

BOARD OF TRUSTEES MONTHLY MEETING

Tuesday, December 19, 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 November 21, 2023, conducted online.
6. FINANCIAL REVIEW
 - a. Approval of Financial Reports: ACTION
 - i. Operating Budget vs Actual as of November 30, 2023.
 - ii. Operating & Capital Account Balances as of November 30, 2023.
 - iii. Operating & Capital Account Reconciliation as of November 30, 2023.
 - b. Approval of Bills for Payment: ACTION
 - i. Bills for payment from the Operating Account in December 2023, totaling \$76,405.01.
 - ii. Bills for payment from the Capital Account in December 2023, totaling \$10,501.44.
 - 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, November 2023. Updates on community relations, budget and finance, personnel issues, technology, facilities, status of capital projects and other library operations.

- b. Statistical summary, November 2023.
 - c. Program details, November 2023.
- 8. FRIENDS OF MAHWAH LIBRARY REPORTS INFORMATION
 - a. No activity
- 9. CORRESPONDENCE INFORMATION
 - a. No correspondence.
- 10. OLD BUSINESS INFORMATION/ACTION
 - a. Second Draft 2024 Operating Budget. Revisions to the 2024 operating budget prepared by Administration including adjusted medical insurance premiums and additional funding for collections, program, and services.
- 11. NEW BUSINESS INFORMATION/ACTION
 - a. Recommendation to Transfer Funds. Administration recommends transferring \$175,000 from the Operating account to the Capital account to offset the cost of major repairs, infrastructure, and other capital expenses.
 - b. Resolution #2023-15 Authorizing the Award of a Non-Fair and Open Contract for Janitorial and Interior Cleaning Services. Administration recommends a one-year extension of the current contract for janitorial and cleaning services not to exceed \$40,380 be awarded to AMAVA 5, Inc with offices located at 115 North Franklin Tpke. Suite 258, Mahwah, NJ 07430
- 12. BCCLS UPDATE INFORMATION/ACTION
 - a. Digest and draft minutes of the Executive Board meeting held 11/16/2023.
- 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)

- Friday, 12/22, 9:30am – 12pm – Library closed for staff development
- 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