

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES May 7, 2012 Special Meeting Minutes 7:35 pm, Eisenhower Middle School Library

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

“The May 7, 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, Peggy Chagares, Lauren DeKorte, Grace White, Alma Mader, Lori Peters, Brian Eller, Tony Donato and Mayor Chris DePhillips.

Absent: Chris Romney, Project Manager

Staff Attendance: Jackie Denequolo, Secretary, Mary Witherell, Library Director, Doug Christie, Township Committee Liaison

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

Construction Update:

Building and Bid Status: - The punch lists are in progress. Besides the Unimak punch list, Town Hall has provided a punch list as well. Mr. Antonacci has attempted to get in touch with Tom Gensheimer, Building Inspector, to discuss getting a temporary Certificate of Occupancy (CO). A request was made to Unimak to supply a letter certifying that the building was built according to the drawing specifications. We're waiting for that document. Mr. Gensheimer stated that he would make an appointment for us to have the elevator, which won't hold up the CO. The biggest issue is striping the parking lot. Ms. Witherell stated that Unimak is not striping the entire parking lot. They're striping the handicap areas, have flattened the walkway, moved the light post so it doesn't block the walkway and have resurfaced the front area of the driveway. Mr. Antonacci thought that the Library should be able to get a conditional CO.

Information Technology (IT): The BCCLS order was placed and will be installed on May 11. The Dell laptops were ordered and will be received in time for the grand opening. The Laptop Cart needs to be assembled. The AWE computers were received. The contract for the Apple purchase was forwarded Joe Voytus for his review. The wireless network is installed and will be active on May 9.

Security: The contract is signed and the wiring is being installed today which will be ready for the grand opening.

Audio Visual (AV): The contract with Open Systems Integrator has been signed and equipment has been ordered but will not be ready for the opening. The vendor has six (6) weeks from the time the contract is signed to complete the job which would bring us into mid-June.

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Building Sign: The outside letters, trustee and desk plaques were all ordered and will be ready for the opening. The vinyl lettering for the Rizzo library will be ready for the opening. The Trustees selected the font Barston for the Rizzo sign. The Shotmeyer sign is in process.

Labyrinth: No update.

Disposal of Old Bookcases: There are about 80 bookcases that are 40 years old with no value. Ms. Witherell would like to give the Oakland Library 6 or 7 bookcases as requested. Ms. Witherell would like get the Trustees permission to dispose of the rest of the bookcases since most of them are in bad shape. The Board Trustees were okay with the disposal.

Nonfiction Collection: Ms. Witherell had to hire a recycling company for \$300 to move 140 boxes of extremely heavy books. Wyckoff will get credit for the recycling.

Policy for Documentation of Electronic Files: Mr. Antonacci wanted to ensure that the official documentation be processed electronically and coordinated with how the township processes their documentation.

Technology Sub-Committee Update: The sub-committee will be put on hold until after the opening.

Other Construction:

Ms. Witherell received a quote from R&S Landscaping to do some pruning, mulching and planting of annuals in the front of the building. Board members discussed the possibility of getting services donated. Lori Peters, Board Member, was able to get mulch donated for the library.

Ms. Witherell stated that the insurance will end on May 31 in the swing space since movers will still be on the premises.

Resolution No. 2012-24 is to extend WG Project Management for a maximum of six additional weeks up to June 15 with the ability to close out earlier. Ms. Peters made a motion to approve Resolution No. 2012-24. Ms. Mader seconded the motion. All board members voted in favor.

