

BOARD OF TRUSTEES MONTHLY MEETING

Tuesday, June 20, 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 May 16, 2023, conducted online.
6. FINANCIAL REVIEW
 - a. Approval of Financial Reports: ACTION
 - i. Operating Budget vs Actual as of May 31, 2023.
 - ii. Operating & Capital Account Balances as of May 31, 2023.
 - iii. Operating & Capital Account Reconciliation as of May 31, 2023.
 - b. Approval of Bills for Payment: ACTION
 - i. Bills for payment from the Operating Fund in June 2023, totaling \$69,717.57.
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. Statistical summary, May 2023.
 - c. Program details, May 2023.
8. FRIENDS OF MAHWAH LIBRARY REPORTS INFORMATION
 - a. No report.
9. CORRESPONDENCE INFORMATION

- a. No correspondence.

10. OLD BUSINESS

INFORMATION/ACTION

11. NEW BUSINESS

INFORMATION/ACTION

- a. Expanding Cooperative Purchasing Agreements. Administration recommends joining the Hunterdon County Educational Services Commission (HCESC) and New Jersey Cooperative Purchasing Alliance (NJCPA) to extend our ability to purchase through cooperatives.
 - i. Resolution 2023-12: Resolution Authorizing the Mahwah Public Library to Enter into a Cooperative Pricing Agreement [with the Hunterdon County Educational Services Commission].
 - ii. Resolution 2023-13: Resolution Authorizing the Mahwah Public Library to Enter into a Cooperative Pricing Agreement [with the New Jersey Cooperative Purchasing Alliance].
- b. Resolution 2023-14: Resolution Authorizing the Payment of Reasonable and Customary Bills in July and August 2023. Allows Library Administration to pay for reasonable and customary bills up to \$9,500 during the summer months.
- c. Proposed changes to the Operating Budget: Administration recommends several changes to the operating budget, including recategorizing income from room use as a donation; shifting funds from gross payroll to janitorial services to cover the cost of contract cleaning for the year; and, breaking out donations from concert attendees as a separate category in the chart of accounts.
- d. Quote to replace Carrier rooftop HVAC system controller: Armistead Mechanical provided a quote to replace the control system on HVAC #9 for \$2,500. Administration recommends accepting the quote as a capital project.
- e. Summer projects: Ten projects administration anticipates working on this summer.

12. BCCLS UPDATE

INFORMATION/ACTION

- a. Digest of the Executive Board meeting held 5/18/2023.
- b. Draft Minutes of the Executive Board meeting held 5/18/2023.

13. TRUSTEE EDUCATION

INFORMATION

- a. Recap of recent Trustee development sessions.

14. PUBLIC PORTION

15. 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. NO REGULARLY SCHEDULED MEETINGS IN JULY OR AUGUST
- b. August 19 – End of Summer Reading
- c. September 19, 7pm – Board of Trustees monthly meeting (in-person)