

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

April 4, 2012 Meeting Minutes

7:35 pm, 637 Wyckoff Avenue, Temporary Space

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

“The April 4, 2012 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.”

Board Member Attendance: Vincent Antonacci, President, Lauren DeKorte, Grace White, Tony Donato, Lori Peters, Alma Mader, Brian Eller and Mayor Christopher DePhillips.

Absent: Peggy Chagares

Staff Attendance: Jackie Denequolo, Secretary, Chris Romney, Project Manager, Mary Witherell, Library Director and Doug Christie, Township Committee Liaison.

Mr. Antonacci opened the meeting for public comment.

Mr. Jerry Goetting, 629 Lawlins Road, began by stating that he read in the Villadom Times that the Library has not turned over or given the \$300 or so thousand dollars back to the Township that was committed once the construction started. The Library had not authorized and was even thinking about not giving back the money that was supposed to be given back each year. Mr. Goetting was here tonight to ask the question why?

Mr. Antonacci had not read it in that paper. Mr. Goetting stated that he had asked at the Commissioner meeting held yesterday if the money from the Library was incorporated in this year's budget. The response received was that the money wasn't included in the budget since the Library was in question if the pre-committed amount would go back to the township. The Township gives the Library \$1.5M or so dollars a year. When the township authorized and voted for the library (and Mr. Goetting stated that he was in attendance) to build a \$4M addition, it was predicated on getting \$300 and some odd thousand dollars back each year from the library. The Township Committee all voted yes in favor and was the commitment of the vote in his opinion. Mr. Goetting questioned if the library was going to give back the \$300,000 presently, in the future and whether it was given back last year?

Mayor DePhillips stated that Mr. Goetting attended last night's Township Committee meeting and questioned if the library had returned funds from last year back to the township. The answer was No. Mr. Goetting is partially correct in that the approval to authorize the building permit was conditioned upon a number of conditions, one of which was return of excess funding on a regular basis. Mayor DePhillips didn't believe that a specific number was part of the equation but certainly was in the minds of the Township Committee that excess funds would be returned to the township every year and was a condition of approval.

Mr. Goetting stated that Rudy Boonstra is the person that discussed the \$306,000 from the prior year. A comment was made last night that the funds were coming from the construction or operating funds. The concept was from the operating funds since \$1.5M a year was received at that time and there would be funds to go back to the town. Mr. Goetting stated that he has been coming to these meetings over the last two years until you all voted and got your way which I'm not adverse to but you people are somewhat obligated to return funds to the town.

WYCKOFF LIBRARY BOARD OF TRUSTEES
April 4, 2012 Meeting Minutes
7:35 pm, 637 Wyckoff Avenue, Temporary Space
Page 2

Mayor DePhillips also stated that Mr. Goetting questioned if there was any money built into the budget that was just introduced from monies being returned this year. The answer is No since it hadn't happened yet. Mayor DePhillips stated that he relayed to the group last night that the Library is in the process of going through the audit per statute and we'll know when it's complete. Mayor DePhillips stated that he still doesn't understand why no monies were returned last year but that he wasn't on the Library Board last year either.

Mr. Antonacci stated that the prior year agreement was \$307,000 and going forward there was the line item for \$450,000 which is what's being discussed to be returned. By law, there are proper steps that need to be followed before the Library can give it back to the town. The State librarian has to approve it once our budget is in place and a plan has to be formulated.

Mayor DePhillips agreed that that's the statutory procedure but what happened last year? Alma Mader stated that the numbers were plugged into the form after the audit, which was calculated and determined to be zero.

Mr. Goetting stated that what you should give back and what you can give back are two different things. Ms. Mader stated that the state does not allow you to give back by state law. Mr. Goetting stated that the library must retain 20% over the budget. Did the library spend \$1.5M last year? Mr. Antonacci stated that they didn't have the exact number. Mr. Goetting stated that the library normally operated under \$1.1M. If the library received \$1.550,000 from the township, there should be funds left over unless the funds were used for other purposes such as paying for the architect.

Ms. Mader stated that the library doesn't pay anything such as the architect or construction or anything from the capital fund. Mr. Antonacci stated that those expenses came out of the construction budget.

Mr. Goetting stated that the town authorized the library to spend \$3.9M. Was the architect paid out of the construction budget? Mr. Goetting asked if the audit was available for people to see? Ms. Mader stated that the 2010 audit is available for Mr. Goetting to see.

