

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

June 18, 2014 Meeting Minutes

7:30 pm, Wyckoff Public Library, 200 Woodland Avenue

“The June 18, 2014 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.” Formal action may be taken at this meeting.

Board Member Attendance: Vincent Antonacci, Brian Eller, Lauren DeKorte, Lori Peters, Peggy Chagares, Mayor Christie, Grace White and Brian Saxton.

Absent: Tony Donato.

Staff Attendance: Mary Witherell, Library Director and Jackie Denequolo, Board Secretary.

Public Comment:

No comment from the public.

CONSTRUCTION / BUILDING UPDATE

A discussion ensued about the lack of adequate lighting in the parking lot. There was general agreement that a solution needed to be explored.

Parking Lot Status:

A drawing is needed to start the discussion with respect to what services the township could provide. Ms. Witherell stated that the proposal prepared by Chris Sepp, Beatty, Harvey, Coco Architects, expands the parking lot from 51 spaces to 85. The original proposal only expanded the parking to 73 spaces. It was confirmed that the island is included along with the row of head in parking that would be facing Van Houten. If the Board decided to do the island without the head-in parking, it was determined that the reduced scope of work would decrease costs in the range of \$40-\$50,000. The project is quoted at a cost of \$275,000 to \$325,000. The project will be finished November/December if started now. In addition, approximately \$5,000 will be for the architect. If we cut into the berm and curb on Van Houten and encroach into the neighbors, then we need to go before the Planning Board.

Mayor Christie thought that the proposed cost was a lot for a parking lot. There isn't a whole lot of engineering. Maybe another quote from a local vendor would be beneficial. Mr. Antonacci questioned if the township could do the drawing review. Mayor Christie wasn't sure what certain licenses would allow but that he'll check. The Township has committed to taking out the island and doing some curb and design work. Are the 12 additional spaces worth all the engineering and retaining wall work? Ms. Witherell stated that the additional spaces will be very helpful if the library could afford it. The space would be wasted otherwise. Mr. Antonacci will question what the cost would be without the retaining wall. Mayor Christie will speak with the DPW Manager, the Township Engineer.

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Elevator Maintenance Contract:

A contract with Morris County Elevator is in process and should be finished next month.

Fire Alarm Maintenance Contract:

A contract with Associated Fire Protection is ready and should be signed tomorrow.

HVAC and Pest Control maintenance contracts are done and in process. An Audio Visual vendor needs to be selected for maintenance.

Other Construction Matters: None

Secretary's Report – May 21 Meeting Minutes:

Mr. Saxton made a motion to approve the May 21 Meeting Minutes as revised. Ms. White seconded the motion. Voting in favor: Mr. Antonacci, Ms. Chagares, Ms. DeKorte, Mr. Eller, Ms. Peters, Mr. Saxton and Ms. White.

Treasurer's Report:

May Treasurer's Report – Operating:

Ms. Witherell prepared an update of PSE&G and Rockland Electric graph charts for the Board to review for further utilities analysis.

Ms. Chagares made a motion to approve the May Treasurer's Report. Mr. Antonacci seconded the motion. All Board members voted in favor.

Reapproval of the May Voucher List – Operating:

The May voucher list needed to be reapproved since there was an additional purchase of checks made with a debit card.

Mr. Saxton made a motion to reapprove the May Operating Account Voucher List. Ms. Chagares seconded the motion. All Board members voted in favor.

June Voucher List – Operating:

Board members questioned certain items which were explained by Ms. Witherell.

Ms. Chagares made a motion to approve the June Operating Account Voucher List. Mr. Saxton seconded the motion. All Board Members voted in favor.

2013 Audit Status:

Ms. Witherell, Ms. DeKorte and Pat **Giou**, Library's bookkeeper, reviewed the audit and will meet with Gary Higgins, from the audit firm, to discuss it further on Friday at 10:30. A summary of questions will be sent to the audit in advance.

