

BOARD OF TRUSTEES MONTHLY MEETING

Tuesday, January 23, 2024 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 December 19, 2023, conducted online.
6. FINANCIAL REVIEW
 - a. Approval of Financial Reports: ACTION
 - i. Operating Budget vs Actual as of December 31, 2023.
 - ii. Operating & Capital Account Balances as of December 31, 2023.
 - iii. Operating & Capital Account Reconciliation as of December 31, 2023.
 - b. Approval of Bills for Payment: ACTION
 - i. Bills for payment from the Operating Account in late December 2023, totaling \$30,548.37.
 - ii. Bills for payment from the Capital Account in late December 2023, totaling \$239.30.
 - iii. Bills for payment from the Operating Account in January 2024, totaling \$67,536.27.
 - 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, December 2023. Updates on community relations, budget and finance, personnel issues, technology, facilities, status of capital projects and other library operations.
 - b. Statistical summary, December 2023.
 - c. Program details, December 2023.
- 8. FRIENDS OF MAHWAH LIBRARY REPORTS INFORMATION
 - a. No activity
- 9. CORRESPONDENCE INFORMATION
 - a. No correspondence.
- 10. OLD BUSINESS INFORMATION/ACTION
 - a. No old business
- 11. NEW BUSINESS INFORMATION/ACTION
 - a. Oath of Office for new trustee, Thomas J. Murphy. The Board welcomes Mr. Murphy as a new trustee, with a term ending on December 31, 2028.
 - b. Contract for HVAC Maintenance and Repair: Administration solicited quotes for scheduled maintenance and hourly repair of the HVAC systems and recommends a contract be awarded to Armistead Mechanical with offices in Waldwick, NJ.
 - c. Resolution 2024-01 Authorizing the Award of a Professional Services Contract to Price, Meese, Schulman & D'Arminio Attorneys at Law, in Woodcliff Lake, NJ, as legal counsel for the Library through December 31, 2024.
 - d. Resolution 2024-02 Authorizing the Award of Professional Services Contract to Garbarini & Co. P.C. in Carlstadt, NJ, for auditing services through December 31, 2024.
 - e. Resolution 2024-03 Authorizing the Award of Non-Fair and Open Contract for Library Materials to Amazon.com for one year.
 - f. Resolution 2024-04 Authorizing the Award of Non-Fair and Open Contract for Library Materials to Baker & Taylor, LLC. for one year.
 - g. Resolution 2024-05 Authorizing the Award of Non-Fair and Open Contract for Library Materials to Midwest Tape, LLC. for one year.
 - h. Resolution 2024-06 Authorizing the Award of Non-Fair and Open Contract for Library Materials to Overdrive, Inc. for one year.
 - i. Resolution 2024-07 Authorizing the Library to enter into a Cooperative Pricing Agreement with the Educational Services Commission of New Jersey through December 31, 2024.
 - j. Resolution 2024-08 Authorizing the Use of State Contracts through December 31, 2024.
 - k. Resolution 2024-09 Designating Depositories and the Use of Online Banking with TD Bank through December 31, 2024.
 - l. Resolution 2024-10 Authorizing the Library to enter into a Cooperative Pricing Agreement with the Hunterdon County Educational Services Commission through December 31, 2024.
 - m. Resolution 2024-11 Authorizing the Library to enter into a Cooperative Pricing Agreement with the New Jersey Cooperative Purchasing Alliance through December 31, 2024.
- 12. BCCLS UPDATE INFORMATION/ACTION
 - a. Digest and draft minutes of the System Council meeting held December 14, 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 2024 will use the same Zoom meeting ID (895 2834 2470) and passcode (813633)

- Monday, February 19 – Closed for Presidents' Day
- Tuesday, February 20 at 7pm – Board of Trustees regular monthly meeting (Zoom)
- Tuesday, March 19 at 7pm – Board of Trustees annual meeting (in-person)
- Tuesday, March 19 at 7pm – Board of Trustees regular monthly meeting (in-person)
- Friday, March 29 – Sunday, March 30 – Closed for Easter
- Tuesday, April 16 – Board of Trustees regular monthly meeting (Zoom)