

The Public Library of the Township of Mahwah
Minutes of the Monthly Board of Trustees Meeting
June 20, 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:

Absent:

Ms. Cassotis	Dr. DeTuro
Ms. Clarkin	Mr. Lee
Mr. Ferguson	Mr. Wendrychowicz
Ms. Javer	Mayor Wysocki
Ms. Park	
Ms. Subramanya	
Mr. Hadelar	

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

Public Present:

- Ms. Javer began the meeting with a moment of silence in honor of Curtis P. Koster, our late board member who passed away. Curtis served as a trustee for twenty-three years and will be remembered as a warm and wonderful man.

Pledge of Allegiance:

Public Session: A motion was made at 7:03 PM by Ms. Clarkin and seconded by Ms. Subramanya to open the meeting to the public. Motion passed unanimously.

There being no members of the public present, a motion was made at 7:03 PM by Ms. Park and seconded by Ms. Cassotis to close the meeting to the public. Motion passed unanimously.

Secretary's Report:

A motion was made by Ms. Javer and seconded by Ms. Subramanya to accept the minutes from the regular monthly meetings held on May 16, 2023. Motion passed unanimously.

Financial Review:

Financial Reports & Bills for Payment

- Ms. Javer asked if there were any questions on the budget or concerns with the monthly Bills for Payment. There were none.

A motion was made by Ms. Cassotis and seconded by Ms. Subramanya to accept the June 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:

Community Relations & Outreach

- Mr. Hadeler thanked the staff who participated in the Summer Reading kickoff party. It was great to see so many Mahwah residents participating. Currently, there are 677 people signed up for summer reading—our goal is 750 people this year.

Personnel

- Mr. Hadeler reported that Meghan Ferrara and Jennifer Grutta have, unfortunately, resigned. We are working on an internal promotion to fill Meghan's full-time position and plan to fill Jennifer's part-time position in August.

Building & Grounds

- Mr. Hadeler explained that we have had a longstanding issue with the waste disposal service that we receive free from the Township.
 - The waste company is contracted to empty the dumpster twice a week but even after numerous requests to make two pick-ups have only provided one pick up each week for many years. When the dumpster is full, the trash is pushed off the dumpster, leaving a mess behind.
 - Mr. Hadeler reported that IWS, International Waste Service, a large solid waste management company, has provided a proposal for twice weekly pick-up service at \$215 per month. He recommends contracting with the service on July 1st since the library is unable to dispose of our regular trash.
 - Mr. Ferguson expressed his frustration since the carting service is unresponsive.

A *motion* was made by Ms. Javer and seconded by Ms. Cassotis to accept the bid for carting service from IWS for \$215 per month for twice weekly pickup service including all fees.

Roll Call:

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

Motion passed.

Friends of Mahwah Library Report: No report.

Correspondence: No correspondence.

Old Business:

New Business:

- Expanding Cooperative Purchasing Agreements
 - Resolution 2023-12: Resolution Authorizing the Mahwah Public Library to Enter into a Cooperative Pricing Agreement with the Hunterdon County Educational Services Commission.

A *motion* was made by Mr. Ferguson and seconded by Ms. Park to approve Resolution 2023-12 that authorizes the Mahwah Public Library to enter into a cooperative pricing agreement with the Hunterdon County Educational Services Commission.

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.

- Resolution 2023-13: Resolution Authorizing the Mahwah Public Library to Enter into a Cooperative Pricing Agreement with the New Jersey Cooperative Purchasing Alliance.

A *motion* was made by Ms. Javier and seconded by Ms. Cassotis to approve Resolution 2023-13 that authorizes the Mahwah Public Library to enter into a cooperative pricing agreement with the New Jersey Cooperative Purchasing Alliance.

Roll Call:

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

Motion passed unanimously.

- Resolution 2023-14: Resolution Authorizing the Payment of Reasonable and Customary Bills in July and August 2023

A *motion* was made by Ms. Clarkin and seconded by Ms. Subramanya to accept Resolution 2023-14 authorizing the payment of reasonable and customary bills up to \$9,500 during the summer months.

Roll Call:

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

Motion passed unanimously.

- Proposed change to the Operating Budget: Administration recommends the following three changes to the operating budget:

1. Re-categorizing income from room use as a donation
2. Shifting funds from gross payroll to janitorial services to cover the cost of contract cleaning for the year
3. Creating a separate category in the chart of account for donations from concert attendees

A *motion* was made by Ms. Javier and seconded by Ms. Clarkin to approve the three recommended changes to the operating budget.

Roll Call:

Ms. Cassotis - yes
Ms. Clarkin - yes
Dr. DeTuro - absent
Mr. Ferguson - yes

Ms. Javier - yes
Mr. Lee - absent
Ms. Park - yes
Ms. Subramanya - yes
Mr. Wendrychowicz - absent
Mayor Wysocki – absent

Motion passed unanimously.

- Quote to replace Carrier rooftop HVAC System controller

A motion was made by Ms. Clarkin and seconded by Ms. Subramanya to accept the proposal from Armistead Mechanical for \$2,500 to replace the HVAC system controller for rooftop unit nine as a capital project.

Roll Call:

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

Motion passed unanimously.

- Summer projects: The board reviewed and acknowledged the ten projects administration anticipates working on this summer.

BCCLS Update:

Trustee Education: Mr. Haderler reported that he sent out an email from NJLA and a BCCLS infographic. NJLA is having a meet and greet on July 5th at 7 PM with their new Executive Director Brett Bonfield.

Public Session: A motion was made at 7:35 PM by Ms. Subramanya and seconded by Ms. Clarkin to open the meeting to the public. Motion passed unanimously.

There being no members of the public present, a motion was made at 7:35 PM by Ms. Javier and seconded by Ms. Subramanya to close the meeting to the public. Motion passed unanimously.

Upcoming Meeting Dates:

- There are no regularly scheduled meetings in July and August.
- August 19 – End of Summer Reading
- September 19, 7 PM – Board of Trustees monthly meeting (in-person)

Adjournment:

A motion to adjourn was made at 7:38 PM by Ms. Subramanya and seconded by Ms. Cassotis. Motion passed unanimously.

Respectfully submitted,

Jennifer Park
Secretary