

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

April 18, 2012 Meeting Minutes

7:38 pm, Eisenhower Middle School Library

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

“The April 18, 2012 Regular 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, Peggy Chagares, Lauren DeKorte, Grace White, Alma Mader, Lori Peters and Tony Donato and Mayor Chris DePhillips.

Absent: Brian Eller

Staff Attendance: Jackie Denequolo, Secretary, Chris Romney, Project Manager, Mary Witherell, Library Director, Doug Christie, Township Committee Liaison, and Joan C. Wicks, AWE Inc. Representative.

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

Ms. Witherell introduced Joan Wicks, a representative from the AWE Early Literacy Center, to give a presentation on the AWE computers for the Board to see how they work which are proposed to be ordered for the library.

Grace White, Board Member, inquired whether the presentation was on the agenda. Ms. Witherell stated that the AWE was on the agenda. Ms. White stated that she had contacted the Information Technology (IT) committee to present a comparison report on the iPad and Awe computer but was told that there wasn't any time so she didn't come prepared to give a report. Mr. Antonacci stated that this was different from meeting with the IT committee. This is a follow-up to the AWE. Ms. White stated that Mayor DePhillips' e-mail indicated that the AWE wasn't to be discussed tonight.

Joan Wicks, Awe representative, began her presentation by stating that the Awe computer started in the library market and are in 40% of all public libraries nationwide. The computers become obsolete after five years since the computers can't physically retain any more data. There are 400-500 units in the State of New Jersey.

Ms. Wicks continued to state that the AWE incorporates seven (7) curricular areas, 56 programs, thousands of activities for ages 2-10 or 3-8 years of age. AWE works very closely with the University of Pennsylvania Graduate Department of Education, librarians and teachers in selecting the software that goes into the early literacy station. The AWE has the ability to provide utilization statistics on the amount of time or specific program usage and can be connected to a Whiteboard or projector.

Mr. Antonacci questioned how the AWE compared to an iPad. Ms. Wicks stated that the applications don't need to be selected but have already been decided by educational representatives. Kids like the size of the screen and the unit has five years of support. The iPad needs to be locked down and secured to avoid kids from adding their own applications. The AWE is correlated with all state standards in 50 states.

WYCKOFF LIBRARY BOARD OF TRUSTEES

April 18, 2012 Meeting Minutes

7:38 pm, Eisenhower Middle School Library

Page 2

Peggy Chagares, questioned the ELF and Afterschool Edge. Ms. Wicks stated that the AWE has the capability through ELF, a secure web browser, to be connected to 150 secure websites for an additional \$200 a year. The Afterschool Edge, for ages 6-14 is separate and requires a different computer. Ms. Chagares questioned the trade in value after five years. Ms. Wicks stated that each unit would be worth \$150 after five years. Mr. Antonacci thanked Ms. Wicks for taking the time to present to the Board.

Ms. White provided a follow-up from the School District with respect to the Apple lease program which has been determined to be 100% legal. Rich Kuder requested that the library provide the number of computers needed and he would go out to bid and provide a price with no commitment.

Ms. White continued by stating that she was asked by the board to do some research between the AWE and iPad. She spoke to the IT committee who stated that the board was too busy to discuss her report but was very surprised and disappointed to see someone from AWE here to present. If she had known, an Apple representative could have given a presentation as well and she could have been prepared to give a report.

Ms. White stated that she's been teaching in Wyckoff for 30 years, has a Master in Administration and Literacy, is in the Columbia University Doctorate program for early literacy, has a new role in the district as a literacy coach, am an adjunct professor at Iona College and teaches high school students majoring in English who want to be teachers. Ms. White also stated that she's highly involved with the common core national standards and is really familiar with what the standards are today which are different from the state standards. Her research of the AWE has indicated that it's not inquiry based and standards dictate that children should be the creators without having it delivered to them on the screen. The iPad is inquiry based and meets all the standards. The AWE would not in any way shape or form meet the national standards whatsoever. Two hours were spent at two libraries, as requested, going through the reading programs which are not educational or interactive. An iPad can reach ages 0-100 where the AWE is limited in age. At a minimum, 25-30 kids can be on iPads versus 4 on the AWE computers for the cost. For approximately \$200, applications can be chosen to be preloaded onto the iPads with safety options in place. As an educator, the content is not there. Interactive means picking up the iPad and holding it up to the sky to find a constellation. The Ridgewood library had at least 20 Macs which were all being used. Our library would be cutting edge.