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RESOLUTION NO. 2012-24

Authorize Change Order #3 – Extending Contract with WG Project Management until the completion of construction or for a maximum of six additional weeks at the cost of \$2,000 per week

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

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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 then again until April 30, 2012, and Change Orders #1 and #2 were authorized with WG Project Management extending the contract until these proposed completion dates; and

WHEREAS, due to further unforeseen circumstances, the Project is not estimated to be completed until approximately May or early June of 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 on a weekly basis until the completion of construction, not to exceed six weeks, 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 \$2,000 per week until the completion of construction, not to exceed six weeks, 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 #3 is hereby authorized in the amount of \$2,000 per week until the completion of construction, not to exceed six weeks, resulting in a total amended contract price of one hundred sixty-eight thousand dollars (\$168,000.00) plus \$2,000 per week that the contract is extended pursuant to this Change Order; and

BE IT FURTHER RESOLVED that the Library Director shall give written direction to the Project Manager to continue working for each separate week that construction continues.

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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:

f

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

Ms. Witherell stated that she spoke to Bob Shannon with regard to asking Bob Steinbruch about reactivating the insurance in time for the May 19 opening. A note was sent to Mr. Steinbruch with a copy sent to Mr. Shannon. Unimak may need to extend their Risk Management's insurance.

Secretary's Report:

Ms. Witherell stated that page 3 needs to include reference that the 3M Company will not take any responsibility on how well the use of tattle tapes as a means for security would work and on page 9, Resolution No. 2012-20 didn't include a vote which will be added into the minutes. Ms. Peters made a motion to approve the April 18 minutes as amended. Ms. DeKorte seconded. All board members voted in favor.

Treasurer's Report:

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

Ms. Mader stated that both of the Rizzo CDs matured and were ready to be renewed. Since the bank allowed us to choose the term and without a withdrawal penalty, the board members decided on a 6 month term.

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General:

Grand Opening:

Ms. DeKorte summarized the preparations to date. The invitations were mailed out. Ads will be going in the paper and the press will be formally invited.

The bookmark contest winners were selected by three local artists. All 150 entries will be cut out and displayed for the opening. The proposed program booklet was passed out for review. It was determined to purchase 150 booklets for the opening.

The Wyckoff Florist has generously donated little bouquets for the tables during the light reception.

The Boy Scouts agreed to take part in the flag raising ceremony and Cheryl will come to sing the national anthem. Mr. Donato will emcee during the ceremony by first introducing Doug Christie. The flag raising and national anthem will be done simultaneously and lead up into the Pledge of Allegiance. Ms. Witherell and Mr. Antonacci will follow. The laying of the Cornerstone, ribbon cutting and Mayor's remarks will include the reading of a proclamation. Mr. Christie will close the ceremony.

A podium is available and the Ramsey library will provide us with a portable speaker system

The parking situation will be discussed with Andy Wingfield, Recreation Director, to ensure that the library parking lot is kept free for the grand opening event. Mr. Christie will contact CERT members to assist in the direction of traffic. The parking lot may need to be blocked off the night before. Ms. Witherell will discuss it with Police Chief Fox.

Background Checks:

Ms. Witherell stated that she was unable to reach Police Chief Fox with regard to background checks for the new hires. Joe Voytus stated that it didn't matter if it's done only for the custodian but not for the other employees. The new hires are ready for May 19. Mayor DePhillips stated that employment can be offered conditioned upon a background check. Insist upon new employees and past employees being checked. Grace White, Board Member, stated that it takes a long time to be checked. Ms. Witherell suggested removing the current policy and drafting a new policy for new hires to go through this process. The policy will not be applicable to existing employees.

Return of Funds:

Mr. Antonacci stated that Mr. Voytus indicated that the interest from the Rizzo account couldn't be transferred back to the township. A resolution may be able to be drafted from the funds left in the construction budget. The audit is proposed to be done by the end of May.

Venue Change: The May 16 meeting will be held here at the Eisenhower Middle School library.

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Other New/Old Trustee Business: Ms. Chagares and Mr. Eller were registered to attend a seminar on May 9 in Hasbrouck Heights, NJ.

Motion to adjourn by Ms. Peters, seconded by Ms. Mader. The next meeting is scheduled for May 16, 2012. The Board adjourned at 9:00 pm.

Vince Antonacci, Board Chairperson

Mary Witherell, Library Director