Mr. Goetting questioned if a financial report is published monthly and available to review? Ms. Mader stated that it's absolutely available once an OPRA request is filled out. Mr. Goetting stated that he shouldn't have to go through OPRA. He stated that he would go through Trenton if he needed to. The library is a public facility and the minutes and financial data are entitled to be made available for the people to see. Mr. Antonacci stated that the Township Administrator was required to fill out an OPRA request. Mr. Goetting questioned "what authority do you people think you are?"

Mayor DePhillips stated that the Township Committee voluntarily provides financial documents all the time without asking people to fill out an OPRA request. In addition, there's documentation readily available on the township's website.

Mr. Antonacci stated that he was under the impression that the Township Administrator wanted things to be done in this fashion. Mayor DePhillips stated that the Township Administrator has no authority over the library. Mr. Antonacci stated that Mr. Goetting can have whatever he wants, its public record. Mayor DePhillips stated that all this documentation should be made available. Mr. Goetting stated that the minutes and monthly financials should all be made available to the public. Mary Witherell, Library Director, stated that the minutes are available on the website. Mr. Goetting thanked the Library Board and hoped that they were planning on give funds back to the town. Mr. Antonacci stated for the record that it's the Library's intention to do so. Ms. Mader stated that library will follow the law. Mr. Goetting stated that the Library will stay with the law and keep all the money. It would be nice if the Library can contribute to the town. Ms. Mader stated that it would be going against the law if we give it back in general.

WYCKOFF LIBRARY BOARD OF TRUSTEES
April 4, 2012 Meeting Minutes
7:35 pm, 637 Wyckoff Avenue, Temporary Space
Page 3

Mayor DePhillips stated that he reviewed all the statutory requirements and is not clear on what is required to be considered for the excess fund calculation and not clear if the bequest should be considered for the excess fund calculation. Mr. Antonacci indicated that the State of New Jersey passed a law that does not include the bequest in the calculation. Mayor DePhillips stated that the documents don't indicate that. Ms. Witherell stated that the documents are old and don't include the newly passed law. Mr. Antonacci stated that the bequest is a unique situation and needs to be discussed with Joe Voytus, Board Attorney. It need to be determined if the bequest needs to be turned over to operating from construction.

Lauren DeKorte questioned if the bequest gets moved over to the Operating account, then it becomes part of the calculation? Mr. Antonacci stated that it would take longer to do the calculation if that were the case.

Mayor DePhillips that his review of the documentation indicates that you need to look at the operating and capital accounts for determination of what the excess funds are without excluded either account.

Ms. Mader stated that the form on the computer is based entirely on the operating account and exclusively excludes capital funding. Ms. Witherell stated that the FAQs on the documentation stated to include the operating budget, money in the current year's operating budget, which restricts capital projects and/or grants, and carry over money from the previous year's operating budget. The law provides for up to 20% under your budget and the form will stay state zero.

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Mayor DePhillips stated that the open question is that if there are monies in the capital accounts that are not being utilized for capital projects, it appears that those monies should be considered? For example, if the construction is complete and there's excess money in the capital account, those funds probably can be included.

Ms. Witherell stated that if it's determined that there's money to give back to the town, a whole process begins which would include a resolution, audit, the calculation form and a strategic plan for the state to review. The state wants to make sure that the library's plans are for not earmarked for future capital projects. Mayor DePhillips stated that the funds are fair game if it's not earmarked. The Board has flexibility for the funds to go back to the town even if it's not legally required. The interest from the bequest can be given back to the town even if it's not legally compelled.

Mr. Antonacci suggested having Mr. Voytus come to the next meeting and do a presentation for the Board. Ms. Witherell stated that the audit is scheduled to start on April 19 and last for about a week. A report should be received a month after the audit and then approved by the Board. The calculation can then be prepared. Mr. Antonacci stated that the \$450,000 line item was discussed in the past. Ms. Witherell indicated that the \$450,000 is not impacted at all since it's not part of the 2011 operating budget. If the \$450,000 is returned to the operating budget in 2012, then it will be part of the 2012 audit next April. The money that the township would get faster would be out of the 2011 budget.

Doug Christie, Township Liaison, stated that the \$450,000 was earmarked before the law.

Mayor DePhillips stated that none of the money would hit the books this year since the budget will be adopted on April 19.

Mr. Antonacci stated that a formal discussion on donating the bequest interest to the town needs to be discussed with Mr. Voytus, voted on and determined on a procedure. A contact person in town hall will be determined, advised accordingly and an e-mail will be sent.