Mayor DePhillips stated that he reviewed the agenda and didn't see anything about a presentation. How did this come about? Mr. Antonacci stated that it was listed under computers. Mayor DePhillips stated that this is a public meeting and someone from the outside came to present to the board which was discussed, debated and decided at the last meeting that it wasn't going to be pursued. It doesn't make sense that it's on the agenda at all without the consideration of the board and whether we would want to reconsider it. The board voted and it was a tie which isn't an approval. Mr. Antonacci stated that the board never stated that we wouldn't pursue it and the presentation is just to allow the board to familiarize themselves with the product. Mayor DePhillips stated that a tie is a disapproval under our rules. A presentation of technology that the board has already expressed its disapproval of is not on the agenda. Mr. Antonacci stated that the agenda lists all computers under the Information Technology update and he would consider that on the agenda. Mayor DePhillips personally thought that it was flawed to even have the presentation. Why wasn't the board notified that the vendor was coming to make a presentation? Isn't this of paramount importance to the community in terms of how the technology is going to be rolled out in the new library? There are educators from the school much less the community that may have wanted to sit through the presentation. Why wasn't this

WYCKOFF LIBRARY BOARD OF TRUSTEES
April 18, 2012 Meeting Minutes
7:38 pm, Eisenhower Middle School Library
Page 3

publicized? Mr. Antonacci stated that the format of the agenda may have been questionable with a word left out but the intent was to have it. Mayor DePhillips stated that procedurally the agenda needs to be more specific. The mention of AWE computers is not notification to the community that a presentation was going to take place and this is a public meeting. If at the prior meeting there wasn't consensus that this technology should be incorporated into the new library, it seems that before a sales pitch is made before the board, a consensus should have been discussed by the board if they even wanted this technology. Mayor DePhillips found it very unusual and procedurally flawed in many respects.

Ms. White stated that she was really upset about the fact that a presenter was here. The board should have been aware of it. Mayor DePhillips stated that the board had an e-mail exchange and several members expressed their concerns about obtaining solid information from the technology committee as to how to proceed and no one responded that there was a plan for this presentation.

Mr. Antonacci stated an exchange amongst the technology committee was determined not meet until Ms. Witherell was available. Mayor DePhillips stated that he understood how busy Ms. Witherell has been but can't understand why the board would have a sales pitch ahead of months and months of Treasurer's reports. Other items in terms of prioritization should include approving the budget. It's apparent that some members disagreed with the decision at the last meeting and Mayor DePhillips didn't think it was appropriate and contrary to the standards of a public meeting.

Mayor DePhillips questioned if a decision on the AWE is essential before the opening? Ms. Witherell and her children's librarian considered it essential. Mayor DePhillips stated that if a decision is being reconsidered, under the rules, it has to be noticed on the agenda and it wasn't formally noticed. Ms. Witherell stated that she sent out an e-mail indicating that she wanted to discuss the AWE computers again. Mayor DePhillips stated that he expected to discuss them again and there was some sentiment that the IT Committee should evaluate the issues and come back with a recommendation.

Ms. Witherell wanted to discuss the issue of security with respect to the iPads. Ms. White stated that she thought it was called an RIF device. Ms. Witherell stated that the 3M Company stated that the technology (tattle tapes) used to ensure books are not stolen, could be installed on a laptop or iPad but the company will not take any responsibility for how well it would work. There currently isn't any technology on the market to safeguard laptops or iPads from being stolen.

Ms. Chagares questioned if the IT person had reviewed and commented on the AWE? Ms. Witherell stated that she's not familiar with the AWE. She's the Reference Librarian, webmaster, liaison with the IT vendors, and will teach the IT classes.

