

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES June 20, 2012 Meeting Minutes 7:35 pm, Wyckoff Library, 200 Woodlawn Road

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

“The June 20, 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, Alma Mader, Brian Eller and Mayor Chris DePhillips.

Absent: Tony Donato, Lori Peters and Grace White.

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

Mr. Antonacci opened the meeting for public comment.

Mr. Jerry Getting, 629 Lawlins Road, Wyckoff, New Jersey, addressed the Board with his first issue which related to comments he's made at open public meetings over the last three years. Once an individual is given a chance to speak, the individual is unable to speak again which Mr. Getting feels isn't fair during public meetings.

Mr. Getting questioned the number of library card holders in Wyckoff. Ms. Witherell, Library Director, stated that there are between 9,000 and 10,000 card holders which is above average.

The last issue Mr. Getting wanted to address was the 2009/2010 Audit Report he requested and received. In this report, it shows that professional fees of \$173,000 were charged to operating expenses in 2010 and \$278,000 in 2009. This is not an operating expense for most accounting and should be part of the capital expenditure. The board should speak to their CPA firm on how they can certify capital expenditures going into operating expenses. They should be removed from the 2009 and 2010 reports. Mr. Antonacci, Board President, stated that it was done at that time because the construction budget wasn't adopted in those years. Mr. Getting stated that a capital fund was in place with \$3.5M. Ms. Mader, Board Treasurer, stated that they didn't convert to a Renovation account until well after that. Ms. Witherell hopes to discuss the 2011 Audit Report at the next meeting in July. Mr. Getting stated that his goal is not to demean the library but to get as much money from the library back to the residents of the town. There wouldn't be an increase in taxes if the monies were returned.

Mr. Antonacci stated that the funds need to be determined with the completion of the 2011 Audit. The proper procedure is in place.

Mr. Getting believed that the swing space should be in the 2011 capital budget instead of the operating budget which is connected to building the new library. Furniture and equipment wouldn't have occurred if you didn't decide to add onto the library. They shouldn't be in an operating budget but in the capital budget which is being referenced from the December 2011 Budget and Actual Expenditures document he had in his possession. Ms. Mader stated that it was determined to use the swing space as an operating expense since it was necessary to operate the library in a new location.

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Mr. Getting felt that Building and Grounds in the amount of \$266,000 shouldn't be in the Operating Budget but in the Capital Budget. And finally, the adjustments Mr. Getting made to the 2011 Operating Budget, including 20% that the state requires, totals \$369,000 that could be returned to the township. The township authorized \$3,953,000 for the entire project. There are approximately \$4.5M set aside. Now that the project is done, the \$500,000 should go back to the township. Mr. Antonacci stated that \$450,000 is left over. Once the required state process is complete, the funding will most likely exceed this amount.

Construction Update:

Ms. Witherell stated that the CO was received yesterday. Approximately 90% of the punch list is complete. The millwork is not complete and the vendor hasn't been paid. Chris Sepp and Chris Romney will walk through and make punch list of millwork repairs that need to be corrected.

Mr. Antonacci discussed a conference call regarding Project Management fees which should be reimbursed from the contractor or sub-contractor. Mr. Antonacci stated that a letter can be sent to the construction subcommittee, if the board so chooses, for an analysis to be prepared and reviewed with regard to the soft costs and if they can be back-charged. The bulk of the work was supposed to be by the end of April and we're almost into July. Fees are being incurred from Mr. Sepp and Mr. Romney to follow-up on items that should have been done prior. The millwork vendor won't get paid until all of the corrections are completed. The Project Management time is being tracked and will be charged back to Unimak and subcontractors for costs that shouldn't have occurred. Retainage and \$150,000 of their money is in our possession and is enough to cover any issues. Mr. Sepp gave one of two checks to Unimak, which is outside of the retainage and is the balance of his contract. If it can be solved amicably, it would be great without our attorney.

Audio Visual:

Ms. Witherell stated that it's in process. All of the rooms should be done by the end of June with the exception of the Monroe Room. There's a delay in acquiring the necessary equipment to mount the TVs.