WYCKOFF LIBRARY BOARD OF TRUSTEES
April 4, 2012 Meeting Minutes
7:35 pm, 637 Wyckoff Avenue, Temporary Space
Page 4

Construction Update:

Mr. Romney stated that the punch out process is moving along. The final plumbing and fire inspections were done. Some doors will be delayed with temporary doors in place. The electric is finalized except for when the furniture comes in. The elevator inspection should have been finalized today. The mason will be in attendance at the grand opening for the cornerstone. The millwork will be installed by the end of April.

Ms. Mader questioned if Mr. Romney will be providing a large bill from Unimak for the next meeting. Mr. Romney stated that there will be \$280,000 left after a \$175,000 bill.

Mr. Romney stated that Gordon Midbow is online with the security system. A direct point of contact will be determined instead calls going directly to the police.

Tony Donato questioned if the Certificate of Occupancy (CO) will be coming from Trenton? Mr. Romney stated that the first signoff is from here before we receive the one from Trenton. All final sub-code inspections were done.

Mr. Antonacci questioned if the ceiling in the history room was addressed? Mr. Romney stated that it was addressed even though it wasn't in the scope of work. It will be seen on the final punch out.

Resolutions:

It Update: Grace White stated that the lawyers from the school were still looking into the legality of the Apple Lease Program. Ms. Witherell was concerned that the teen room will have no technology at all and the children's room will also have some missing computers without the Macs. The teens are the fondest of the Mac computers. It's up to the board on how to proceed. Ms. DeKorte suggested moving a PC from the adult room into the teen area until the Mac computers arrive.

Grace White stated that six Macs in total are not enough. The concern shouldn't be for opening day but going forward. Ms. Witherell found the Apple iPad learning lab solution, which includes ten iPads and plugs in on a rechargeable cart. The cart could be put in the children's room and substantially increase the Apple opportunity for kids and teens. It costs \$7,300 directly from Apple. Ms. White stated that it could be part of the lease. Mr. Antonacci, Ms. White and Mr. Eller are all part of the IT sub-committee which isn't a priority and is a long range plan. Ms. DeKorte questioned if we could wait to see what happens by the next meeting? Mr. Antonacci stated that we could wait to see if there's a savings on the lease program. Mr. Donato also suggested purchasing six Macs directly from the store if the lease program doesn't work out. They would be delivered the next day.

Ms. Witherell stated that she's working out the details with IT Radix, the vendor hired to install the wireless network. The non-mac computers and bccls purchase need to be ordered.

Ms. Witherell wanted to discuss the voucher to purchase the four Awe Digital Learning computers which are very popular in bccls and are one of a kind. After much research, these computers are truly a wonderful device and are for children between the ages of 4 and 7. The computers come fully loaded with support, maintenance, service, annual upgrades, headphones and internet access to teach the children how to use the internet safely. These computers will be paid out of the funds from the Friends donation. The Awe computers will take four weeks to receive and are a total of \$16,476.

Ms. White questioned how different the Awe computers were from the Mac computers? Ms. Witherell stated that they were touch screen, they walk the children through the games, talk with them and the kids can play together.

WYCKOFF LIBRARY BOARD OF TRUSTEES
April 4, 2012 Meeting Minutes
7:35 pm, 637 Wyckoff Avenue, Temporary Space
Page 5

Mayor DePhillips questioned if the Friends had approved the Awe purchase? Ms. Witherell stated that the Friends wanted their donation to go towards technology but that it was up to her discretion. Mr. Donato questioned if the IT person on staff was familiar with it? Ms. Witherell stated that these computers wouldn't be covered by the IT people at all and the children's librarian is familiar with them. Ms. Witherell stated that she has seen the machines and was told by the Ramsey librarian that once they're turned on, they're used constantly all day.

Mr. Donato questioned the shelf life of these machines. Ms. Witherell stated that they last about five years with new games and upgrades received annually. Mayor DePhillips questioned if the Friends donation can be used towards a hiring a technology consultant to help guide the board. Ms. Witherell stated that the Friends wanted the funds to go towards something permanent. The Mayor felt that the board needs to find the resources to pay for a technology consultant to develop a strategic plan.

Mr. Donato questioned if the new IT person hired on staff is not capable for the type of leadership we need? Ms. Witherell stated the IT person certainly has the expertise as a librarian to do the appropriate research necessary. She's also the webmaster, will teach the technology classes and will be the representative from the library to work with the bccls network. She has enough background to all of the facets of the technology/librarian position for the library. There's no such thing as an IT staff consultant at a library.

