

BOARD OF TRUSTEES MONTHLY MEETING

Tuesday, January 17, 2023 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 December 20, 2022, conducted online.
6. FINANCIAL REVIEW
 - a. Approval of Financial Reports: ACTION
 - i. Operating Budget vs Actual as of December 31, 2022. *Provisional, pending accountant's review.*
 - ii. Operating & Capital Account Balances as of December 31, 2022. *Provisional, pending accountant's review.*
 - iii. Operating & Capital Account Reconciliation as of December 31, 2022. *Provisional, pending accountant's review.*
 - b. Approval of Bills for Payment: ACTION
 - i. Bills for payment from the Operating Fund in December 2022, totaling \$30,792.44.
 - ii. Bills for payment from the Operating Fund in January 2023, totaling \$21,675.13.
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 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.
 - c. Statistical summary, December 2022. *Note that beginning with January 2022, we have returned to a direct year-over-year comparison, comparing 2022 to 2021.*
 - d. Program details, December 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.*
 - e. BCCLS Update. Summary of action taken at the December 15, 2022, System Council meeting.
8. FRIENDS OF MAHWAH LIBRARY REPORTS INFORMATION
- a. No activity.
9. CORRESPONDENCE INFORMATION
- a. Received Open Public Records Act (OPRA) request for all video recordings of the ballot box from 10/29/22 through 11/8/22.
10. OLD BUSINESS INFORMATION/ACTION
11. NEW BUSINESS INFORMATION/ACTION
- a. Recommended changes to circulation policies. BCCLS recent decision to change the "High Demand" to "Local Pickup" and to reduce the amount of time items can be restricted for local pickup prompts administration to propose changes to the shelf location and availability of new materials.
 - b. Resolution 2023-01 Authorizing the Award of a Professional Services Contract to HBK CPAs and Consultants in Clark, NJ, for accounting services through December 31, 2023.
 - c. Resolution 2023-02 Authorizing the Award of a Professional Services Contract to Price, Meese, Schulman & D'Arminio Attorneys at Law, in Woodcliff Lake, NJ, as legal counsel for the Library through December 31, 2023.
 - d. Resolution 2023-03 Authorizing the Award of Professional Services Contract to Garbarini & Co. P.C. in Carlstadt, NJ, for auditing services through December 31, 2023.
 - e. Resolution 2023-04 Authorizing the Award of Non-Fair and Open Contract for Library Materials to Amazon.com for one year.
 - f. Resolution 2023-05 Authorizing the Award of Non-Fair and Open Contract for Library Materials to Baker & Taylor, LLC. for one year.
 - g. Resolution 2023-06 Authorizing the Award of Non-Fair and Open Contract for Library Materials to Midwest Tape, LLC. for one year.
 - h. Resolution 2023-07 Authorizing the Award of Non-Fair and Open Contract for Library Materials to Overdrive, Inc. for one year.
 - i. Resolution 2023-08 Authorizing the Library to enter into a Cooperative Pricing Agreement with the Educational Services Commission of New Jersey through December 31, 2023.
 - j. Resolution 2023-09 Authorizing the Use of State Contracts through December 31, 2023.
 - k. Resolution 2023-10 Designating Depositories and the Use of Online Banking with TD Bank through December 31, 2023.
12. TRUSTEE EDUCATION INFORMATION
13. PUBLIC PORTION
14. ADJOURNMENT

UPCOMING MEETINGS & EVENTS

INFORMATION

Note that online meetings throughout 2023 will use the same Zoom meeting ID (895 2834 2470) and passcode (813633)

- a. Tuesday, January 17, 2023 – Monthly board meeting, 7pm. ONLINE
- b. Monday, February 20, 2023 – Closed for President's Day.
- c. Tuesday, February 21, 2023 – Monthly board meeting, 7pm. ONLINE
- d. Tuesday, March 21, 2023 – Annual board meeting, 7pm. IN-PERSON
- e. Tuesday, March 21, 2023 – Monthly board meeting, immediately after the Annual meeting.
IN-PERSON