

**Wyckoff Public Library  
Board of Trustees  
October 27, 2010**

**Special Meeting**

The meeting was called to order at 7:00 by Henk Shotmeyer.

**Board Members Present:**

Henk Shotmeyer, Alma Mader, Lauren DeKorte, Lori Peters, Vince Antonacci, Brian Scanlan, Tony Donato, Marilyn Force and Grace White

**Also Present:**

Chris Romney, Joe Voytus, Gene Gleason and Nick Loffredo

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

Temporary Space during Construction

1. Eisenhower Middle School (EMS)
  - a. Several Board members met with a group of Board of Education members on Monday evening and toured the Eisenhower Library on Tuesday.
  - b. Some issues were identified, including security of books and school, internet access and lack of a segregated space.
2. There was a discussion regarding what services should be provided during the construction and how much space would be required to provide these services.
3. It was determined that reference and circulation services should be provided.
4. The minimum space required was determined to be 1,600 square feet.
5. There was discussion of the numbers of staff members will be required in the reduced space. It was determined that the number of staff members will depend on the hours of operation.
6. A space behind Dunkin Donuts that is approximately 1,100 square feet is available for lease. We have a Letter of Intent regarding that space which outlines a cost of \$27,000 for 12 months.
7. The possibility of using trailers was again discussed. They may be cost-prohibitive.
8. The possibility of having some of the staff work in other local libraries was discussed.
9. Tom Giamanco from the Board of Education was asked to provide his opinion regarding the use of the Eisenhower space.
  - a. He indicated that there is not 1,600 square feet of segregated space available at EMS.
  - b. He said he did not think that the school would be able to accept delivery of the boxes that are delivered on a daily basis.
  - c. He stated that there would be no possibility of internet access that is not filtered within the school library.
  - d. He said he did see how all of the books could be secured.
  - e. He said that there would be no office space available for staff.
  - f. He mentioned the security of the school as an issue.
  - g. He said that he and three other members of the Board of Education discussed the possibility of the Library setting up trailers on school property. He said that these four members thought favorably of that idea.
10. Grace indicated that she had discussed having the trailers on school property with the school superintendent and that he was not in favor of that idea.
11. If the space behind Dunkin Donuts were used, offices for the staff would need to be located elsewhere. Possibilities discussed were Town Hall, other libraries and additional rental space.

12. It was decided that a letter would be sent to the school superintendent outlining both our needs and concerns. It was suggested that Vince speak with the superintendent after the letter is sent.
13. Tony will proceed with getting a lease drawn up for the space behind Dunkin Donuts in the mean time.

#### Expansion Project Budget Discussion

1. A new draft of the budget was presented. The revised budget made an allowance for \$150,000 in contributions from the Friends. Other items were removed from the budget, and the contingency amount was divided into three parts, two of which were removed from the budget total.
2. The topic of fundraising was discussed. A suggestion was made that dedications be considered.

#### Hiring of Library Director

1. A motion was made to approve the press release which was written by the Personnel Committee regarding Judy's resignation and the formation of the Selection Committee.
2. The job description is being drafted.
3. Bob Shannon has not yet provided comments on the contract with the recruiting firm.

#### Construction Documents

1. Bob Shannon has not yet provided comments on the contract with the construction manager.

#### Website

1. There is an issue with the pictures in the History section.
2. There is an issue with written permission for pictures
3. There is a copyright issue.
4. Marilyn requested that she be permitted to buy a digital camera so as to take pictures for the website. A motion was approved that a camera can be purchased for up to \$400. There were 3 choices made from the August 2010 Consumer Reports. They were rated the top 3 best cameras.

It was agreed that the meeting with the Township Committee scheduled for November 1, 2010 should proceed as scheduled. It was suggested that an Executive Summary be prepared for the meeting.

Henk Shotmeyer adjourned the meeting at 9:45 PM.