Flood Damage:

Ms. Witherell stated that a subcontractor, selected by Brooks, who's a subcontractor with Unimak, administered an air quality test in the kitchen. The flood damaged half of the old footprint. The air test was determined to be good but there was visible mold throughout the kitchen cabinets which need to be removed. Brooks is liable for the damage, including the replacement of the cabinets. Mold treatment needs to be done throughout the entire kitchen and possibly repainted which is quoted at \$2,500 and is covered by Brooks' insurance. Brooks didn't direct the subcontractor and they didn't know to test the carpet in the Monroe Room. Ms. Witherell stated that there's isn't any air damage and only the cabinets need to be replaced. Mr. Antonacci questioned if Mr. Voytus, Board Attorney, needs to be involved since Ms. Witherell isn't an expert on mold. Bob Steinbruch, insurance representative, should be called to see who's responsible. Mayor DePhillips stated that Mr. Voytus and Mr. Steinbruch should be involved on how to proceed. Mr. Sepp and Mr. Romney need to break out their time with respect to the flood issue which will be passed along to Brooks. Ms. Witherell stated that \$12,000 in damage and furniture is the cost to repair the flood damage to date.

Handlift Repairs:

Ms. Witherell stated that the lift is 20 years old and would cost \$40,000 brand new or \$11,709.56 to repair it. The service agreement doesn't cover any of these repairs. Mr. Antonacci suggested Ms. Witherell get another quote for the repair.

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Frozen Valve Repair:

Brooks Mechanical Consultants, Inc. provided a quote for the frozen valve repair which is the cause for lukewarm water in the entire building. It will cost \$800 to correct. The building will be shut down on a Sunday and is within the quote.

Fire Protection System:

Ms. Witherell stated that during her Fire System Training, she was advised that the library has a to code sprinkler system. The library has been built to code but doesn't have any smoke detectors with the exception of what's in the new air conditioning ducts and by the elevator. Mike Rose, Fire Chief, stated that the number of smoke detectors were underpowered for the size of the building.

Ms. Witherell stated that the sprinkler heads will activate if it's over 165 degrees for 17 minutes. Lots of damage will happen after 17 minutes. Bob Steinbruch, Insurance Representative, stated that the insurance would cover all of the contents if they were lost less the \$2,500 deductible. The total cost from DavEd Fire Systems, Inc. for an entire fire system including electricity is \$17,400. Another option is to add a pull station at the front door according to Mr. Rose. Mr. Sepp stated that the code didn't require one at the front entrance. Mayor DePhillips was under the understanding that the Fire Department signed off before the library was opened? Ms. Witherell stated that the library passed inspection including the pull stations. The question is being raised because Ms. Witherell didn't feel that a sprinkler system alone would be fast enough to save the library's entire collection which is invaluable. Mr. Antonacci stated that a sprinkler system is in place to save people not the building. Insurance is in place to reimburse for all other contents. Doug Christie, Township Committee Liaison, stated that the official Fire Department is not concerned about the occupants in the building or the library itself. Ms. Witherell stated that the smaller fix would be the addition of a pull station in the lobby and the addition of plastic covers so kids don't set them off which would cost \$4,000. Ms. Witherell believed that the code appears to be more intended for a business building and not a library. There's only one air conditioning duct without a smoke detector. Mr. Antonacci recommended getting one installed in that duct. Mayor DePhillips recommended that Mr. Christie, a member of the Fire Department, guide the board. Mr. Christie stated that he believed the library was adequately protected.

Labyrinth Update - Matt Salisbury, Eagle Scout:

Matt Salisbury, Eagle Scout, responsible for the installation of the labyrinth wanted to formally thank the board for their support in his project. The pattern was from the 1600s and was medieval in design. The project was completed on May 26 and took two months to complete. There are only five libraries in the entire country with a labyrinth. Once the project is approved and complete in September, a press release will acknowledge Mr. Salisbury's project. Mr. Salisbury was glad that he made a difference.

HVAC:

Ms. Witherell stated that the original air conditioning handler is very old and is the last section to be replaced. The proposed cost was \$100,000. Mr. Sepp has been paid \$17,000 to design it. Construction Management work is left at approximately \$4,540. The bid documents will be prepared and ready to go out to bid. If it's replaced, the whole building will work better. There would be savings in our bills which would pay for it in a few years. Mr. Antonacci had an issue with using the Rizzo funds without a plan in place. The Rizzo plan can be determined in the meantime. Mr. Christie suggested waiting until September in order to get a better price. Ms. Witherell stated that she would wait until after Labor Day to begin the bid process.