Ms. White would like to see the Awe and compare them to the Macintosh. Each unit is \$4,000 each and she couldn't see it. They could have served the purpose at one time. Mr. Eller suggested someone that could look at concepts and forecasts. Mr. Antonacci stated that this type of individual is beyond the scope of any library personnel. Ms. White recommended the IT individual being a shared service with other towns.

Ms. Witherell stated that she did a survey of all the bccls libraries that use the Awe computers which are considered to be cutting edge. The ones that didn't have them wanted them. Ms. White stated that as a teacher, she couldn't believe that a computer can teach children how to read. The mac can do the same.

Ms. Peters questioned if she's done a comparison with similar software that does the same thing? Ms. Witherell stated that nothing is comparable. PCs can be loaded with similar software.

Ms. DeKorte suggested ordering two Awes and the iPad cart for \$7,000. Ms. Witherell was planning on getting the iPad cart in addition to the Awe computers. Mr. Antonacci stated that it's the Director's responsibility on what the library should be and how they function. It's up to the board to decide if it's proper or not. Ms. White doesn't feel that we know if the Awe is any different from a Mac or anything else. Mr. Antonacci stated that Ms. Witherell seems to be confident enough to know and we have to have faith in the director. Board members discussed taking a vote or ordering two Awes until we can review it further. Ms. Witherell appreciates the compromise but that two more desks will be empty at the opening. Mr. Donato was uncomfortable authorizing a purchase that's not Mac compatible and was okay with the compromise. Mayor DePhillips stated that the Apple platform is where the future is going and bccls has not been persuasive enough to change his opinion but that cost is a factor. Ms. DeKorte suggested surveying the kids to see which device is more popular.

Ms. White will visit both the Ramsey and Franklin Lakes libraries in the next week to familiarize herself with these computers for comparison purposes. An otter box can be used to ensure the safety of the iPad in the hands of small children.

Ms. DeKorte made a motion to approve the purchase of two Awe Digital Learning computers. Ms. Mader seconded. Voting in favor: Mr. Antonacci, Ms. DeKorte, Ms. Mader and Ms. Peters. Voting in denial: Mr. Donato, Mr. Eller, Ms. White and Mayor DePhillips. The vote was a tie. Motion not passed.

The need for the IT subcommittee has become imperative to move along with the appropriate technology decisions. Mr. Eller stated that the need for an IT expert is now amplified. Ms. White and Mr. Eller will both visit the other libraries to view the Awe computers for a definitive decision.

AV Update: Ms. Witherell stated that the original public bid was advertised for two weeks with the opening scheduled for 4/9/12 but the rules don't allow for a public bid opening in the State of New Jersey on a Monday per Joe Voytus. The bid needs to be re-advertised with an opening scheduled for 4/17/12. The bids will be opened on that day and a resolution will be presented to the board on 4/18/12 for approval.

Resolution #2012-16: For BRS in the amount of \$25,055 to move the storage items from their facility to 200 Woodland Avenue. BRS was the lowest bidder since they wouldn't have to include the \$5,200 charge to move the items to the loading dock that the other bidders needed to include.

WYCKOFF PUBLIC LIBRARY

RESOLUTION NO. 2012-16

RESOLUTION AWARDING CONTRACT TO BRS RELOCATION SERVICES UNDER STATE CONTRACT NO. T-0877 PURSUANT TO N.J.S.A. 40A:11-12a

Whereas, the Wyckoff Public Library pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

Whereas, the Wyckoff Public Library has the need on a timely basis to purchase goods or services utilizing State Contract No. T-0877 for Moving and Storage Services; and

Whereas, the Wyckoff Public Library solicited formal quotes from certain vendors authorized under State Contract No. T-0877 according to procedures approved by the State Contract Manager for the moving back of the bulk of the Library's collection from the storage facility of BRS Relocation Services back to the renovated Library; and

Whereas, in response to said solicitation, quotes were received from BRS Relocation Services, Anchor Moving & Storage, and Broadway Moving & Storage; and

Whereas, BRS submitted a bid in the amount of \$25,055.00; and

Whereas, Anchor submitted a bid in the amount of \$40,800.00; and

Whereas, Broadway submitted a bid in the amount of \$27,275.00; and

Whereas, the quote from BRS Relocation Services in the amount of \$25,055.00 was the lowest received and represents the best value to the Library; and

Whereas, the Library Treasurer has certified that sufficient available funds have been appropriated for this purchase; and

Whereas, the Library now intends to enter into a "not-to-exceed" contract with BRS Relocation Services to perform the moving services described herein and as set forth in the solicitation documents, which contract shall be subject to all the conditions applicable to the current State contracts and as set forth in the Specifications.