Ms. Witherell wanted children to have the ability to walk into the library and use the AWE without any assistance. Ms. Chagares felt that having a child check out an item with their parent gives them a sense of ownership. We should choose the best device and find out how to work with it.

Ms. Witherell stated that the library world is not a mac world and she's been unable to find another library in the United States that uses iPads not even the NY Public Library. Ms. Chagares recommended calling the NY Public Library to find out why they don't use Apple products. Their reason may be something we haven't thought of and we should know the reason why.

WYCKOFF LIBRARY BOARD OF TRUSTEES

April 18, 2012 Meeting Minutes

7:38 pm, Eisenhower Middle School Library

Page 4

Ms. Peters stated that she had researched the comparisons between PCs and Macs as well. Mac and PC networks don't work well together. The cost is high to support both platforms.

Ms. Peters continued to state that she had concerns with Mac since Steve Jobs is gone and he was the innovator. Ms. Witherell stated that statistically the Mac market share is between 8-15% for desktop and laptops in the United States as of 2011. The iPads launch has impacted the market share which would increase.

Ms. White again stated that we could either order four AWE computers or 50 iPads. To call the AWE a literacy tool is scandalous. The device is a Sit and Get device which is not educationally sound. All of the programs can be purchased from Amazon.com. The AWE is like an expensive toy.

Mayor DePhillips stated that his concern and reason for voting was in part because of the cost. Is the understanding correct that the Friends want the AWE? Ms. Witherell stated that she told the Friends about the device and what it could do. Mayor DePhillips questioned if they received a demo? Ms. Witherell stated that they had not. Mayor DePhillips stated that the Friends are not in the same position as this board with respect to getting the full flavor of the decision. The e-mail received at the beginning of the week was confusing when it stated that the Friends would be unhappy if we didn't purchase these devices. Ms. Grace read the e-mail which stated that "the Friends who are financing most of our computer purchases are eager to buy AWE computers and in fact when they heard that the purchase was put on hold they were not happy." Mayor DePhillips was concerned that the Friends have generously granted funds to the library but we're the body that needs to allocate the resources and we're not bound on which direction to go. It doesn't sound like the Friends had a technology debate in general. They heard the device was an interesting and inviting learning tool. Tonight the board has learned that it isn't a literacy tool and the board isn't mandated to follow a recommendation from an organization that is generously donating money since they don't have the full flavor of the issue.

Ms. Mader questioned why the AWE programs are not what Ms. White has discussed if they were developed by the Graduate School of Education in Philadelphia. Ms. White stated that the programs on the AWE are not even close to what is in the common core of standards.

Ms. Chagares stated that while Ms. White's discussion was very persuasive, she didn't want to undermine the Children's Librarian. Has she compared the two technologies and made an educated determination with pros and cons for each device? Ms. Witherell stated that the Children's Librarian had not looked at the iPad because there aren't any libraries that are using them. The applications would need to be reviewed, selected and downloaded onto all of the devices. Ms. White stated that it would take very little time to download the programs.

Ms. Witherell wanted to read an article about Falmouth, Massachusetts to the Board. Falmouth is among the first schools in the state to get iPads for K-5 students. In the late spring, an application (apps) committee was organized consisting of teachers, librarian and Administrators and came up with a list of apps for each grade cluster. Teachers received their iPads during the summer and had 3-4 months to test out the apps that they wanted to use in their classrooms. Ms. Witherell felt that this approach was best. A committee would be formed to introduce and test apps for 3-6 months amongst educators to then form a plan and load each iPad the same way. Ms. Witherell stated that she and the Children's Librarian are not educators and wouldn't have a way to determine the appropriate apps to load. There isn't an existing model to follow. Ms. Witherell couldn't dispute Ms. White's concern that the AWE isn't a literacy station, but has found many articles stating that the device is very educational and are groundbreaking devices.

WYCKOFF LIBRARY BOARD OF TRUSTEES
April 18, 2012 Meeting Minutes
7:38 pm, Eisenhower Middle School Library
Page 5

Mr. Antonacci questioned if the board was mixing a teaching tool versus going to the library to use a certain device? Mayor DePhillips agreed that the library shouldn't cross over into the realm of a school but the library is a learning facility. What's the point for children to come to the library if not to learn?

