

The Free Public Library of the Township of Mahwah  
Minutes of the Board of Trustees Meeting  
September 19, 2023

Call to Order:

Ms. Javier, President, called the regular monthly 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.

Present:

Ms. Cassotis  
Ms. Clarkin  
Ms. Javier  
Ms. Park  
Ms. Subramanya  
Mr. Hadelar

Absent:

Mr. Ferguson  
Mr. Lee  
Mr. Wendrychowicz  
Dr. DeTuro  
Hon. Mayor Wysocki

Staff Present: Ms. Bruchet, Mr. Gallina, Mr. Liden

Pledge of Allegiance:

Public Present:

Public Session: A motion was made at 7:02 PM by Ms. Park and seconded by Ms. Cassotis to open the meeting to the public. Motion passed.

There being no members of the public present, a motion was made at 7:02 PM by Ms. Subramanya and seconded by Ms. Cassotis to close public session. Motion passed.

Secretary's Report: A motion was made by Ms. Subramanya and seconded by Ms. Cassotis to accept the minutes from the June 20, 2023 regular monthly meeting. Motion passed.

Financial Review:

- Financial Reports & Bills for Payment

Ms. Javier reported that the August 2023 financial reports are in order.

A motion was made by Ms. Subramanya and seconded by Ms. Cassotis to accept the August 2023 Treasurer's Report and September 2023 bills for payment.

Roll Call:

Ms. Cassotis - yes  
Ms. Clarkin - yes  
Dr. DeTuro - absent  
Mr. Ferguson - absent  
Ms. Javier - yes  
Mr. Lee - absent  
Ms. Park - yes  
Ms. Subramanya - yes

Mr. Wendrychowicz - absent  
Hon. Mayor Wysocki - absent

Motion passed unanimously.

- Capital Projects Schedule:

Mr. Hadelar stated that the updated capital projects schedule shows those projects that are scheduled, finished and upcoming and includes the expenditures for each project.

Operational Review:

- Statistical Summary: Ms. Javier noted that teen and children's program attendance is down.
  - Mr. Hadelar explained that this year changes were made in capturing teen program attendance.
  - Ms. Bruchet reported that the children's programming is focusing on staff led programs and fewer vendor led programs.
- Mahwah Day: Mr. Hadelar reported that due to the impending weather on Saturday, Mahwah Day may be moved to Sunday. If this is the case the Library will not be participating this year.

Friends of Mahwah Library Reports:

- Ms. Javier reported that the Friends provided a \$1,000 grant 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.

Correspondence: None

Old Business:

New Business:

- Schedule of holiday closings and Board meetings in 2024

A motion was made by Ms. Javier and seconded by Ms. Cassotis to accept the proposed schedule for holiday closings and Board meetings in 2024. Motion passed.

- Electronic Fund Transfer for the Payment of Bills

- Mr. Hadelar reported that we can use ACH transfers initiated by the Library to pay bills to vendors that accept this form of payment. Mr. Hadelar suggested postponing the discussion until October when Mr. Lee is present.

A motion was made by Ms. Javier and seconded by Ms. Subramanya to table the discussion on electronic fund transfers for payment of bills until the October meeting. Motion passed unanimously.

- Draft policy concerning children in the Library

A motion was made by Ms. Subramanya and seconded by Ms. Cassotis to adopt the amendment to the Code of Conduct to raise the age at which children may be left unattended in the Library from seven to "nine years old or in fourth grade".

Roll Call:

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

Motion passed unanimously.

- Draft policy concerning children in the Library

A motion was made by Ms. Javier and seconded by Ms. Subramanya to adopt the amendment of the Unattended Children Policy.

Roll Call:

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

Motion passed unanimously.

- Draft policy concerning 3D printing

A motion was made by Ms. Cassotis and seconded by Ms. Subramanya to adopt the draft policy concerning 3D printing as presented.

Roll Call:

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

Motion passed unanimously.

- Purchase of canopy tops for the children' fiction collection.

A *motion* was made by Ms. Javier and seconded by Ms. Cassotis to approve the purchase of canopy tops for the children's fiction collection.

Roll Call:

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

*Motion* passed unanimously.

Trustee Education: Ms. Javier asked if the required training hours had been reached for the year. Mr. Hadelier responded that he would find out and let them know.

Executive Session:

A *motion* was made by Ms. Park and seconded by Ms. Subramanya at 7:38 PM to go into executive session to discuss a personnel issue.

A *motion* was made by Ms. Javier and seconded by Ms. Cassotis at 7:46 PM to come out of executive session.

A *motion* was made by Ms. Javier and seconded by Ms. Subramanya to approve the leave discussed in executive session for the employee in question.

Roll Call:

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

*Motion* passed unanimously.

- Small Meeting room use by Mahwah scout troops

A *motion* was made by Ms. Javer and seconded by Ms. Subramanya to amend the Room Use Policy to allow Mahwah scout troops use of the Small Meeting room once a month through December 31, 2023.

Roll Call:

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

*Motion* passed unanimously.

Public Session:

A *motion* was made at 7:47 PM by Ms. Cassotis and seconded by Ms. Clarkin to open the meeting to the public. *Motion* passed.

There being no members of the public present a *motion* was made at 7:47 PM by Ms. Cassotis and seconded by Ms. Clarkin to close the meeting to the public. *Motion* passed.

Upcoming Meeting Dates:

- Saturday, September 23 – Mahwah Day.
- Tuesday, October 17 at 7 pm – monthly board meeting (virtual).
- Thursday, October 19 at 7 pm – Meet the Candidates for BOE.
- Tuesday, November 21 at 7 pm – monthly board meeting (virtual).
- Wednesday, November 22 – Thanksgiving Eve, Library closing early, 2pm.
- Thursday, November 23 – Thanksgiving, Library closed.

Adjournment:

A *motion* was made by Ms. Cassotis and seconded by Ms. Subramanya to adjourn the meeting at 7:49 PM. *Motion* passed unanimously.

Respectfully submitted,

Jennifer Park,  
Secretary