

BOARD OF TRUSTEES MONTHLY MEETING

Tuesday, March 21, 2023 at 7pm
Immediately Following the Annual Meeting
Meeting will be held in the Large Meeting Room
On the Lower Level of the Mahwah Public Library

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.
4. PUBLIC PORTION
5. SECRETARY'S REPORT
 - a. Approval of Minutes of Prior Meetings: ACTION
 - i. Minutes of the monthly meeting held February 21, 2023, conducted online.
6. FINANCIAL REVIEW
 - a. Approval of Financial Reports: ACTION
 - i. Operating Budget vs Actual as of February 28, 2023.
Provisional, pending accountant's review.
 - ii. Operating & Capital Account Balances as of February 28, 2023.
Provisional, pending accountant's review.
 - iii. Operating & Capital Account Reconciliation as of February 28, 2023.
Provisional, pending accountant's review.
 - b. Approval of Bills for Payment: ACTION
 - i. Bills for payment from the Operating Fund in March 2023, totaling \$65,929.64.
 - ii. Bills for payment from the Capital Fund in March 2023, totaling \$3,100.00
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, February 2023.
 - d. Program details, February 2023.

8. FRIENDS OF MAHWAH LIBRARY REPORTS INFORMATION

- a. The Friends anticipate receiving a \$1000 neighborhood grant from the Starbucks Foundation. We are grateful to a Library Page who also works at Starbucks for submitting the Friends again this year. In addition, Sharon Javier is applying for community grant from Blue Foundry Bank.

9. CORRESPONDENCE INFORMATION

- a. No correspondence.

10. OLD BUSINESS INFORMATION/ACTION

11. NEW BUSINESS INFORMATION/ACTION

- a. 2023 Budget Revision. Administration proposes various revisions to the approved 2023 budget, including: Reduction of the municipal appropriation; rebalancing janitor services and personnel; and, repurposing one line in the chart of accounts.
- b. Room Use Policy. Update to the Library's Room Use Policy based on guidelines provided by the State Library in its annual letter to library directors.
- c. Windows Cleaning. In previous years, the cleaning contractors provide an estimate to clean all exterior windows. Administration compiled quotes from multiple contractors for the service this year.

12. BCCLS UPDATE INFORMATION/ACTION

- a. Digest of the Executive Board meeting held 2/16/2023.
- b. Minutes of the Executive Board meeting held 2/16/2023.

13. TRUSTEE EDUCATION INFORMATION

- a. Recap of recent Trustee development sessions.

14. EXECUTIVE SESSION ACTION

- a. Director's annual evaluation.

15. PUBLIC PORTION

16. 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. April 7 – 9, all day – Library Closed in observance of Good Friday and Easter Weekend
- b. April 18, 7pm – Board of Trustees monthly meeting
- c. May 16, 7pm – Board of Trustees monthly meeting
- d. May 27 – 28, all day – Library closed in observance of Memorial Weekend