

The Public Library of the Township of Mahwah
Minutes of the Monthly Board of Trustees Meeting
May 16, 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. Hadelers
Ms. Luke

Absent:

Dr. DeTuro
Mr. Wendrychowicz
Mayor Wysocki

Staff Present: Melanie Bruchet, Andrew Gallina, Mark Liden, Jennifer Wong

Public Present: Robert Van Sweden – auditor from Garbarini & CO. P.C.

Pledge of Allegiance:

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

Mr. Hadelers introduced Robert Van Sweden, auditor, Melanie Bruchet new Head of Youth Services and Jennifer Wong, our new PR Coordinator. Ms. Javer welcomed the new staff and introduced each board member.

A *motion* was made at 7:04 PM by Ms. Javer and seconded by Ms. Park to close the meeting to the public. *Motion* passed unanimously.

Secretary's Report:

A *motion* was made by Ms. Clarkin and seconded by Ms. Cassotis to accept the minutes from the regular monthly meetings held on April 18, 2023. *Motion* passed unanimously.

Financial Review:

Financial Reports & Bills for Payment

- Ms. Javer asked if there were any questions on the Financial Report or the monthly Bills for Payment.
 - In response to questions regarding personnel expenses, Mr. Haderler explained the following:
 - The annual bill for employee medical insurance and pension expense from the Township is received and usually paid in September.
 - There were revisions to the budget from January through March to reflect adjustments to the gross salary line and the janitorial service line to account for changes in the cleaning service.
 - In May the gross salary line increased significantly as the library is fully staffed.
 - In response to a question about the unemployment reserve account, Mr. Haderler explained that the employee component of the unemployment reserve is transferred to the unemployment account quarterly.
- A motion was made by Ms. Clarkin and seconded by Ms. Cassotis to accept the May 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. Javer - yes
 Mr. Lee - absent
 Ms. Park - yes
 Ms. Subramanya - yes
 Mr. Wendrychowicz - absent
 Mayor Wysocki - absent

Motion passed unanimously.

Operational Review:

Personnel

- Mr. Haderler reported that we are fully staffed.
- Ms. Javer asked if it makes sense for bookkeeper, Evelyn Sockbower, to take over issuing the 1099s. Mr. Haderler responded in the affirmative.

Friends of Mahwah Library Report: No report.

Correspondence: No correspondence.

Old Business:

New Business:

- Janitorial Contract – Mr. Haderler reported that while it was worth trying to insource the janitorial and custodian services, in the end it did not work out. After numerous attempts we were unable to recruit and retain staff who were willing to clean the building. We believe the best decision is to go back to using a contract cleaning service. A request for quote was sent out with a return of four responses that came in close to one another financially. AMAVA 5 Inc. submitted the lowest quote.

A *motion* was made by Ms. Javer and seconded by Mr. Lee to approve Resolution 2023-11 authorizing the award of the janitorial and interior cleaning service for seven months from June 1, 2023 through December 31, 2023 for the amount of \$20,965 to AMAVA 5 Inc.

Roll Call:

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

Motion passed unanimously.

- Planning for Meet the Candidates Night –
 - Mr. Ferguson reported that this year there are three seats up for the Board of Education. We do not yet know the number of candidates.
 - Ms. Cassotis agreed to chair the committee. Ms. Park and Ms. Clarkin also agreed to be on the committee.
- Draft FY 2022 Audit –
 - Mr. Haderler introduced Robert Van Sweden the library's auditor for eleven years, since Garbarini & Co was selected to perform the library's annual financial audit.
 - Mr. Van Sweden reviewed the independent auditor's report and explained some of the updates that were made this year.
 - The format of the letter changed from prior years to include updates made by the AICP.
 - The GASB 68 note was removed since the Library is not required to report this information. The audit includes a statement that the GASB 68 report is available in the Township's annual audit.
 - Passport processing was a great added revenue.
 - There were two comments in the management report:
 1. There were instances where deposits were not made in 48 hours.
 - Mr. Haderler stated that this issue has been addressed. When administration is unable to make a deposit another staff member will be designated to go to the bank to make the deposit.
 2. There were ten vendors that did not have a W-9 form on file, without the form the Library would not know if the vendor needed to receive a 1099.
 - Mr. Haderler stated that Evelyn Slockbower is making sure that we have a W-9 on file for each vendor. She is uploading the documentation to Quickbooks for easy access.

A *motion* was made by Ms. Cassotis and seconded by Ms. Clarkin to approve the FY 2022 Audit

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.

- Mr. Hadelar reported that the audit report will be posted to the Library's website and the worksheet for the transfer of any surplus funds to the Township will be completed and reviewed by Mr. Van Sweden.

BCCLS Update:

Trustee Education:

- Ms. Javier reported that she attended a trustee training on First Amendment Audits and learned the following:
 - A First Amendment Audit pertains to actions by people to hold an entity accountable for the way a situation is handled with respect to the individual's right to free speech.
 - If this type of situation occurs the recommended response is not to react, use deescalating language and know who to escalate the issue to if needed.

Public Session: A motion was made at 7:41 pm by Ms. Clarkin and seconded by Ms. Subramanya to open the meeting to the public. Motion passed unanimously.

A motion was made at 7:41 PM by Ms. Javier and seconded by Mr. Lee to close the meeting to the public. Motion passed unanimously.

- Mr. Ferguson asked if there has been a change in the room use as a result of the change in the policy that requests a suggested donation and removal of fees. Ms. Luke reported that there has not been a noticeable change in room use since the room use policy was revised.
- Mr. Ferguson asked how the coffee bar is going and if employees need to pay as well. Mr. Hadelar stated that Keurig purchases have slowed down slightly now that the novelty has worn off and that staff can either bring their own Keurig cup or purchase one.

Upcoming Meeting Dates:

- May 27 – 28, Library Closed in observance of Memorial Weekend
- June 20, 7 PM – Board of Trustees monthly meeting – virtual
- There are no regularly scheduled meetings in July and August.

Adjournment:

A motion to adjourn was made at 7:51 pm by Ms. Subramanya and seconded by Ms. Cassotis. Motion passed unanimously.

Respectfully submitted,

Jennifer Park
Secretary