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Water Fountain Replacement:

The water fountain was removed on the main floor which is sorely missed. Installing a new water fountain where the existing plumbing is located is quoted at \$1,787. The other option is a free standing Deer Park water cooler as at a cost of approximately \$108/month. Mr. Antonacci recommended Ms. Witherell discuss the situation with Mr. Sepp with a model number for verification. The Board was okay with Ms. Witherell moving forward.

Additional Meeting Room Purchases:

Ms. Witherell distributed two quotes for the portable stage for the Monroe and Shotmeyer rooms which came in at \$6,959 and \$7,071. The stage is expected to take between 6 and 8 weeks. Blackout curtains, lights and a stage are all needed if these rooms will be performance areas. Mr. Eller made a motion to approve the purchase of a stage within 10% of the proposed quote up to \$7,000. Ms. Mader seconded. All Board members voted in favor.

Ms. Witherell stated that more folding tables are needed to accommodate these rooms. The current tables are not on wheels and can't be set up alone due to their weight. The new meeting policy will include the set up time needed for each meeting along with all other associating fees. The cheapest bid received was for 6 foot by 30 inch tables at a cost of \$1,231 each that would accommodate six people. The meeting person would need to be able to set up the tables themselves. If we set up the meeting room for them, it needs to be included in the meeting room price. Twenty (20) tables would hold 120 people along with the need for one or two dollies to roll the tables out. The Board decided to table this topic until Ms. Witherell sees the demand use for these rooms.

Technology Subcommittee Update:

Mr. Antonacci stated that the subcommittee will try to get together soon.

Secretary's Report – May 16 Meeting Minutes:

Ms. Witherell stated that page 1 of the May 16 meeting minutes needed to be revised to state that the "sensor goes off when you are on the stairs to the lower level." Page 2 needs to change from "play the National Anthem" to "sing the National Anthem." Page 3 should add the last name to Cheryl Wycka.

Ms. Mader made a motion to approve the May 16 meeting minutes as amended. Ms. DeKorte seconded the motion. All Board Members voted in favor.

Treasurer's Reports:

May Treasurer's Report – Operating:

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

May Treasurer's Report – Renovation Project:

Ms. Chagares made a motion to approve the May Treasurer's Renovation Project Report. Mr. Eller seconded. All Board Members voted in favor.

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June Voucher List – Operating:

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

June Voucher List – Renovation:

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

Certain checks will be held until it's determined who's to blame for the cause of certain delays and furniture issues that include chairs received with the wrong stain.

Other Financial Matters:

Ms. Mader informed the Board of the need to transfer funds to pay for the monthly bills.

Township Landscape Maintenance Charges:

Ms. Witherell provided a quick summary for the Board. An e-mail was sent to the Township Administrator requesting a meeting to discuss the counter proposal which credited the library for six (6) months or \$13,313 of a \$23,000 charge. The Board suggested that Ms. Witherell set up a meeting with the Township Administrator to negotiate the credit. A letter was received in response.

Mayor DePhillips stated that he always found it regrettable that the library and township have not been viewed as unified on these matters. Ideally, the library should be able to rely on the township for services performed by the DPW. As a general matter, both the library and township need to come to an agreement.

Board members stated that a breakdown of the invoice for clarity was requested to get a better understanding of the charges. The annual increase of 3% added to a lump sum wasn't transparent and should be accountable like all other vendors. The response letter was disappointing to the Board. Mr. Christie stated that the Township Administrator is showcasing the library in the 2013 Calendar while the library is questioning every specific aspect of the maintenance charges.

Mayor DePhillips stated that he recognized the library has a reasonable request and that he and Mr. Christie are in agreement to find a middle ground in good faith. The township can't be compared to a per hour basis vendor. It's hard to determine a direct labor charge. The frustration of the Administrator leading up to the construction project, which predates Ms. Witherell, included endless hours of counseling predecessors on the proper procedural processes. The funding to be returned to the township is another aspect of the issues that is causing frustration. Our mission is to be solution oriented. Ideally, the library should be able to contact the township for assistance.

Ms. Witherell stated that a recent call for assistance to the DPW Manager was not accepted with assistance. All future requests need to be specific on what the library needs done and cleared with the Administrator. The e-mail to meet with the Administrator was professional and included the need for a negotiation to be presented to the Board. Mr. Antonacci stated that we all have a common goal and need to work together with the town and see what services can be provided. Mayor DePhillips and Mr. Christie should be on the Subcommittee. Ms. Mader and Mr. Eller are currently on the Buildings and Grounds Subcommittee. Ms. Mader wants the bills to be itemized. Mayor DePhillips stated that that's a reasonable request.