Mayor DePhillips stated that if the library is supposed to be a community destination, the AWE may be a tool to attract children which may be a persuasive argument. If children are drawn to the library, learning in other forms may be fostered since a library is not just a place for books anymore.

Ms. DeKorte stated that since none of the board members are librarians, and the fact that these devices are used across the country, we should give some weight to the director and children's librarian. Since iPads haven't been experienced yet, a compromise could be to purchase two AWE devices and the iPad station to observe what's working best with the children. Once we determine what the children are drawn to most, we can develop a strategic plan for the future.

Mr. Antonacci was pleased with the idea and suggested a committee be formed with educational backgrounds to determine the apps that will be loaded onto the iPads. Mayor DePhillips stated that he wasn't convinced that the AWE technology is a learning tool, but in the spirit of a compromise and as a way to draw the kids into the library to learn in other ways, he was in favor of the suggestion. Ms. Witherell was asked to speak with the AWE representative with respect to a trade in value for a one year old AWE device. Ms. DeKorte stated that we would need the committee to determine the appropriate apps and to help train or assist the staff in addition to a commitment to investigate the security necessary for the iPads.

Ms. White agreed that it was a compromise but it's still \$8,000 for two machines compared to what an iPad can do and she would still say no. Mayor DePhillips stated that the last meeting ended without the purchase of AWEs or iPads. This compromise can be determined to be used as a testing lab on what will work best going forward.

The board, after much discussion with regard to various forms of technology, will consider Resolution No. 2012-21 which is in order. The original resolution recommended the purchase of four pieces of AWE technology in the amount of \$16,476 but after the discussion the following motion will be made. Ms. DeKorte made a motion to approve Resolution No. 2012-21 for the purchase of two AWE early literacy stations instead of the original four for a total of \$8,138 as well as an iPad learning lab solution for approximately \$8,000, which will include 10 iPads and a docking station. The funding will be coming from the Friends of the Library donation. Ms. Peters seconded the motion. All Board Members voted in favor.

WYCKOFF PUBLIC LIBRARY
RESOLUTION NO. 2012-21

A RESOLUTION AWARDING A CONTRACT FOR SELF-DIRECTED DIGITAL LEARNING PRODUCTS AND RELATED SERVICES TO AWE DIGITAL LEARNING SOLUTIONS

Whereas, the Wyckoff Public Library has a need to purchase self-directed digital learning products for the renovated library that will help children to learn on a safe, easy-to-use computer system and enhance the library experience for children; and

WYCKOFF LIBRARY BOARD OF TRUSTEES
April 18, 2012 Meeting Minutes
7:38 pm, Eisenhower Middle School Library
Page 6

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, if practicable; and

Whereas, the Library Director has received a price quote from AWE in the amount of \$8,138.00 for two early-literacy stations plus headphones, annual software upgrades and all maintenance for five years, a copy of which is attached hereto; and

Whereas, the Library Director did in good faith attempt to secure pricing for the “Early Literacy Station” units to be purchased via alternative vendors other than AWE, including cooperative purchasing for state contracts, however, these units are available only through AWE; and

Whereas, it was determined to be impractical if not impossible for the Library to design comparable learning systems, including software, hardware, and peripherals, for use with commercially-available personal computers that would serve the needs of the Library and its patrons; and

Whereas, the Library Director has therefore recommended that this contract be awarded to AWE in the amount of \$8,138.00; 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 goods and services shall be awarded as follows:

Bidder
AWE Digital Learning Solutions
2501 Seaport Drive, Suite 410-SH
Chester, PA 19013

In the amount of:
TOTAL - \$8,138.00

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

Attest:

By:

CERTIFICATION OF AVAILABILITY OF FUNDS

DATE: _____

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

Board of Education Apple Lease Program:

Mr. Antonacci stated that the Apple Lease Program would entail amortizing the computers over three years versus paying for them upfront. Both options include Apple Care. Ms. Witherell stated that the library didn't have an operating budget for technology which would need to be amended if we decide to use this program. The Friends are proposed to pay for the bccls computers, wireless network and Mac computers if we go in that direction. Mr. Antonacci thought it best to purchase the Macs outright with the Friends donation taking time into account. Ms. DeKorte didn't want to lose out on the ability to trade in outdated equipment for new. Ms. Witherell stated that she found out that there are state contract vendors for computer purchases, which would be the most direct and can be cheaper than retail.

