

The Free Public Library of the Township of Mahwah  
Minutes of the Board of Trustees Meeting  
October 17, 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.
- This meeting is taking place on-line in accordance with New Jersey state statute 10:4-8B, which authorizes local units to conduct public meetings through the use of streaming services and other online meeting platforms.
- Information on accessing this public meeting has been posted on 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 using the "chat" feature in the conferencing software.

Present:

Ms. Cassotis  
Ms. Clarkin  
Mr. Ferguson  
Ms. Javier  
Mr. Lee  
Ms. Park  
Ms. Subramanya

Absent:

Mr. Wendrychowicz  
Dr. DeTuro  
Hon. Mayor Wysocki

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

Pledge of Allegiance: Ms. Javier led the pledge of allegiance.

Public Present:

Public Session: A motion was made at 7:01 PM by Ms. Subramanya and seconded by Ms. Park to open the meeting to the public. Motion passed.

There being no members of the public present, a motion was made at 7:01 PM by Ms. Cassotis and seconded by Ms. Subramanya to close public session. Motion passed.

Secretary's Report: A motion was made by Ms. Javier and seconded by Ms. Clarkin to accept the minutes from the September 19, 2023 regular monthly meeting. Motion passed.

Financial Review:

- Financial Reports & Bills for Payment
  - Mr. Lee reported that the monthly bills for payment are standard.
  - Mr. Lee reviewed the budget vs. actual report and asked Mr. Hadeler if he anticipates that professional services and building & grounds will go over for the year. Mr. Hadeler explained that professional services are likely go over budget this year for two reasons:
    - The accounting service charges this year were \$3,000 which, in the past, were between \$500 to \$1,000.
    - The processing charges for books and other materials is higher than expected—it is a challenge to accurately project for the year since the number of items processed fluctuates.

- Mr. Hadeler reported that building and grounds is expected to be over budget due to recent purchases. The spending will be offset by being underspent in personnel and exceeding budgeted revenue from passports, grants and interest.

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

Roll Call:

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

Motion passed unanimously.

- Schedule of Capital Projects

Mr. Hadeler reported the following on current capital projects:

- The additional purchase of canopy tops in the children's room were purchased and should arrive by the end of the year.
- The digital signage and monitor project is in progress, three new LED monitors were ordered for the large and small meeting rooms.
- Mr. Hadeler reported that he plans to meet with an architect for the interior projects and will include fixing the exterior bump out roofs and renovating the interior work stations for each bump out.

- Transfer of Funds

A motion was made by Ms. Javer and seconded by Ms. Subramanya to transfer \$185,580 from the Operating account to the Capital account to offset the cost of major repairs, infrastructure, and other capital expenses.

Roll Call:

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

Motion passed unanimously.

## Operational Review:

- Statistical Summary
  - Mr. Hadeler reported that passports dropped off this month and door counts are back up to pre-pandemic levels.
  - Mr. Lee noted that it is good to see adult circulation, total physical circulation and net lending all up. Mr. Hadeler stated the following about circulation:
    - Increased use of adult fiction may be attributed to the leased book program.
    - Non-fiction numbers being increased may be due to weeding the collection and more “face out” display.
    - Children and teen collections: teens are a relatively small percentage of overall circulation; young readers continue to circulate strongly. We are spending more money to reinvigorate the children’s collection, weeding and more “face out” displays.
    - Over 20% of our circulation is fully on-line with a combination of eBooks from Mahwah’s OverDrive collection and BCCLS OverDrive collection. Kanopy and Hoopla services are exclusively for Mahwah residents.
- Mahwah Day: Mr. Hadeler reported that the Library will not be participating in Mahwah Day, which has been postponed to October 28<sup>th</sup>.

## Friends of Mahwah Library Reports:

Correspondence: None

## Old Business:

- Electronic Fund Transfer for the Payment of Bills:
  - Mr. Hadeler reported that we do not know how many of our vendors will sign up for ACH payments and it is uncertain if it would save time overall to pay bills this way. We do know that Quickbooks does not natively support ACH and would require add on software at a cost of about \$1,000 per year.
  - Mr. Lee stated that he supports further investigation in making ACH transactions and offered his assistance.
  - Mr. Hadeler explained that establishing policies and procedures that meet state requirements are required before we can proceed with a trial period.
  - The board was in agreement that administration should continue to proceed with establishing policies and procedures for making ACH payments.

## New Business:

- Meet the Candidates Night:
  - Mr. Hadeler stated that candidates are not permitted to have a representative or stand in participate in their place if they are unable to attend. The board confirmed this position.

Trustee Education: Ms. Javier questioned if the required training hours has been reached for the year. Ms. Luke reported that seven hours of trustee training has been completed.

## Public Session:

A motion was made at 7:41 PM by Ms. Clarkin and seconded by Mr. Lee to open the meeting to the public. Motion passed.

There being no members of the public present, a motion was made at 7:41 PM by Mr. Ferguson and seconded by Ms. Cassostis to close the meeting to the public. Motion passed.

Upcoming Meeting Dates:

- Saturday, October 28 – Mahwah Day.
- 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.
- Tuesday, December 19 at 7 PM – Monthly Board meeting (virtual)
- Sunday, December 24 – Library Closed Christmas Eve
- Monday, December 25 – Library Closed Christmas Day
- Sunday, December 31 – Library Closed New Year's Eve
- Monday, January 1 – Library Closed New Year's Day

Adjournment:

A motion was made by Ms. Javer and seconded by Ms. Cassotis to adjourn the meeting at 7:42 PM.  
Motion passed unanimously.

Respectfully submitted,

Jennifer Park,  
Secretary