FINAL

Wyckoff Public Library
Board of Trustees Meeting Minutes
February 9, 2011

The meeting commenced with the reading of the Open Public Meeting Statement by Vince Antonacci, Board President.

> "The February 9, 2011 Special Meeting of the Library Board of Trustees is now in session. In accordance with the Open Public Meetings Act, notice of this meeting appears on our Annual Schedule of Meetings. A copy of said Annual Schedule has been posted on the bulletin board in Memorial Town Hall; a copy has been filed with the Township Clerk, The Record, The Ridgewood News and the North Jersey Herald and News – all newspapers having general circulation throughout the Township of Wyckoff. At least 48 hours prior to this meeting the Agenda thereof was similarly posted, filed and mailed to said newspapers."

Vince opened the meeting for public comment. No one was present in the audience.

Board Member Attendance: Vince Antonacci, Rudy Boonstra, Lauren DeKorte, Tony Donato, Alma Mader, Lori Peters, Kevin Rooney and Grace White

Board Members Not Present: Harold Galenkamp

Professionals/Staff Attendance:
Marilyn Force, Interim Director; Chris Romney, Project Manager; Chris Sepp, Architect; Joe Voytus, Attorney

A motion was made to add a discussion of Article II Section 6 of the By-laws to the agenda. The motion was approved. (Boonstra/White) (Mader opposed)

A motion was approved to go into closed session to discuss staffing and to conduct an interview of a candidate for library director. (DeKorte/White)

CLOSED SESSION

A motion was approved to go back into open session. (Mader/Peters)

Construction Project:

a. Regarding the temporary space: permits have been obtained, the contactor was hired, cables have been installed, and renovations are underway and scheduled to be completed on February 16.
b. Movers bids will be in by February 10, 2011. Pricing will be submitted on state approved forms and the Board will review.
c. The library will close on March 1, 2011 and reopen in the temporary space on March 14, 2011. The move will occur on March 3 and March 4, 2011.
d. The PR committee and Marilyn will send out notices regarding the move. Marilyn will speak with Franklin Lakes about the dates since they will be our home library during this period.
e. There was a discussion regarding what the staff would do during the two weeks that we are closed. Marilyn will present a staffing plan to the Board on February 16, 2011.

f. Chris Romney presented a rendering of the sign for the temporary location. Kevin asked Joe Voytus his professional opinion relating to the aggregate amount the Library could spend on the renovation of the temporary space. The question posed was if the purchase of the display signage would place the board in jeopardy since the cost of the signage exceeded the $51 remaining before exceeding the $17,500 threshold amount set by law. Joe's response was that it did not.
g. Chris Romney will confirm with the township zoning official that the above-mentioned sign meets the code requirements. Once this has occurred, the sign will be displayed at the temporary location.
h. A resolution was unanimously passed authorizing receipt of quotes from approved state contract vendors.
i. The schedule of values presented by Chris Romney was approved.
j. Payment of $175,788 for Application #1 (Bonds and Insurance) was approved.
k. There was a discussion regarding who needs to approve change orders, and if the professionals could be authorized to approve changes up to a certain amount. This discussion will be continued on February 16, 2011.

General Board Business:

a. A resolution drafted by Durkin & Boggia was passed to retain the services of Durkin & Boggia for 2011. All approved except Kevin, who abstained.
b. It was agreed that the Article II Section 6 of the By-laws would be amended so that someone other than a Board member will take the minutes. We will proceed according to the procedure outlined in the By-laws Article VI Section 2.

Secretary's Report:

a. Minutes from January 6, 2011 were reviewed and approved. (Peters/White)
b. Minutes from January 19, 2011 were reviewed and approved with revision of the name of a member of the public who attended the meeting. (Peters/Donato)

Director's Report:

a. The shelving from Ramsey's temporary space is now available.
b. Marilyn will put information regarding the close of the library on the BCCLS announcement system.
c. A new company will be hired for snow removal.
d. The issue of Franklin Lakes restricting computer use to one hour per day for non-residents was discussed.
e. Children's programs will most likely be held at local churches and schools.
f. Police were called to deal with an unruly patron.
g. Heat issues were fixed temporarily.
h. Valuable paper insurance was discussed. Marilyn will investigate our coverage/options.
i. Marilyn would like to hire a short term person to help out at the reference desk while she prepares for the move. She would like to hire someone for 15 hours per week for 3-4 weeks. Marilyn will send an email with the associated costs.

ADJOURN: 10:30 p.m.

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Marilyn Force, Interim Director Vince Antonacci, Board President