Board members liked the ability to upgrade the equipment in two years. Ms. White stated that she could ask to borrow a couple Mac computers for the grand opening or at a minimum, Apple displays. There's no obligation to purchase the computers once Mr. Kuder gets back to the library with a price. Ms. Witherell stated that she would provide Mr. Kuder with a proposal of six (6) iMac computers and one (1) cart to include ten (10) iPads. Ms. Mader stated that she would like our attorney to review the contract from the school. Mayor DePhillips questioned if the library would have to sign a shared services agreement? Ms. White wasn't sure.

Ms. DeKorte made a motion to collaborate as a shared service with Rich Kuder, Wyckoff Superintendent of Schools for the six iMacs, iPad cart and ten iPads. Mr. Donato seconded. All board members voted in favor. Ms. Witherell will check with Mr. Kuder to determine if the contract needs to be consummated for the shared service.

Ms. DeKorte made a motion to approve Resolution No. 2012-22, to authorize the Library Director to purchase a laptop cart and ten (10) dell laptop computers using a state contract vendor not to exceed \$8,000. Ms. Mader seconded. The funds will be coming from the Friends donation. Mayor DePhillips recommended an allocation of the Friends donation account be made available at the next meeting.

WYCKOFF PUBLIC LIBRARY

RESOLUTION NO. 2012-22

**RESOLUTION AUTHORIZING LIBRARY DIRECTOR TO
PURCHASE TEN DELL LAPTOP COMPUTERS UNDER STATE
CONTRACT NO. M-0483 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 ten Dell laptop computers utilizing State Contract No. M-0483; and

WYCKOFF LIBRARY BOARD OF TRUSTEES
April 18, 2012 Meeting Minutes
7:38 pm, Eisenhower Middle School Library
Page 8

Whereas, the Library Director has recommended the purchase of these computers using this State Contract; and

Whereas, the Library Director intends to solicit a formal price quote from Dell under State Contract No. M-0483 according to procedures approved by the State Contract Manager, total price not to exceed \$8,000; and

Whereas, upon receipt of said price quote, a copy of which will be kept on file in the Library, the Library Director intends to issue a purchase order for the desired computers, provided same represents a good value to the Library and is below the bid threshold; and

Whereas, any such purchase order shall be subject to a certification of the availability of funds issued by the Library Treasurer.

Now, therefore, be it Resolved by Board of Trustees of the Wyckoff Public Library that the Library Director is hereby authorized to purchase ten Dell laptop computers under State Contract M-0483, in accordance with approved State Contract procedures, provided the price of same does not exceed the bid threshold of \$17,500, and subject to a certification of the availability of funds issued by the Library Treasurer.

Attest:

By:

CERTIFICATION OF AVAILABILITY OF FUNDS

Date: _____

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

ALMA MADER
TREASURER, WYCKOFF PUBLIC LIBRARY

Construction Update:

Chris Romney stated that the 24 page punch list isn't getting done. A letter was received from Tom Gensheimer questioning our status and is working with us to get the temporary certificate of occupancy? The fence was taken down and everything is all swept. We're currently under Unimak's insurance which is a big concern. We need to get a rider for all the contents and the certificate needs to be up to date. The contractor stated that it would cost around \$2,000 which Mr. Romney stated would be tough since they missed our deadline. The recommendation is to insure the contents through Bob Steinbruch to protect our interests through the month of May. Mr. Antonacci stated that the board should consider extending Mr. Romney for two weeks if necessary.

