

The Public Library of the Township of Mahwah
Minutes of the Monthly Board of Trustees Meeting
March 21, 2023

Call to Order:

Ms. Javer, President, called the meeting to order at 7:04 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:

Absent:

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

Dr. DeTuro
Mr. Ferguson
Mr. Wendrychowicz
Mayor Wysocki

Pledge of Allegiance

Public Present: Evelyn Slockbower, Mahwah resident and library employee

Public Session: A motion was made at 7:05 PM by Ms. Subramanya and seconded by Ms. Clarkin to open the meeting to the public. Motion passed unanimously.

A motion was made at 7:05 PM by Ms. Clarkin and seconded by Ms. Cassotis to close the meeting to the public. Motion passed unanimously.

Secretary's Report:

A motion was made by Ms. Clarkin and seconded by Ms. Subramanya to accept the minutes from the February 21, 2023 regular monthly meeting as presented. Motion passed.

Motion passed.

Financial Review:

Financial Reports & Bills for Payment

- A motion was made by Ms. Park and seconded by Ms. Subramanya to accept the March 2023 Treasurer's Report and list of Bills for Payment.

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:

Personnel

- Mr. Hadeler reported that three of the five vacant positions are in the process of being filled.
 - In lending services one person was promoted from page to library assistant.
 - An offer has been extended to a candidate in lending services for the part-time library assistant.
 - An offer has been extended and accepted verbally for the head of youth services.
 - The two remaining positions to be filled include one adult services librarian and the PR and marketing position.

Statistical summary

- Mr. Lee noted that Mahwah's annual ranking dropped down to 9th. He questioned if patron circulation information can be used for purchasing materials. Mr. Hadeler reported that there has been a decline in physical circulation which is disappointing. However, eContent, new patron registration and the door count are doing well. He agreed to look into what is currently available regarding an updated version of collection HQ in an effort to make better informed collection management decisions.
- The board recognized that there has been a shift in how Mahwah patrons are using the library as it has become a community center accomplishing what was laid out in the current strategic plan.

Friends of Mahwah Library Report: Ms. Javer reported that the Friends expect to receive another \$1,000 grant from the Starbucks Foundation. She thanked Jules De Lisi who submitted the Friends for the grant again this year. Ms. Javer stated that she will apply to Blue Foundry Bank for the grant that was received last year.

Correspondence: No correspondence.

Old Business:

New Business:

- 2023 Budget Revision -

The 2023 budget was revised due to the reduction of the municipal appropriation, the changes include rebalancing janitor services and personnel and repurposing one line in the chart of accounts.

A motion was made by Mr. Lee and seconded by Ms. Cassotis to approve the updated 2023 budget due to the reduction of the municipal appropriation.

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.

- Window Cleaning -

Mr. Hadelar stated that the budget janitorial line includes money to have the windows cleaned. Administration recommends selecting Premium Window Cleaning LLC to clean the interior and exterior windows for \$1,200.

A motion was made by Mr. Lee and seconded by Ms. Subramanya to accept the proposal from Premium Windows LLC to clean the exterior and interior windows for \$1,200.

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.

- Room Use Policy – Mr. Hadelar reported that according to the State Library guidelines the library may not charge room rental fees. The board discussed options for updating the room use policy to cover the expense of patrons using the public meeting rooms. Mr. Hadelar agreed to look into options regarding fees that are permitted. Ms. Javier tabled updating the room use policy until next month.

BCCLS Update:

Trustee Education: Ms. Javier reported that recorded videos of past trustee training can be viewed online. These recordings count as trustee training.

Executive Session: A motion was made at 7:45 PM by Ms. Park and seconded by Mr. Lee to go into executive session. Motion passed unanimously.

A motion was made at 7:52 PM by Mr. Lee and seconded by Ms. Clarkin to come out of executive session. Motion passed unanimously.

Public Session: A motion was made at 7:54 pm by Mr. Lee and seconded by Ms. Clarkin to open the meeting to the public. Motion passed unanimously.

A motion was made at 7:54 PM by Mr. Lee and seconded by Ms. Clarkin, seeing no members of the public present, to close the meeting to the public. Motion passed unanimously.

Upcoming Meeting Dates:

- April 7 – 9, Library Closed in observance of Good Friday and Easter Weekend
- April 18, 7 PM – Board of Trustees monthly meeting - virtual
- May 16, 7 PM – Board of Trustees monthly meeting – virtual
- May 27 – 28, Library Closed in observance of Memorial Weekend

Adjournment:

A *motion* to adjourn was made at 7:57 pm by Ms. Subramanya and seconded by Ms. Clarkin. *Motion* passed unanimously.

Respectfully submitted,

Jennifer Park
Secretary