WYCKOFF LIBRARY BOARD OF TRUSTEES
April 4, 2012 Meeting Minutes
7:35 pm, 637 Wyckoff Avenue, Temporary Space
Page 7

Now, Therefore, Be It Resolved, that the Wyckoff Public Library hereby accepts the quote of BRS Relocation Services and authorizes the formal acceptance of the quote of BRS Relocation Services by the Library Director.

Attest:

By:

Witness:

DATE:

CERTIFICATION OF AVAILABILITY OF FUNDS

I, ALMA MADER, TREASURER OF THE WYCKOFF PUBLIC LIBRARY, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN ACCOUNT NO. _____.

ALMA MADER
TREASURER, WYCKOFF PUBLIC LIBRARY

Ms. Peters made a motion to approve Resolution #2012-16 for BRS to move the storage items from their facility to 200 Woodland Avenue in the amount not to exceed \$25,055.00. Ms. DeKorte seconded the motion. Voting in favor: Mr. Antonacci, Ms. DeKorte, Mr. Donato, Mr. Eller, Ms. Mader, Ms. Peters and Ms. White. Voting in denial: Mayor DePhillips.

Resolution #2012-17: For BRS to move from this location back to 200 Woodland Avenue in the amount of \$35,945. Ms. Witherell stated that the quotes have been reviewed and approved by the state contract vendor and our attorney. Mr. Antonacci stated that the budget had a base amount of \$70,000 for the moves which would cover these resolutions. Ms. DeKorte confirmed that the money in the budget is only for the move back.

WYCKOFF PUBLIC LIBRARY

RESOLUTION NO. 2012-17

**RESOLUTION AWARDING CONTRACT TO BRS RELOCATION SERVICES UNDER
STATE CONTRACT NO. T-0877 PURSUANT TO N.J.S.A. 40A:11-12a**

Whereas, the Wyckoff Public Library pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

Whereas, the Wyckoff Public Library has the need on a timely basis to purchase goods or services utilizing State Contract No. T-0877 for Moving and Storage Services; and

Whereas, the Wyckoff Public Library solicited formal quotes from certain vendors authorized under State Contract No. T-0877 according to procedures approved by the State Contract Manager for the moving back a portion of the Library's collection from the temporary Library space back to the renovated Library; and

WYCKOFF LIBRARY BOARD OF TRUSTEES
April 4, 2012 Meeting Minutes
7:35 pm, 637 Wyckoff Avenue, Temporary Space
Page 8

Whereas, in response to said solicitation, quotes were received from BRS Relocation Services, Anchor Moving & Storage, and Broadway Moving & Storage; and

Whereas, BRS submitted a bid in the amount of \$35,945.00; and

Whereas, Anchor submitted a bid in the amount of \$35,993.00; and

Whereas, Broadway submitted a bid in the amount of \$38,490.00; and

Whereas, the quote from BRS Relocation Services in the amount of \$35,945.00 was the lowest received and represents the best value to the Library; and

Whereas, the Library Treasurer has certified that sufficient available funds have been appropriated for this purchase; and

Whereas, the Library now intends to enter into a "not-to-exceed" contract with BRS Relocation Services to perform the moving services described herein and as set forth in the solicitation documents, which contract shall be subject to all the conditions applicable to the current State contracts and as set forth in the Specifications.

Now, Therefore, Be It Resolved, that the Wyckoff Public Library hereby accepts the quote of BRS Relocation Services and authorizes the formal acceptance of the quote of BRS Relocation Services by the Library Director.

Attest:

By:

Witness:

DATE: _____

CERTIFICATION OF AVAILABILITY OF FUNDS

I, ALMA MADER, TREASURER OF THE WYCKOFF PUBLIC LIBRARY, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN ACCOUNT NO. _____.

ALMA MADER
TREASURER, WYCKOFF PUBLIC LIBRARY

Ms. Peters made a motion to approve Resolution #2012-17 for BRS to move from the temporary location back to 200 Woodland Avenue in the amount not to exceed \$35,945.00. Ms. DeKorte seconded the motion. Voting in favor: Mr. Antonacci, Ms. DeKorte, Mr. Donato, Mr. Eller, Ms. Mader, Ms. Peters and Ms. White. Voting in denial: Mayor DePhillips.

Resolution #2012-18: To extend WG for another month of service plus reimbursables in the amount of \$8,000. The funds will be taken from the Rizzo account.

