

BOARD OF TRUSTEES MONTHLY MEETING

Tuesday, September 19, 2023 at 7pm
Meeting will be held in-person in the large meeting room
on the lower level of the 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 June 20, 2023, conducted online.
6. FINANCIAL REVIEW
 - a. Approval of Financial Reports: ACTION
 - i. Operating Budget vs Actual as of August 31, 2023.
 - ii. Operating & Capital Account Balances as of August 31, 2023.
 - iii. Operating & Capital Account Reconciliation as of August 31, 2023.
 - b. Approval of Bills for Payment: ACTION
 - i. Bills for payment from the Operating Fund in June 2023, totaling \$69,717.57.
 - ii. Details of the reimbursable expenses for pension, medical/dental, life, and other insurance totaling \$357,992.06 to be paid to the Township in September.
 - c. Capital Projects Schedule:
 - i. Update on capital projects, including costs associated with projects that are complete, in-progress, and pending.
7. OPERATIONAL REVIEW INFORMATION
 - a. Library activities, August 2023. Updates on community relations, budget and finance, personnel issues, technology, facilities, status of capital projects and other library operations.
 - b. Statistical summary, August 2023.
 - c. Program details, August 2023.
8. FRIENDS OF MAHWAH LIBRARY REPORTS INFORMATION

- a. The Friends provided a \$1,000 grant to the Library for the purchase of a new 3D printer for public use. The funds originated from a Starbucks Foundation Neighborhood grant sponsored by Youth Services Assistant Jules De Lisi.

9. CORRESPONDENCE

INFORMATION

- a. No correspondence.

10. OLD BUSINESS

INFORMATION/ACTION

11. NEW BUSINESS

INFORMATION/ACTION

- a. Schedule of holiday closings and Board meetings in 2024.
- b. Electronic Fund Transfers for the Payment of Bills. At the Board's request, administration explored options for electronic fund transfer (EFT) to pay vendors as an alternative to paying via check. Should the Board wish to proceed, next steps include developing policies and procedures for EFT for approval in November, and testing in December, with adoption in January 2024.
- c. Amendment to the Code of Conduct. Administration recommends raising the age at which children may be left unattended in the Library from seven to nine years old.
- d. Draft policy concerning children in the Library. Administration recommends adopting a policy addressing parents' rights to monitor their children's use of the Library; the age at which children may be left unattended in the Library, and in Library programs; staff's intervention when a child exhibits disruptive behavior; and actions taken when a child is left unattended after closing.
- e. Draft policy concerning 3D printing. Administration recommends adopting a policy to govern the use of 3D printing, including cost and outlining items that are prohibited from being printed in the Library.
- f. Purchase of canopy tops for the children's fiction collection. Youth Services identified a lack of space for new children's fiction as a major concern during a review of youth collections over the summer. Administration requested quotes for canopy tops to be added to the children's fiction shelving that allow for much-needed display space and recommends the purchase thereof.

12. BCCLS UPDATE

INFORMATION/ACTION

- a. Digest and draft minutes of the Executive Board meeting held 7/27/2023.
- b. Digest and draft Minutes of the Executive Board meeting held 8/25/2023.

13. TRUSTEE EDUCATION

INFORMATION

- a. Recap of recent Trustee development sessions.

14. EXECUTIVE SESSION

- a. Personnel issues.

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)

- Saturday, 9/23 – Mahwah Day. Please stop by the Library's booth and say 'hi.'
- Tuesday, 10/17 at 7pm – Monthly Board meeting (virtual)

- Thursday, 10/19 at 7pm – Meet the Candidates for Town Council
- Tuesday, 11/21 at 7pm – Monthly Board meeting (virtual)
- Wednesday, 11/22 – Library closes at 2pm
- Thursday, 11/23 – Library closed for Thanksgiving