

**Wyckoff Public Library
Board of Trustees Meeting Minutes
January 19, 2011**

Board Members Present: Vince Antonacci, Rudy Boonstra, Lauren DeKorte, Tony Donato, Harold Galenkamp, Alma Mader, Lori Peters, Kevin Rooney and Grace White

Board Members Not Present: none

Also Present:

Marilyn Force, Chris Romney

The meeting was called to order at 7:35 by Vince Antonacci.

The **Open Public Meeting Act** was read.

Speakers: Denise Marchetti, Sue Lazzari, Melissa Torquaro (library employees)

The speakers discussed potential layoffs of pages when the move is made to the temporary space. They indicated that losing the pages will dramatically reduce the service that can be provided to patrons. They hope that the Board will follow the example set by Franklin Lakes and Ramsey libraries to keep all staff while under construction. They pointed out that the library is short-staffed as it is.

- Marilyn said that she has voiced the opinion that the staffing situation should be revisited.
- Rudy pointed out that since only 20% of the collection will be in circulation, there should be a reduction in staff.
- Denise indicated that her page in the Children's section helps her with programming.
- Sue pointed out that all of the AV collection will be moved to the temporary space, and that collection is very popular with patrons.
- Alyssa said that books will still need to be put away, and if the staff is doing that no one will be available to help the patrons.
- Sue pointed out that due to the reduced space in the temporary location, more jobs will need to be done immediately.
- Rudy reiterated that a reduction in materials should lead to a reduction in staff.
- Vince suggested that the Personnel Committee meet with the staff to review the staffing plan on which the decision to eliminate pages was based.

General Board Business:

- a. Vince asked the Board members if they would like to retain the legal services of Durkin & Boggia for 2011. A motion was approved to retain their services. (Peters/Mader). (Rooney abstained)
- b. Alma asked the Board if they would like to retain the services of the current auditor (Lerch, Vinci & Higgins, LLP) to do the 2010 audit. A motion was approved to retain their services. (Peters/Galenkamp).
- c. The Bank list for 2011 was read.
- d. A motion was approved to accept the holiday schedule. (Donato/Peters)
- e. A motion was approved to accept the 2011 meeting schedule, subject to the rescheduling of the December 21, 2011 meeting (Peters/Donato)
- f. It was mentioned by several people that information needs to be provided to all Board members several days in advance of meetings.

- g. A motion was approved to name the new community room after Henk Shotmeyer, Jr. (Galenkamp/Donato)

Secretary's Report:

- a. A motion was approved to accept the December 15, 2010 minutes. (Mader/Galenkamp) (Rooney abstained)
- b. Kevin pointed out that it is very difficult to operate without the minutes from the prior meeting.

Treasurer's Report:

- a. The Treasurer's report for December 2010 was reviewed and approved. (Galenkamp/Donato) (Rooney abstained)
- b. The voucher list for January (revised January 19, 2011) of 43 items totaling \$76,479.42 along with salaries for December of \$52,714.71 for a combined total of \$129,194.13 was reviewed and approved. (Peters/Galenkamp) (Rooney abstained)
- c. The new capital account that was discussed at the previous meeting was opened.
- d. Signature cards at local banks were updated.
- e. Alma made a motion to move any future undesignated gift money into the capital account. The motion was approved. (Mader/Peters) (Rooney abstained)
- f. A CD coming due at Columbia bank will be deposited in the capital account at the end of the month.

Director's Report:

- a. Some Wyckoff staff members may help out at the Franklin Lakes Library while we are closed.
- b. None of the existing furniture in the main library will be returning after the renovation.
- c. A memo was received from Bob Shannon regarding "notification of off-duty employment". The Policy Committee will address this with Marilyn.

Committee Reports: (none)

Construction Project:

- a. Alma received forms from Chris Sepp regarding the insurance payment of \$175,788 that Unimak has made. The Board will need to approve payment to Unimak once the forms have been reviewed.
- b. Kevin asked Chris Romney if Unimak is changing their subcontractors. Chris stated that the subcontractors were not specified in the contract. Kevin indicated that the subcontractors must legally be included in the contract. Vince and Chris will discuss this issue with the attorney.
- c. Unimak prepared a schedule of values. Chris will circulate for Board approval.
- d. We are awaiting the approval of the building permits for the temporary space.
- e. Chris asked for Board approval of Unimak's bid for work on the temporary space, subject to a change in carpeting which would bring the bid under \$17,500. Chris and Vince will speak with the attorney regarding the 4 quotes that were submitted for the work. The Board approved a motion to authorize Chris to discuss the quote procedure with the attorney. Further, subject to the attorney's approval, if any of the quotes come in under \$17,500, Chris can proceed with accepting the bid and moving forward with the work. It was discussed that the reduction in scope would be due to a change in carpet selection and a change in electrical plans as of January 5, 2011. The carpet selection will be approved by the staff. (Mader/Peters)
- f. Chris would like to get a state bid for the movers. Vince and Chris will discuss this procedure with the attorney.
- g. Board members were requested to provide comments on all documents by Monday.

Vince Antonacci adjourned the meeting at 9:55 PM.

Marilyn Force, Interim Director

Vince Antonacci, Board President