WYCKOFF LIBRARY BOARD OF TRUSTEES

RESOLUTION NO. 2012-18

Authorize Change Order #2 – Extending Contract with WG Project Management for one additional month at the cost of \$8,000

WHEREAS, pursuant to the *Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq.*, the Wyckoff Library Board of Trustees has awarded a contract via Resolution to WG Project Management as extraordinary un-specifiable services, for the sum \$96,000 for a 12-month contract, for project management and consulting services in connection with the Library's Renovation and Expansion Project; and

WHEREAS, the Board determined that retention of an experienced and qualified project manager was necessary in order to provide adequate advisory services and oversight over the Project and to control and limit any cost overruns which would otherwise threaten the orderly completion and financial viability of the Project; and

WHEREAS, due to unforeseen circumstances, the Project completion date was previously extended until March 31, 2012, and Change Order #1 was authorized with WG Project Management extending the contract for an additional eight months; and

WHEREAS, due to further unforeseen circumstances, the Project is not estimated to be completed until approximately April 30, 2012, and the Library Director has provided a written request for a change order in accordance with NJAC 5:30-11.5, for extension of WG's contract for one additional month, a copy of which request is attached hereto and expressly made a part hereof, prior to the adoption of this resolution; and

WHEREAS, the scope of WG's work shall be as set forth in the original contract documents and WG's letter dated August 1, 2011; and

WHEREAS, the work that will be performed pursuant to this Change Order is within the scope of activities of the original contract, and not for the purpose of undertaking new or different work or projects, in accordance with NJAC 5:30-11.6(c); and

WHEREAS, the 20 percent limitation of N.J.A.C. 5:30-11.3(a)(9) does not apply to this Change Order, in accordance with NJAC 5:30-11.6(d); and

WHEREAS, the cost for such services shall be \$8,000 for one additional month, plus certain reimbursable expenses, all as set forth in WG's August 1, 2011 letter; and

WHEREAS, WG has completed and submitted a Business Entity Disclosure Certification which certifies that it has not made any prohibited reportable contributions (\$300 or more), including to a political or candidate committee in the Township of Wyckoff in the previous one year, and that the contract will prohibit each business entity from making any prohibited reportable contributions (\$300 or more) through the term of the contract, as extended; and

WHEREAS, the Board Treasurer has attached a Certificate of Available Funds indicating that funds are available for this purpose; and

WHEREAS, the Board Attorney has reviewed this information and NJAC 5:30-11.1, et seq. and recommends the Board of Trustees adopt this resolution as for form and procedure.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Wyckoff Free Public Library, County of Bergen, State of New Jersey that Change Order #2 is hereby authorized in the amount of eight thousand dollars (\$8,000.00), resulting in a total amended contract price of one hundred sixty-eight thousand dollars (\$168,000.00); and

BE IT FURTHER RESOLVED that the Library Director is hereby authorized to execute an amendatory contract with the Contractor, consistent with this Resolution, in a form approved by the Board Attorney.

BE IT FURTHER RESOLVED that pursuant to *N.J.S.A. 40A:11-5(1)(a)(ii)*, the Board Secretary shall cause to be printed once a brief notice stating the nature, duration, service and amount of this amended contract in the official newspaper of the Library and/or the Township of Wyckoff, and said notice shall also advise the public that a copy of the final contract shall be on file and available for public inspection at the Library and at the office of the Township Clerk.

Attest:

By:

Witness:

DATE: _____

CERTIFICATION OF AVAILABILITY OF FUNDS

I, ALMA MADER, TREASURER OF THE WYCKOFF PUBLIC LIBRARY, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN ACCOUNT NO. _____.

ALMA MADER
TREASURER, WYCKOFF PUBLIC LIBRARY

Ms. Peters made a motion to approve Resolution #2012-18 to extend WG for an additional month including certain reimbursables in the amount of \$8,000.00 which will be funded from the Rizzo account. Ms. DeKorte seconded the motion. Voting in favor: Mr. Antonacci, Ms. DeKorte, Mr. Eller, Ms. Mader, Ms. Peters, Ms. White and Mayor DePhillips. Voting in denial: Mr. Donato.

Resolution #2012-19: For the award of a contract to Kratos/HBE for the installation of certain security equipment in the amount of \$13,740.76. The contract includes contacts on the doors and windows, motion sensors, one keypad and excludes security cameras. Ms. Witherell removed the glass break detectors at a cost of \$3500.00. The contract will be funded from the Rizzo account.

