage space.
- Capital Projects – Mr. Haderler reported that he has been spending more and more of his time addressing small issues that continually come up and acknowledged that it is preventing him from being able to work on capital projects. Ms. Javier acknowledged and thanked Mr. Haderler for the update.
- Statistical Summary: The statistical reports were acknowledged.

Friends of Mahwah Library Reports:

- Ms. Javier reported that the Friends received a \$2,500 community grant from Blue Foundry Bank. The money will be used to fund next year's summer reading program.

Correspondence: None

Old Business:

Meet the Candidates Night 2022

- Ms. Cassotis reported that the questions for the candidates have been selected from those submitted from the public and are ready for the events.

New Business:

2023 Funding – Ms. Javier acknowledged the anticipated library appropriation for 2023 and reported that Mr. Haderler will present the first draft of the budget next month.

Janitorial Services for 2023 – Mr. Haderler explained that the cost for janitorial service has continually increased each year without a noticeable improvement in service.

- The current contractor has been notified repeatedly about an ongoing issue that continues to occur.
- In recent years the vendors that respond to the annual request for quote are very high and out of the range that is affordable.
- The options for improving cleaning service is to either search for another vendor within our budget or hire a part-time library employee that will allow us to better manage the cleaning and this person can assist with room set-ups in the morning. The cost break-down for hiring a part-time employee in the current job market is listed on page 39 of the packet.
- Mr. Ferguson recommended the library review the cleaning company that the Town is using.
- Mr. Haderler agreed to reaching out to the company that the Town is using for a quote and will come back with a recommendation next month.

Trustee Education:

- Ms. Javier reported that at the NJ Trustee Institute virtual conference there was an interesting session on library boards and material challenges, which is up about 70%. Ms. Javier was impressed with the law librarian who made the presentation as the session was presented well and was very informative.
 - Ms. Cassotis questioned if most of the challenges are in school libraries.
 - Mr. Haderler stated that challenges are occurring in the schools but they are increasingly happening in public libraries.
 - He reported that there have been libraries defunded because somebody did not like what was on their shelves.
 - There have been masses at library board meetings and directors have been terminated because the board disagreed with the director's views.
 - Mr. Haderler reported that neighboring libraries have received challenges and BCCLS has reported that they have been approached and questioned how the consortium responds to challenges.
 - Ms. Javier stated that she will look into getting a copy of the presentation to share with everyone.

Executive Session: No Executive Session

Public Session:

A motion was made at 7:43 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 at made at 7:44 PM by Ms. Cassotis and seconded by Mr. Lee to close the meeting to the public. Motion passed unanimously.

Upcoming Dates of Note:

- 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.

- Tuesday, December 20 – Monthly board meeting, 7pm. ONLINE
- Friday, December 23 – Library Closed for Christmas Eve (observed)
- Saturday, December 24 – Library Closed for Christmas Eve
- Sunday, December 25 – Library Closed for Christmas Day
- Monday, December 26 – Library Closed for Christmas Day (observed)
- Friday, December 30 – Library Closed for New Year's Eve (observed)
- Saturday, December 31 – Library Closed for New Year's Day

Adjournment:

A *motion* was made by Ms. Clarkin and seconded by Ms. Subramanya to adjourn the meeting at 7:45 PM.
Motion passed unanimously.

Respectfully submitted,

Jennifer Park,
Secretary