

The Free Public Library of the Township of Mahwah
Minutes of the Board of Trustees Meeting
December 19, 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:

Ms. Clarkin
Dr. DeTuro
Mr. Wendrychowicz
Hon. Mayor Wysocki

Staff Present: Mr. Hadeler, Ms. Bruchet, 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 Mr. Lee 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. Javier to close public session. *Motion* passed.

Secretary's Report: A *motion* was made by Ms. Javier and seconded by Ms. Subramanya to accept the minutes from the November 21, 2023 regular monthly meeting. *Motion* passed.

Financial Review:

- Financial Reports & Bills for Payment

Mr. Lee highlighted that the interest earned was higher than budgeted this year. Interest for next year has been increased conservatively.

A *motion* was made by Mr. Lee and seconded by Ms. Cassotis to accept the November 2023 Financial Reports and December 2023 Bills for Payment.

Roll Call:

Ms. Cassotis - yes
Ms. Clarkin - absent
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. Lee questioned what changes are included in Phase 3 of the RFID project. Mr. Hadelar reported that RFID Phase 3 is to reimagine the large monolithic check-out desk that no longer serves its purpose. Currently, approximately seventy-eight percent of all our checkouts are self-service through the kiosks. We can operate more efficiently with a leaner checkout desk and more self-service stations.

Operational Review:

Statistical Summary

- Mr. Hadelar explained that Library IQ compiles existing statistics that are collected onto one dashboard making it easier for staff to access information about collection use, circulation and demographic information.
- Mr. Hadelar stated that establishing the full time custodian position is dependent on passing the budget tonight.
- Mr. Hadelar reported that changing the room use to donation-based has not negatively affected revenue.
- Mr. Hadelar explained that On-line services/Periodicals which is up 31% from last year consists of a BCCLS subscription from Overdrive for magazines.
- Mr. Hadelar reported that Econtent borrowing is about 22% of our overall circulation.

Friends of Mahwah Library Reports:

Correspondence:

Old Business:

- Second Draft 2024 Operating Budget –

- Ms. Javer asked if anyone had any questions or comments about the budget.
- Mr. Haderler reported that the cost for health insurance decreased—the actual costs for medical insurance is less than what was initially budgeted.
 - We initially budgeted for a 4.3% increase, the actual increase from the Township is 4.2%.
 - Two employees have opted out of health insurance.
- Mr. Haderler reported that the extra funds are going back to collections, programs and services.
 - Our leased book collection budget went from \$20,000 to \$24,000.
 - Youth programming increased 6.7% to \$48,000.
 - More money has been allocated for Library IQ.
 - Money is being invested into buildings and grounds for updates.
 - Mr. Lee made a suggestion that the next newsletter include a report card of the services that the Library is providing to residents. Ms. Cassotis suggested that the information be posted on the website.
 - Mr. Haderler responded that the right place for this type of information is in the annual report that will be completed in March. He agreed to also highlight on the website the increase in spending on collections, non-book materials and programs.

A *motion* was made by Mr. Lee and seconded by Mr. Ferguson to accept the second draft of the 2024 operating budget.

Roll Call:

Ms. Cassotis - yes
 Ms. Clarkin - absent
 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.

New Business:

- *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.

A *motion* was made by Ms. Cassotis and seconded by Ms. Javer to approve the transfer of \$175,000 from the Operating account to the Capital account.

Roll Call:

Ms. Cassotis - yes
 Ms. Clarkin - absent

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.

- 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 the offices located at 115 North Franklin Tpke., Suite 258, Mahwah, NJ 07430.

A motion was made by Mr. Ferguson and seconded by Mr. Lee to approve Resolution # 22023-15 authorizing the award of a non-fair and open contract for janitorial and interior cleaning services to AMAVA 5, Inc.

Roll Call:

Ms. Cassotis - yes
Ms. Clarkin - absent
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.

- January monthly meeting date - A motion was made by Ms. Subramanya and seconded by Ms. Javer to change the date of next month's meeting from Tuesday, January 16th to Tuesday, January 23rd.
Motion passed.

Trustee Education:

Public Session:

A motion was made at 7:28 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 7:28 PM by Ms. Cassotis and seconded by Ms. Subramanya to close the meeting to the public. *Motion* passed.

Upcoming Meeting Dates:

- 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
- Tuesday, January 23 at 7 PM – Monthly Board meeting (virtual)

Adjournment:

A *motion* was made by Ms. Cassotis and seconded by Ms. Subramanya to adjourn the meeting at 7:30 PM. *Motion* passed unanimously.

Respectfully submitted,

Jennifer Park,
Secretary