WYCKOFF PUBLIC LIBRARY

RESOLUTION NO. 2012-19

A RESOLUTION AWARDING A CONTRACT TO KRATOS/HBE FOR THE INSTALLATION OF CERTAIN SECURITY EQUIPMENT FOR THE WYCKOFF LIBRARY

Whereas, the Wyckoff Public Library has a need for an security vendor to supply and install a commercial burglar alarm system in the Wyckoff Public library; and

WYCKOFF LIBRARY BOARD OF TRUSTEES
April 4, 2012 Meeting Minutes
7:35 pm, 637 Wyckoff Avenue, Temporary Space
Page 11

Whereas, pursuant to the New Jersey *Local Public Contract Law, N.J.S.A. 40A:11-6.1*, the amount of this contract is less than the bid threshold but greater than 15% of said amount, and therefore, the contract may be awarded to the vendor offering the most advantageous proposal, price and other factors considered, after solicitation of a minimum of two proposals; and

Whereas, the Library Director did solicit three proposals for said work, copies of which are on file in the Library; and

Whereas, the Library Director has recommended that this contract be awarded to Kratos/HBE in the amount of \$13,740.76, which represents the lowest proposal and the most advantageous, price and other factors considered; and

Whereas, the Library's Treasurer has certified that funds have been appropriated and are available for this purpose.

Now, therefore, be it Resolved by Board of Trustees of the Wyckoff Public Library that a contract for the above-referenced project shall be awarded as follows:

Bidder
Kratos/HBE
17-01 Pollitt Drive,
Fair Lawn, NJ 07410

In the amount of:
TOTAL - \$13,740.76

Be it further Resolved that the Library Director is hereby authorized to execute a contract or purchase order, as appropriate, to effectuate the purpose of this Resolution, subject to approval by the Attorney.

DATE: _____

CERTIFICATION OF AVAILABILITY OF FUNDS

I, ALMA MADER, TREASURER OF THE WYCKOFF PUBLIC LIBRARY, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN ACCOUNT NO. _____.

ALMA MADER
TREASURER, WYCKOFF PUBLIC LIBRARY

Ms. Peters made a motion to approve Resolution #2012-19 to award a contract to Kratos/HBE for the installation of certain security equipment in the amount of \$13,740.76. The contract will be funded from the Rizzo account. Mr. Donato seconded the motion. Voting in favor: Mr. Antonacci, Ms. DeKorte, Mr. Donato, Mr. Eller, Ms. Mader, Ms. Peters, Ms. White and Mayor DePhillips.

Other Construction Matter:

Ms. Witherell wanted to discuss extending BHC, the architect, for services that aren't in the scope of the contract, and it's expiring on 4/11/12. The fact that Unimak is not into final completion, each day that they're not they owe us \$1,000. BHC suggested the board discuss and negotiate with Unimak the fact that BHC costs are being incurred because Unimak isn't complete. Mr. Antonacci stated that a conference call with be set up with Mr. Romney, Mr. Sepp and Ms. Witherell. There were some delays which shouldn't have affected these additional fees. If their issues are valid, we can't wait two weeks. Mayor DePhillips stated that Mr. Voytus needs to guide the board.

WYCKOFF LIBRARY BOARD OF TRUSTEES
April 4, 2012 Meeting Minutes
7:35 pm, 637 Wyckoff Avenue, Temporary Space
Page 12

Building Signs: Ms. Witherell stated that Mr. Sepp provided a sketch of the library with the exterior sign on the white fascia as suggested. Mr. Antonacci recommended that Ms. Witherell speak with sign vendors to submit letter types in both aluminum and bronze with all appropriate pricing.

Ms. Witherell stated that the Portable Stage and Bookcases topics will be tabled to the next meeting.

Labyrinth Project: Ms. Witherell stated that the Matt Salisbury met with Bob Shannon and Mark DiGennaro to discuss the project. The use of a backhoe from the Public Works department still needs to be scheduled. He has received approval from his Project Coaches and Scout Master. Orange and Rockland is okay with putting the labyrinth over an easement even though they recommended selecting a different spot. Ms. Witherell salvaged unused bricks from the library which will be used for the labyrinth. Mr. Salisbury's Scout Master forbade him to get benches since that could be a separate Eagle Scout project in itself. The existing benches are a safety hazard.

Ms. Witherell stated that a landscaper will be hired to come and prune once Unimak is gone. The parking lot will be washed down at the very end.

Secretary's Report:

March 7 Meeting Minutes:

Page 4, first paragraph, needs to change from "at the circulation desk" to "in the lobby."

Page 5, change Salzburg to Salisbury in all instances.

