

The Free Public Library of the Township of Mahwah  
Minutes of the Board of Trustees Meeting  
November 21, 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  
Ms. Javier  
Mr. Lee  
Ms. Park  
Ms. Subramanya

Absent:

Dr. DeTuro  
Mr. Ferguson  
Mr. Wendrychowicz  
Hon. Mayor Wysocki

Staff Present: Mr. Haderler, Ms. Bruchet, 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. Clarkin 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. Subramanya and seconded by Ms. Park to close public session. Motion passed.

Secretary's Report: A motion was made by Ms. Clarkin and seconded by Mr. Lee to accept the minutes from the October 17, 2023 regular monthly meeting. Motion passed.

Financial Review:

- Financial Reports & Bills for Payment

A motion was made by Ms. Cassotis and seconded by Ms. Clarkin to accept the October 2023 Financial Reports and November 2023 Bills for Payment.

Roll Call:

Ms. Cassotis - yes  
Ms. Clarkin - yes  
Dr. DeTuro - absent  
Mr. Ferguson - absent

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. Haderler reported that he will have updates to the capital projects schedule next month.

Operational Review:

- Community Relations & Outreach
  - Mr. Lee asked Mr. Haderler to provide more information about the October 20<sup>th</sup> altercation and staff involvement in the incident. Mr. Haderler reviewed the events that occurred and reported that the security guard, as well as other staff, were involved in handling the situation.
  - Mr. Lee responded that panic buttons should be a top priority. Mr. Haderler responded that in an emergency the advantage of a panic button is that it is faster, they are one touch and do not require staff to interact for the call to be placed. In response to a request for a quote from our telephone system vendor for four panic buttons, the cost is about \$8,200 which includes running four hardwired connections to service desks. The vendor also provided a quote under the ESCNJ contract for an emergency communications system that the schools use—the cost is over \$11,000.
  - Mr. Haderler reported that he has been increasingly frustrated with our phone system vendor over the past few years and will get additional competing quotes as well as research other options.
- Building & Grounds
  - Hydraulic Lift - Mr. Haderler noted on page 19 that our existing hydraulic man lift is failing. Although it was serviced it is in need of a new pump and motor that will cost about \$6,000 to repair. Mr. Haderler recommended using the money towards the purchase of a new scissor lift which can reach areas the existing stationery lift cannot and requested the board's permission to request quotes. The board gave Mr. Haderler their approval to get quotes for the purchase of a new scissor lift.
  - We were informed that the phone system we purchased in 2019 will face end-of-life in 2029. No immediate action is necessary. Options will be evaluated in 2025/26.

Statistical Summary

- Mr. Haderler noted that physical circulation has been static year over year, but total circulation is up 3%, driven by on-line circulation. Right now on-line circulation is at 21% of total circulation.

Friends of Mahwah Library Reports:

Correspondence: Mr. Haderler reported that he received an email from the Director of the Phillipsburg Free Public Library who thanked Mr. Haderler for allowing him to pick his brain regarding Mahwah's tax referendum. Phillipsburg residents voted to increase library funding to a full mill this November.

Old Business:

New Business:

- Social Work Informed Youth Services

- Mr. Hadelar stated that Ms. Bruchet proposes establishing a partnership with the Ramapo College Social Work Program to create a paid direct practice internship placement within the Youth Services Department. Several libraries in NJ have implemented similar programs in conjunction with Rutgers University. The model is in line with the newly-developed New Jersey State Library Social Work Informed Library Services partnership with the Rutgers MSW program. Ms. Bruchet explained that the goal of the program would be to address the development of social and emotional skills with a parenting component. The start date goal is September 2024 for the 2024-25 school year
- A *motion* was made by Ms. Cassotis and seconded by Ms. Subramanya to approve the establishment of social work informed youth services programs and allow administration to work towards implementation for the 2024-2025 school year.

Roll Call:

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

*Motion* passed unanimously.

- *First Draft 2024 Operating Budget* – Ms. Javier stated that this is the first draft of the budget and asked if there are any initial questions. There being none, Ms. Javier stated that Mr. Hadelar will present a revised budget to the Board in December. Mr. Hadelar said that he is happy to respond to questions offline.

Trustee Education: Ms. Javier stated that the board has reached the required 7 hours of training for the year.

Public Session:

A *motion* was made at 7:44 PM by Ms. Cassotis and seconded by Ms. Subramanya to open the meeting to the public. *Motion* passed.

There being no members of the public present, a *motion* was made at 7:45 PM by Ms. Javier and seconded by Ms. Cassotis to close the meeting to the public. *Motion* passed.

Upcoming Meeting Dates:

- 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. Clarkin to adjourn the meeting at 7:46 PM. Motion passed unanimously.

Respectfully submitted,

Jennifer Park,  
Secretary