

## BOARD OF TRUSTEES MONTHLY MEETING

Tuesday, October 17, 2023 at 7pm  
Meeting will be conducted ONLINE via Zoom

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.
  - b. This meeting is taking place online. N.J.S.A 10:4-8(b) authorizes local units to conduct public meetings through use of streaming services and other online meeting platforms. Information on accessing this public meeting has been posted to 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) or using the "chat" feature in the conferencing software.
4. PUBLIC PORTION
5. SECRETARY'S REPORT
  - a. Approval of Minutes of Prior Meetings: ACTION
    - i. Minutes of the monthly meeting held September 19, 2023, conducted in-person.
6. FINANCIAL REVIEW
  - a. Approval of Financial Reports: ACTION
    - i. Operating Budget vs Actual as of September 30, 2023.
    - ii. Operating & Capital Account Balances as of September 30, 2023.
    - iii. Operating & Capital Account Reconciliation as of September 30, 2023.
  - b. Approval of Bills for Payment: ACTION
    - i. Bills for payment from the Operating Fund in October 2023, totaling \$62,251.63.
  - c. Schedule of Capital Projects: INFORMATION
    - i. Update on capital projects, including costs associated with projects that are complete, in-progress, and pending.
  - d. Transfer of Funds: ACTION
    - i. Keeping with the 2023 budget, administration recommends transferring \$185,580 from the Operating account to the Capital account to offset the cost of major repairs, infrastructure, and other capital expenses.
7. OPERATIONAL REVIEW INFORMATION

- a. Library activities, September 2023. Updates on community relations, budget and finance, personnel issues, technology, facilities, status of capital projects and other library operations.
  - b. Statistical summary, September 2023.
  - c. Program details, September 2023.
8. FRIENDS OF MAHWAH LIBRARY REPORTS INFORMATION
  - a. No activity
9. CORRESPONDENCE INFORMATION
  - a. No correspondence.
10. OLD BUSINESS INFORMATION/ACTION
  - a. 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.
11. NEW BUSINESS INFORMATION/ACTION
12. BCCLS UPDATE INFORMATION/ACTION
  - a. Digest of the System Council meeting held 9/28/2023.
13. TRUSTEE EDUCATION INFORMATION
  - a. Recap of recent Trustee development sessions.
14. PUBLIC PORTION
15. ADJOURNMENT

UPCOMING MEETINGS & EVENTS INFORMATION

Note that online meetings throughout 2023 will use the same Zoom meeting ID (895 2834 2470) and passcode (813633)

- Thursday, 10/19 at 7pm – Meet the Candidates for Town Council
- Saturday, 10/21 – Mahwah Day. Please stop by the Library's booth and say 'hi.'
- Tuesday, 11/21 at 7pm – Monthly Board meeting (virtual)
- Wednesday, 11/22 – Library closes at 2pm
- Thursday, 11/23 – Library closed for Thanksgiving
- Tuesday, 12/19 at 7pm – Monthly Board meeting (virtual)
- Sunday, 12/24 – Library closed for Christmas Eve
- Monday, 12/25 – Library closed for Christmas Day
- Sunday, 12/31 – Library closed for New Year's Eve
- Monday, 1/1/2024 – Library closed for New Year's Day