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Mr. Antonacci stated that he would also be part of the subcommittee and that both sides should begin on a clean slate. Ms. Witherell stated that the Administrator offered to have the DPW restripe the parking lot. Mayor DePhillips stated that he and Mr. Christie will speak with the Administrator and DPW Manager to clear up some of the issues. A subcommittee to include two members of the Library Board and two members of the township should be created to troubleshoot these issues going forward.

Status of 2011 Audit:

Board members requested a copy of the audit and the calculation in advance of next month's meeting for review purposes. Ms. Witherell stated that the strategic plan would need to be reviewed to complete the process. Mr. Antonacci suggested a ruling from the state librarian with regards to funds that can't be touched by resolution. There needs to be a mechanism for those funds. A subcommittee for a Rizzo Plan will include Peggy Chagares, Vince Antonacci and Lauren DeKorte.

Meeting Room Policy:

Ms. Witherell prepared a policy for the Board to review. There's an issue with the alarm system with respect to evening meetings. A fee needs to be determined. Mr. Antonacci stated that the fee for an employee on staff may need to be built into the meeting room fee. Certificate of Insurance would need to be provided which would require the library and the township to be added as an additional insured and for \$100,000. The Board needs to meet and develop a comprehensive policy. Scheduling may begin for the Fall with the understanding that fees will be set and in place once the Board finalizes the policy.

Laptop/iPad Policy:

Tabled to the next meeting.

Food and Drink Policy:

Ms. Witherell prepared a Food and Drink Policy in an attempt to modernize and compete with other libraries that allow food. The Staff needs a policy to stand by. Mr. Antonacci believed that the policy was reasonable. Ms. Witherell stated that Mr. Voytus has read and approved all of the policies and sees no violations.

Ms. Mader made a motion to approve the Food and Drink Policy as it stands. Mr. Antonacci seconded. All Board Members voted in favor.

Background Checks:

Ms. Witherell found a standard criminal screening package from ADP that takes a couple of days, is completely confidential and will focus on employees that have access to children. The Township Administrator assisted Ms. Witherell and is in favor of it. A statewide sex offender screening will cost an additional \$15 for a total of \$55. A three county package is ahead of the curve a reasonable attempt to screen employees working with children. Mr. Antonacci recommended that that the board prepares a policy. Mayor DePhillips preferred a check be done in the absence of the policy. A check can be done at Ms. Witherell's discretion until a policy is in place. The Board committed to a \$50 activation fee plus the fee for each check. The new hires need to be checked immediately.

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Eagle Scout Project:

A pergola is being proposed by an Eagle Scout from the township. The project will be tabled until a final determination is made on landscaping plans.

Trustees Institute at Wyckoff Public Library:

Ms. Witherell has volunteered to host the September 12 Trustee Meeting at the Wyckoff library. The training will count towards the board's required training for this year.

Director's Report:

The Township is requesting a photo with the entire board for the 2013 town calendar. The Board decided that the July meeting would be the best time for a photo.

Rain Garden: Mr. Christie stated that the Township Committee approved a resolution to acquire a \$10,000 grant from the state to build a rain garden here or work with the Chamber of Commerce through recycling efforts. Ms. Witherell had a meeting with Kathy Runge and Harriet Shugarman with respect to a rain garden. The timeframe would be to construct it in the Spring of 2013 once some research on the specifics of a rain garden, sizes and cost were concluded. The idea is to receive points by August 2013. Ms. Witherell wanted to be supportive.

Mr. Christie provided an education on rain gardens and retention pits for the board to get a better understanding of its purpose. The library has a very large roof which would constitute a large garden with a cost over \$10,000.

Letter from David Amerman and Alma Mader were sent to the Board. Mr. Amerman was very instrumental in the progression of the original library. Ms. Mader provided a thank you to the board for the plaque.

A decision was made to position the Proclamation on the interior wall by the circulation desk.

Motion to adjourn by Ms. Mader, seconded by Mr. Eller. The next meeting is scheduled for July 18, 2012. The Board adjourned at 11:07 pm.

Vince Antonacci, Board Chairperson

Mary Witherell, Library Director