

The Public Library of the Township of Mahwah
Minutes of the Monthly Board of Trustees Meeting
April 18, 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
Mr. Ferguson
Ms. Javer
Mr. Lee
Ms. Park
Ms. Subramanya
Mr. Haderler
Mr. Liden
Mr. Gallina
Ms. Luke

Absent:

Dr. DeTuro
Mr. Wendrychowicz
Mayor Wysocki

Pledge of Allegiance:

Public Present:

Public Session: A *motion* was made at 7:01 PM by Mr. Lee and seconded by Ms. Subramanya to open the meeting to the public. *Motion* passed unanimously.

A *motion* was at made at 7:01 PM by Ms. Javer 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 annual and regular monthly meetings held on March 21, 2023. *Motion* passed unanimously.

Financial Review:

Financial Reports & Bills for Payment

- Mr. Lee noted that passports as usual are doing well.
- Mr. Haderler explained that the year to date natural gas and utility expense is high due to a timing issue with the billing and carry over from last year.

- Mr. Hadeler stated that the \$4,400 bill from Bibliotheca is for annual maintenance and support fees. Approximately \$3,600 is for the two self-service kiosks and the remaining balance is for four RFID readers.
- A motion was made by Ms. Javier and seconded by Ms. Cassotis to accept the April 2023 Treasurer's Report and list of Bills for Payment.

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.

Operational Review:

Personnel

- Mr. Hadeler gave an update on filling the open positions:
 - A new head of Youth Services is scheduled to start on May 1st. Melanie Bruchet is joining us from Livingston Public Library.
 - A new Adult Services Librarian will be starting on May 1st. Sabrina Unrein is joining us from Bergenfield Public Library.
 - An offer will be extended to a second candidate for the PR and marketing position, since the initial candidate declined to accept an offer.
 - Hector Rivera, our maintenance man, retired and we are interviewing new custodians.

Building & Grounds

- Roofing contractor – Mr. Hadeler reported that the roofing maintenance contractor came out last week to do an inspection and repaired eighteen small areas. They also provided an estimate to install four penetrations that will allow for the installation of the rooftop security cameras, at a cost of \$2,250.

Statistical summary

Friends of Mahwah Library Report: Ms. Javier reported that the application for the Blue Foundry grant was submitted.

Correspondence: No correspondence.

Old Business:

- Room Use Policy – Mr. Hadeler presented a revised room use policy to reflect the state statute that does not permit public libraries to charge fees for use of their meeting rooms. The primary change is in the wording of the policy, rephrasing rental fee to strongly suggested donation. Mr. Hadeler recommended that the policy be implemented temporarily through November.

A *motion* was made by Ms. Park and seconded by Ms. Subramany to approve the revised room use policy as presented.

Roll Call:

Motion passed unanimously.

New Business:

- **2023 Landscape Maintenance Service** –

A *motion* was made by Mr. Lee and seconded by Ms. Cassotis to accept the landscaping agreement with Green Meadows Landscaping Services in the amount of \$8,495.00 for 2023.

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.

BCCLS Update:

Trustee Education: Ms. Javier reported that she attended a two-hour refresher on the legalities related to collection development and internet access. She stated that the cases that were reviewed were interesting and she learned about internet filtering and policy.

Public Session: A *motion* was made at 7:26 pm by Ms. Subramanya and seconded by Ms. Cassotis to open the meeting to the public. *Motion* passed unanimously.

A *motion* was made at 7:26 PM by Ms. Subramanya and seconded by Ms. Javier, seeing no members of the public present, to close the meeting to the public. *Motion* passed unanimously.

Upcoming Meeting Dates:

- May 16, 7 PM – Board of Trustees monthly meeting – virtual
- May 27 – 28, Library Closed in observance of Memorial Weekend
- June 20, 7 PM – Board of Trustees monthly meeting – virtual

Adjournment:

A *motion* to adjourn was made at 7:27 pm by Mr. Ferguson and seconded by Ms. Subramanya. *Motion* passed unanimously.

Respectfully submitted,

Jennifer Park
Secretary