WYCKOFF LIBRARY BOARD OF TRUSTEES
April 18, 2012 Meeting Minutes
7:38 pm, Eisenhower Middle School Library
Page 9

Certain items were found on a walk through such as a broken laminate in the children's program room which will take a couple weeks to correct. The elevator door was found to need a 2 hour door which could also take a couple of weeks. The millwork is still a challenge and ongoing. Mike Rose, Fire Chief, had a walk through and provided some good feedback and suggestions.

Mayor DePhillips suggested extending Mr. Romney through the Grand Opening. Mr. Romney stated that he would at a minimum attend the next meeting.

Ms. Witherell stated that the HVAC still needs to be bid which hasn't been done yet. Unfortunately, time didn't allow while Mr. Sepp was still under contract. Mr. Sepp is currently on an hourly basis.

Mr. Antonacci stated that the check for the Unimak Application payment #14 will be cut but will be held until all the subs have their lien releases, etc.

Ms. DeKorte made a motion to approve Unimak Application payment #14 which is budgeted. Mr. Donato seconded. All board members voted in favor.

Audio Visual (AV):

Ms. Witherell stated that she received two public bids. The low bidder, Open Systems Integrators, Inc., was awarded the contract to furnish and install an audiovisual system in the Monroe, History and Shotmeyer rooms. Resolution No. 2012-20 is in the amount of \$159,000 with a timetable of six (6) weeks from when the contract is signed. Diversified Systems designed the system and will consult but came in with too high of a bid.

Ms. Peters made a motion to approve Resolution No. 2012-20 in the amount of \$159,000 to install an AV system. Ms. Mader seconded. All board members voted in favor. The funds will be coming from the Rizzo bequest.

WYCKOFF PUBLIC LIBRARY

RESOLUTION NO. 2012-20

A RESOLUTION AWARDING A CONTRACT FOR THE FURNISHING AND INSTALLATION OF AN AUDIOVISUAL SYSTEM IN THE SHOTMEYER ROOM, MONROE ROOM AND HISTORY ROOM TO OPEN SYSTEMS INTEGRATORS, INC.

Whereas, the Wyckoff Public Library has a need for the furnishing and installation of an audiovisual system in the Shotmeyer Room, Monroe Room, and History Room in connection with the Library's Renovation and Expansion Project; and

Whereas, consistent with the New Jersey *Local Public Contract Law, N.J.S.A. 40A:11-1*, et seq., the Library did publicly solicit bids for said project with bids due on April 17, 2012; and

Whereas, in response to said solicitation, two bids were received; and

Whereas, the lowest bid for this contract was submitted by **Open Systems Integrators, Inc.**, maintaining offices at 207D Woodward Road, Manalapan, New Jersey, 07726, in the amount of one hundred fifty-nine thousand dollars (\$159,000.00); and

WYCKOFF LIBRARY BOARD OF TRUSTEES
April 18, 2012 Meeting Minutes
7:38 pm, Eisenhower Middle School Library
Page 10

Whereas, said bid was within the funds allocated for this project and within the estimate for this work; and

Whereas, the Library's Project Manager has reviewed this bid and deemed it responsive to the bid specifications; 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
Open Systems Integrators, Inc.
207D Woodward Road
Manalapan, New Jersey 07726

In the amount of:
TOTAL - \$159,000.00

Be it further Resolved that the Library Director and Secretary are hereby authorized to execute a contract to effectuate the purpose of this Resolution, subject to approval by the appropriate Library professionals.

Attest:

By:

CERTIFICATION OF AVAILABILITY OF FUNDS

DATE: _____

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

Security Update:

Ms. Witherell stated that there wasn't anything to add on this topic.

Building Sign:

Ms. Witherell stated that she contacted the vendor provided by Mr. Romney and received quotes for exterior lettering for the building and a new 2012 trustees plaque. The black lettering is readily available and is the cheapest. The board members were in favor of ordering the exterior building letters and trustee plaque.

Ms. DeKorte stated that she would reissue the overall budget to all the board members.

Other Construction:

Ms. Witherell discussed the need to hire a landscaper in the future to prune and clean up the property. Mayor DePhillips questioned why the township department of public works wouldn't be used. Ms. Mader stated that they weren't skilled in knowing how to prune the bushes properly.