Page 5, Labyrinth Project, add that the Board Members *approved* and were in favor of the project.

Page 7, change White Board to Bright Board.

Ms. Mader made a motion to approve the March 7 meeting minutes as amended. Mr. Eller seconded the motion. Voting in favor: Mr. Antonacci, Mr. Donato, Mr. Eller, Ms. Mader, Ms. Peters and Ms. White.

March 21 Meeting Minutes:

Page 3, change Goggle to Google.

Page 5, section d. second paragraph. Change "support plan" to "infrastructure upgrade."

Page 11, section k., change "accountant" to "bookkeeper."

Ms. Mader made a motion to approve the March 21 meeting minutes as amended. Mr. Eller seconded the motion. Voting in favor: Mr. Antonacci, Ms. DeKorte, Mr. Eller, Ms. Mader, Ms. White and Mayor DePhillips.

Treasurer's Report/Financial Matters: Tabled to the next regular meeting scheduled for April 18.

Mayor DePhillips suggested that Ms. Witherell find some time to discuss the landscaping reimbursement issue with Bob Shannon and Diana McLeod.

Grand Opening Update:

Ms. DeKorte stated that in terms of publicity a bookmark design contest will allow all children in Wyckoff to submit their design with the winner to be selected by a local artist. The Friends agreed to give \$25 Barnes & Noble gift cards to the winners. The three winning bookmarks will be distributed at the grand opening. Rich Kuder will distribute the contest to all the schools. The winners will be chosen on April 20. The cost is approximately \$50 per 500 bookmarks and 500 of each winning design will be ordered.

WYCKOFF LIBRARY BOARD OF TRUSTEES
April 4, 2012 Meeting Minutes
7:35 pm, 637 Wyckoff Avenue, Temporary Space
Page 13

Ms. Mader has compiled a list of invitees which will be circulated to the board for any additions. Mr. Antonacci stated that 56 names are on the list. An invitation was designed and will be included in the packet. The invitations will be sent out a month before the opening. Mr. Donato designed a lawn sign which will cost between \$250 and \$300 for 10 signs. Mayor DePhillips stated that the sign needs to be presented to the Township Committee for approval. The design can be e-mailed for approval with the dimensions, size, locations with consent and timing of when with respect to the grand opening.

Ms. DeKorte discussed handing out royal blue recyclable tote bags which Mr. Donato is working on. The "Free" is being kept out of the publicity. A full page ad in the paper hasn't been explored yet. The ad for the bookmark design contest will also be put in the paper. Ms. Mader was concerned with planning for a light reception between 11AM-12:30PM without an RSVP list.

Mayor DePhillips suggested coordinating the remarks made at the Grand Opening between himself, Mr. Antonacci and Ms. Witherell to get services or messages out to the public.

Ms. Witherell was planning on getting the piano tuned and hiring a pianist for background music. Steve Beagle is a clown/mime that has approached Ms. Witherell which she thought would be a nice touch during the café since the grand opening is a family event. Mr. Beagle would charge \$100. Ms. White stated that there are some very accomplished piano players at the High School. Ms. Witherell preferred a professional pianist with a repertoire that plays at performances. Ms. Mader indicated that she knew someone and would provide the name to Ms. Witherell. Ms. Witherell is also looking for strolling musicians for the adult library.

Ms. Witherell stated that the staff will be on hand at the opening with events closely monitored.

Ms. Peters will confirm with the Shotmeyer family if it's okay to name a room in the library after them and to use the reference in articles. Ms. Peters will e-mail the board with their response.

NJ Library Trustees Institute: Ms. Witherell reminded the board members that if one member attends the June 2 session at the Sheraton in Eatontown, the entire board is covered for the entire year. Mr. Antonacci may attend the session.

A new venue for the next meeting to be held on April 18 needs to be discussed. There's a conflict with this room which has been booked and advertised for an identity theft class. Ms. White will find out if Eisenhower Middle School is available. A public notice will be advertised with regards to the location change.

Ms. White suggested using the new library name everywhere including the website which has the Wyckoff Public Library. Ms. Witherell was waiting for the new logo before changing everything.

Motion to adjourn by Ms. Mader, seconded by Ms. DeKorte. The next meeting is scheduled for April 18, 2012. The Board adjourned at 10:00 pm.

Vince Antonacci, Board Chairperson

Mary Witherell, Library Director

Mary - fire inspector was here to review the fire extinguishers. Should be schedule for 200 woodland?
Chris r - more up to chris, up to date and charged. Have the people come in 6 months later.