

The Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
January 17, 2023

Call to Order:

Ms. Javer, President, called the 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.
- This meeting is taking place on-line in accordance with New Jersey state statute 10:4-8B, which authorizes local units to conduct public meetings through the use of streaming services and other online meeting platforms.
- Information on accessing this public meeting has been posted on 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 using the "chat" feature in the conferencing software.

Present:

Ms. Cassotis
Ms. Clarkin
Ms. Javer
Mr. Lee
Ms. Park
Ms. Subramanya
Mr. Hadelers
Mr. Liden
Mr. Gallina
Ms. Luke

Absent:

Dr. DeTuro
Mr. Ferguson
Mr. Wendrychowicz
Mayor Wysocki

Pledge of Allegiance

Trustee Appointment:

Mr. Hadelers stated that Ms. Subramanya has been reappointed to the board for a five-year term. Mr. Ferguson has been appointed as the Mayor's alternate for 2023.

Public Session: A motion was made at 7:02 PM by Ms. Clarkin and seconded by Ms. Cassotis to open the meeting to the public. Motion passed unanimously.

A motion was made at 7:02 PM by Mr. Lee and seconded by Ms. Park, seeing no members of the public present, to close the meeting to the public. Motion passed unanimously.

Secretary's Report:

A motion was made by Ms. Javer and seconded by Mr. Lee to accept the minutes from the December 20, 2023 regular monthly meeting as presented. Motion passed unanimously.

Financial Review:

Financial Reports & Bills for Payment

- A *motion* was made by Ms. Cassotis and seconded by Ms. Subramanya to accept the January 2023 Treasurer's Report and approve the bills for payment from the operating account in December 2022 and January 2023.

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.

Operational Review:

Mr. Haderler reviewed the following items from his report:

Personnel

- Lori Pankewicz's last day will be at the end of February. Evelyn Slockbower will transition into the role of bookkeeper. Ms. Slockbower comes from an accounting background.
- Mr. Haderler reported that in the past month about one staff member a week has been out sick with COVID.

Monthly Statistical Reports:

The statistics were acknowledged; there were no questions.

President's Report:

Committee Reports:

There were no Committee reports.

Friends of Mahwah Library Report:

Ms. Javer reported that Blue Foundry Bank requested a logo and a form completed for the grant that was received. The submission will also allow the Friends to reapply for another grant this year.

Correspondence:

Mr. Haderler reported that he responded to an Open Public Records Act (OPRA) request via the Township for all video recordings of the ballot box from 10/29/22 through 11/8/22. We received confirmation from the Town's attorney that there is no expectation of privacy for the video recording and the requested video recordings were passed along to the Township Clerk.

Old Business:

No discussion.

New Business:

- Recommended changes to circulation policies - Mr. Hadeler explained that the proposed changes to circulation policies are to treat all new items the same, which means all new items will be holdable by Mahwah residents only for the first seven days. After the first seven days they will be available to everyone in the system.

A motion was made by Ms. Cassotis and seconded by Ms. Clarkin to approve the proposed changes to circulation policies pertaining to the shelf location and availability of new materials as presented in the board packet.

Roll Call:

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

Motion passed unanimously.

- Annual Resolutions:
 - 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.
 - Resolution 2023-02 Authorizing the Award of a Professional Services Contract to Garbarini & Co. P.C. in Carlstadt, NJ, for auditing services through December 31, 2023.
 - Resolution 2023-03 Authorizing the Award of a Professional Services Contract to services through December 31, 2023.

A motion was made by Ms. Javier and seconded by Ms. Cassotis to vote on Resolutions 2023-01, -02, and -03 as a Consent Agenda for Professional Services. 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.

- Resolution 2023-04 Resolution 2023-04 Authorizing the award of a Non-Fair and Open Contract for Library Materials to Amazon.com for one year.
- Resolution 2023-05 Authorizing the award of a Non-Fair and Open Contract for Library Materials to Baker & Taylor, LLC. for one year.
- Resolution 2023-06 Authorizing the award of a Non-Fair and Open Contract for Library Materials to Midwest Tape, LLC. for one year.
- Resolution 2023-07 Authorizing the award of a Non-Fair and Open Contract for Library Materials to Overdrive for one year.

A motion was made by Ms. Cassotis and seconded by Ms. Clarkin to vote on Resolutions 2023-04, -05, -06, and -07 as a Consent Agenda for Non-Fair and Open Contracts for Library Materials. 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.

- Resolution 2023-08 Authorizing the Library to enter into a Cooperative Pricing Agreement with the Educational Services Commission of New Jersey for the purchase of goods and services through December 31, 2023.
- Resolution 2023-09 Authorizing the Library the use of New Jersey State contracts for the purchase of goods and services for one year.

A motion was made by Ms. Javier and seconded by Ms. Clarkin to vote on Resolutions 2023-08, and -09 as a Consent Agenda for Consortial Purchasing:

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.

- Resolution 2023-10 Designating Depositories and the Use of Online Banking with TD Bank through December 31, 2023.

A *motion* was made by Ms. Javier and seconded by Mr. Lee for a consent agenda approving Resolution 2023-01 through Resolution 2023-10 in one vote.

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.

Trustee Education:

Mr. Haderler reminded the board that seven hours of trustee training is required cumulatively by the board for the year. He stated that he will pass along any training opportunities that are received and asked that they report the training that is attended to Darlene to keep track of the training hours.

Public Session: A *motion* was made at 7:23 PM by Ms. Clarkin and seconded by Ms. Park to open the meeting to the public. *Motion* passed unanimously.

A *motion* was made at 7:24 PM by Mr. Lee and seconded by Ms. Javier, seeing no members of the public present, to close the meeting to the public. *Motion* passed unanimously.

Ms. Clarkin thanked Ms. Subramanya and Mr. Ferguson for their willingness to serve on the board for another term.

Upcoming Meeting Dates:

- i. Monday, February 20, 2023 – Closed for President’s Day.
- ii. Tuesday, February 21, 2023 – Monthly board meeting, 7pm. ONLINE
- iii. Tuesday, March 21, 2023 – Annual board meeting, 7pm. IN-PERSON
- iv. Tuesday, March 21, 2023 – Monthly board meeting, immediately after the Annual meeting. IN-PERSON

Adjournment:

A *motion* was made by Ms. Cassotis and seconded by Ms. Clarkin to adjourn the meeting at 7:24 PM. *Motion* passed unanimously.

Respectfully submitted,

Jennifer Park
Secretary