WYCKOFF LIBRARY BOARD OF TRUSTEES
April 18, 2012 Meeting Minutes
7:38 pm, Eisenhower Middle School Library
Page 11

Secretary's Report:

Ms. Witherell had a minor change on the spelling of a last name on page 13.

Ms. Mader made a motion to approve the minutes from the April 4, 2012 meeting as amended. Mr. Donato seconded. All board members voted in favor.

Treasurer's Report:

December Treasurer's Report – Operating:

Ms. Peters made a motion to approve the December Treasurer's Operating Report. Ms. Chagares seconded. All board members voted in favor.

December Treasurer's Report – Renovation:

Ms. Peters made a motion to approve the December Treasurer's Renovation Report. Mr. Donato seconded. All board members voted in favor.

March Treasurer's Report – Operating:

Ms. Chagares made a motion to approve the March Treasurer's Operating Report. Mr. Donato seconded. All board members voted in favor.

March Treasurer's Report – Renovation:

Ms. Mader stated that funds were transferred from the TD Bank account in the amount of \$204,096, into the Renovation account to pay the bills. Board members questioned a \$23,000 payment which in turn was determined to table this report to the next meeting. This report was noted to not be included in a recent OPRA request.

April Voucher List – Operating:

The listing needs to be modified to remove two of the AWE computers from a total of four to be ordered.

Ms. DeKorte made a motion to approve the April Voucher List – Operating as amended. Ms. Chagares seconded. All board members voted in favor.

April Voucher List - Renovation:

Ms. Peters made a motion to approve the April Voucher List – Renovation. Ms. DeKorte seconded. All board members voted in favor.

WYCKOFF LIBRARY BOARD OF TRUSTEES
April 18, 2012 Meeting Minutes
7:38 pm, Eisenhower Middle School Library
Page 12

Grand Opening:

Ms. DeKorte stated that in terms of publicity, a poster will be displayed throughout the town. Ten (10) lawn signs were approved with their designated locations. A tote bag with a picture will be distributed for patrons to return books in. A bookmark design flyer was approved to be distributed on Friday. A sample invitation was included in the packet with the proposed invitee list. The invitation booklet is in its first draft. Ms. DeKorte questioned if the written summary of dedications should be included in the booklet or should the remarks be weaved in at the ceremony? A section can be added entitled "Remarks and Dedications" to acknowledge what's being dedicated.

Ms. DeKorte questioned if it was determined to name the Children's Library after the Rizzo sisters? The room was decided to be named "The Helen and Evelyn Rizzo Children's Library." Ms. Witherell will speak with the sign vendor. A bronze plate will include Henry J. Shotmeyer Jr. on a wood plaque outside of the Shotmeyer room. The Monroe room is dedicated on the tile. One large plaque for all three gifts from the Friends will be on the circulation desk.

The school bands aren't working out so there may not be any music for the ceremony. Ms. DeKorte was provided with a contact who she'll call to see if someone can come and sing the national anthem.

A banner will hang across the front of the building on the day of the Grand Opening.

Return of Excess Funds to the Township:

Mr. Antonacci stated that Joe Voytus, Board Attorney, indicated that even a donation to the township of interest may be a problem since the interest is from the bequest funds. Joe Voytus may come to the next meeting to discuss this issue.

Ms. DeKorte questioned if a vote was ever taken to see if everyone was in favor of giving the interest back to the town? We may not want to spend money on lawyers if it isn't necessary. The audit starts tomorrow and we're months ahead.

Venue Change:

Ms. Witherell stated that the May 16 meeting location needs to be changed since this location will be closed. The Eisenhower Middle School Library may be used for that meeting.

Ms. Chagares, Ms. Mader and Ms. DeKorte may attend the Trustee Education Opportunity at the Hasbrouck Heights Public Library at 1 pm.

Motion to adjourn by Ms. Mader, seconded by Ms. DeKorte. The next meeting is scheduled for May 2, 2012. The Board adjourned at 11:40 pm.

Vince Antonacci, Board Chairperson

Mary Witherell, Library Director