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Paying Bills in August:

Ms. Witherell stated that Joe Voytus, Board Attorney, suggested a resolution be prepared for next month's meeting to include a rough estimate of the August bills to allow the bills to be paid without a meeting in August. The September Voucher list will include the August bills not paid out. Certain performers expect payment and can't wait if the Board doesn't meet. Mayor Christie stated that he would be okay with having two board members come in to sign the vouchers. Ms. Peters summarized that Ms. Witherell will provide a resolution with the list of bills that will be paid and two of the members will come in to sign the vouchers.

Other Financial Matters: None to report.

GENERAL

Strategic Plan Quarterly Update:

Ms. Peters questioned if any of the Board Members had any questions for Ms. Witherell with respect to the Strategic Plan.

Mayor Christie questioned the process with which an employee is advised if they're below the job requirements of what's expected? Ms. Peters stated that a plan would be drawn up to see if they could improve their performance. Once a plan is drawn up and provided to the employee for improvement, they would be informed of a warning or termination. Mayor Christie was happy to hear that the plans are provided to all employees.

Ms. Chagares requested that library programs be added to the Friday school folders since its not received at Sicomac. It's a good way to reach out to the community. Ms. Witherell will look into including library programs, etc. to all schools.

NJLA Convention Report:

A document entitled "The Ten Best Things I Learned at the NJLA Convention" was sent to all Board Members for their review. The library doesn't have a policy for the de-selection of library materials in the case of a challenged book or a policy for the confidentiality or privacy of a patron's records in the case of a police request. Ms. Witherell will review the personnel manual with respect to the confidentiality policy.

Technology / Social Media Update: Nothing additional to discuss outside of the documents related to technology discussed this evening.

Makerspace Grant Status:

Ms. Witherell stated that the committee plans to meet on July 9 at 9 AM. A description of makerspaces will be provided with some key websites and some pertinent documentation related to makerspaces. State Farm will require an itemization of how the money is spent prior to receiving the grant. A gentleman, who works for Scott Fisher and is also on the Zoning Board, brought this grant to Nicolette Donato. He would like to be on the sub-committee if it does not present a conflict of interest. Ideally, State Farm would love to be involved in the learning of the project. Mr. Saxton stated that it would be great publicity to present the space when receiving the check at the library and could cause a nice buzz for the town.

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Comp Time Update:

Ms. Witherell confirmed that comp time is still decreasing. Any comp time incurred needs to be used within three (3) months in 2014. The staff is aware that they need to minimally use 50 hours a year to decrease their bank of hours.

New Program Idea: Yoga and Stress Resilience Classes:

A proposed one hour beginners Yoga class, priced at \$12 for a one hour class for 10 weeks is scheduled to start in the fall. The cost will be split with the teacher which is cost effective since it's too costly on individual class basis. A free workshop with stress resilience will be offered to start and then to a 6 week class to see if there's enough interest. Every participant will sign a liability release. Mr. Saxton questioned the General policy for the library with respect to liability. Ms. Witherell stated that she spoke to Mr. Voytus who noted that a waiver doesn't guarantee that we won't be sued but provides an additional level of protection. Mr. Saxton questioned if yoga would be within the scope of what we are covered for in the library. Ms. Witherell will look into the insurance question and report back to the Board.

OLD BUSINESS – Open Action Items:

Ms. Peters stated that this new item on the agenda will include any open action items that are from previous meetings that are still in process or under review. To avoid losing sight of these items, they'll be listed here. The following open items are as follows:

- The Investment or bequest plan is not finalized yet in case some money is needed for the makerspace.
- Two policies are being revised by Ms. Witherell who will then meet with the Policy Committee to get them finalized.
- Mr. Antonacci will speak with Mr. Sepp about taking out the 12 spaces from the parking lot proposal to see what the cost reduction would be.
- Ms. Witherell will propose an August resolution to the July meeting for proposed billings.
- Mayor Christie will meet with the DPW and Township Engineer regarding the parking lot proposal.

DIRECTOR'S REPORT: Distributed to all Board Members for their review.

COMMITTEE UPDATES / CURRENT ACTION PLAN: Nothing to report.

The Board adjourned at 9:15 PM

Lori Peters, Board President

Mary Witherell, Library Director