

## BOARD OF TRUSTEES MONTHLY MEETING

Tuesday, November 21, 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 October 17, 2023, conducted in-person.
6. FINANCIAL REVIEW
  - a. Approval of Financial Reports: ACTION
    - i. Operating Budget vs Actual as of October 31, 2023.
    - ii. Operating & Capital Account Balances as of October 31, 2023.
    - iii. Operating & Capital Account Reconciliation as of October 31, 2023.
  - b. Approval of Bills for Payment: ACTION
    - i. Bills for payment from the Operating Account in November 2023, totaling \$93,429.74.
    - ii. Bills for payment from the Capital Account in November 2023, totaling \$7,630.
  - c. Schedule of Capital Projects: INFORMATION
    - i. Update on capital projects, including costs associated with projects that are complete, in-progress, and pending.
7. OPERATIONAL REVIEW INFORMATION
  - a. Library activities, October 2023. Updates on community relations, budget and finance, personnel issues, technology, facilities, status of capital projects and other library operations.

- b. Statistical summary, October 2023.
  - c. Program details, October 2023.
- 8. FRIENDS OF MAHWAH LIBRARY REPORTS INFORMATION
  - a. No activity
- 9. CORRESPONDENCE INFORMATION
  - a. No correspondence.
- 10. OLD BUSINESS INFORMATION/ACTION
- 11. NEW BUSINESS INFORMATION/ACTION
  - a. Social Work Informed Youth Services. The Youth Services Department proposes establishing a partnership with the Ramapo College Social Work Program to create an internship placement within the Youth Services Department, to begin in September 2024.
  - b. First Draft 2024 Operating Budget. Introduction of the 2024 operating budget prepared by Administration with input from the management team, and guidance from the Treasurer and President.
- 12. BCCLS UPDATE INFORMATION/ACTION
  - a. 2024 Budget Narrative
  - b. Draft Minutes of the System Council meeting held 10/26/2023.
- 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)

- 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