

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. Subramanya
Mr. Wendrychowicz
Mr. Haderler
Mr. Gallina
Ms. Luke

Absent:

Mr. Ferguson
Ms. Park
Dr. DeTuro
Mayor Wysocki

Pledge of Allegiance:

Public Present:

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

Secretary's Report: A motion was made by Ms. Clarkin and seconded by Ms. Cassotis to accept the minutes from the October 18, 2022 regular monthly meeting. Motion passed unanimously.

Financial Review:

Financial Reports & Bills for Payment

- Ms. Javer presented the November 2022 financial reports and bills for payment.

A motion was made by Ms. Clarkin and seconded by Mr Wendrychowicz to accept the November 2022 financial reports and bills for payment.

Roll Call:

Ms. Cassotis - yes
Ms. Clarkin - yes
Dr. DeTuro - absent
Mr. Ferguson – absent

Ms. Javer - yes
Mr. Lee - absent
Ms. Park - absent
Ms. Subramanya - yes
Mr. Wendrychowicz - yes
Mayor Wysocki - absent

Motion passed unanimously.

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

Community Relations & Outreach

- Election Day: Mr. Haderler reported that there was a problem with the elections this year.
 - One of the poll workers insisted that we open the public bathrooms, despite our past practice of following verbal instructions given to us by county election officials to keep the public bathrooms closed for the day,
 - Mr. Haderler reported that he noted the complaint with the Town Clerk but has not received a response and asked the board for their guidance on how to proceed with future elections.
 - The board discussed the issue.

A motion was made by Ms. Clarkin and Ms. Cassotis that the Library will continue to be a polling location and the public bathrooms will remain open to the public on election days. Motion passed. All agreed except for Mr. Lee and Mr. Wendrychowicz.

Library Operations

- Capital Projects :
 - **Displays for the main concourse** – The book displays are done and look good.
 - **Exterior security cameras** – Due to difficulty running cabling to the roof , the security cameras did not get installed before the cold weather set in. He will continue to work to complete the project.
 - **Winter Room HVAC Duct work project** – Mr. Haderler reported that we have received only one quote for the Winter Room HVAC duct work request for quote, we will have a report for next month.
- Statistical Summary: The statistical reports were acknowledged.

Friends of Mahwah Library Reports:

Correspondence:

Troy and Banks:

- Mr. Haderler reported that he was contacted by the energy auditing firm Troy and Banks who requested 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. In 2015, they performed a similar audit and did not find any savings.
- Mr. Haderler stated that the rates we receive through the ESCNJ are very competitive.
- The board agreed not to accept Troy and Banks offer to audit the library's utility bills.

Old Business:

Janitorial Services for 2023:

- Ms. Javer reported that during the budget meeting it came up that the annual cost next year for our current cleaning contractor will be approximately \$30,000 and the service could be better.
- Mr. Haderler reported by hiring an employee in house to clean the building we will save about \$6,000 a year and have more control over the work performed.
- Mr. Lee questioned if Mr. Haderler had contacted the contractor that the Township is using. Mr. Haderler responded that the contractor did respond with a quote that is significantly higher than our current contractor and according the Township Administrator a shared service is not an option for this year.

A motion was made by Ms. Clarkin and seconded by Ms. Cassotis to privatize the janitorial service after our current contract ends.

Roll Call:

Ms. Cassotis - yes
Ms. Clarkin - yes
Dr. DeTuro - absent
Mr. Ferguson – absent
Ms. Javer - yes
Mr. Lee - yes
Ms. Park - absent
Ms. Subramanya - yes
Mr. Wendrychowicz - no
Mayor Wysocki – absent

Motion passed.

New Business:

FY 2023 Draft Budget:

- Mr. Haderler noted that the decision to hire a janitor rather than use a service will move about \$26,000 out of the janitorial services line to the salaries line. In addition, we will not know what the medical insurance cost will be until we receive notice from the Town.
- Ms. Javer presented the draft budget to the board, there were no questions.

Trustee Education:

- Ms. Javer reported that she sent out a copy of the slide show and link to watch the session that she attended from the New Jersey Library Virtual Trustee Institute that took place on October 8th. On the New Jersey State Library website there are links to the other presentations.

Executive Session: No Executive Session

Public Session:

A *motion* was made at 7:35 PM by Ms. Clarkin and seconded by Ms. Subramanya to open the meeting to the public. *Motion* passed unanimously.

There being no members of the public present a *motion* was at made at 7:35 PM by Mr. Lee and seconded by Ms. Cassotis to close the meeting to the public. *Motion* passed unanimously.

Patron and Circulation Patterns as BCCLS Libraries Emerge from the Pandemic:

- Mr. Wendrychowicz asked Mr. Haderler for an explanation of the BCCLS report in the packet, pages 32 through 40.
 - Mr. Haderler explained that the report was distributed to the BCCLS directorship by one of the committees that undertook this study to try to understand physical circulation patterns before and after the pandemic. They were looking to see which areas of circulation will come back and which ones are gone. They compared physical circulation and eContent circulation.
 - They found that physical circulation has returned to pre-pandemic levels but only in some categories, such as children's materials and adult fiction books. On the other hand, media has fallen dramatically.
 - They found that eContent filled a void during the pandemic but has declined since the pandemic it has declined; eBook circulation has declined since the pandemic.
 - They also were looking to see what percentage of a library's patrons are borrowing content completely digital.

Mr. Haderler stated before the meeting ended that if anyone has questions about the budget or any information in the board packet to please reach out to him.

Upcoming Dates of Note:

- 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 Mr. Lee and seconded by Ms. Clarkin to adjourn the meeting at 7:43 PM. *Motion* passed unanimously.

Respectfully submitted,

Zoe Cassotis,
Vice President