

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES July 17, 2013 Meeting Minutes 7:30 pm, Wyckoff Public Library, 200 Woodland Avenue

“The July 17, 2013 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, Mayor Rudy Boonstra, Peggy Chagares, Brian Saxton, Lori Peters, Lauren DeKorte and Grace White.

Absent: Brian Eller and Tony Donato

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

Public Comment:

No comment from the public.

Construction/Building Update:

HVAC Update:

Ms. Witherell stated that the air conditioning was running but that the controls weren't in place yet. The fence and concrete pad are not completed yet. The new system needs to be connected to the heating system. Several weeks of work are still to be completed.

Lighting Project Status:

The job has been reorganized into alternates for all three different projects to allow for the selection of choosing each segment with their proposed costs. The bids were posted and will require two weeks to be advertised. The winning bid will be presented to the board at the August meeting. As part of these jobs, there are a couple of change orders for moderate electrical fixes that weren't part of the original work and need to be repaired. One example is the circuit breakers in the Shotmeyer room that keep tripping. There are eight (8) outlets on the same circuit. New outlets should be added. Circuits are being tripped when coffee makers are plugged in.

AV System Walkthrough:

The designer of the system did a walkthrough last Friday and found some items that weren't 100%. A list was provided to the AV vendor, OSI, and a visit will be scheduled for the repairs. Once the repairs are corrected, a \$6,000 retainage will be released to the AV vendor.

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Labyrinth Art Commission:

The project is progressing. A check was received from Bernard Berkowitz and provided by the Friends of the Wyckoff Library in the amount of \$15,000. A contract, received from the mosaic artist, Rhonda Heisler, will be forwarded to the Board Attorney, Joe Voytus for review. The artwork will be installed next spring. The Board suggested that the Friends of the Wyckoff Library sign the contract with the artist since they will be the organization coordinating payment.

Parking Lot Lights:

Ms. Witherell stated that, Michelle Damiani, Vice President of Public Affairs at Orange & Rockland, is working on two (2) library issues. One is a request to install a 5 ft. trellis near the easement to hide the utility cabinets and the second issue is the replacement of the existing lights in the parking lot. The issue is to replace the lights entirely or to cut and weld the lights back on the poles pointing downward. Ms. Witherell is awaiting a response from Orange & Rockland on a cost and whose responsibility the lights are. Ms. Witherell provided the resident, who complained about the lighting, about her progress about a month ago.

Landscaping Subcontractor Plant Replacements:

Ms. Witherell stated that the subcontractor replaced the plants that expired back in May. The sprinkler system doesn't work very well and custodial services were an issue. A few of the new plants are dying again.

Other Construction/Building Matters:

Mr. Antonacci stated that an outside Patio discussion may be revisited at the end of 2013. It may take five (5) months to begin the process if we want it in the Spring. Ms. Witherell is proposing the patio be built into a tiered project, including a ramp, with a fence around it. It would be located next to the children's library in the front of the building and be built towards the curb. The Board members had an issue with the parking capacity since there are currently 51 spaces in the lot and capacity is tight. Mr. Antonacci suggested Ms. Witherell provide a list of functions for the outdoor space to be discussed at next month's meeting. Mayor Boonstra suggested a zoning board discussion be had in case the accessory structure is not allowed in the proposed location. A patio or deck is not allowed in a front yard.

Secretary's Report – June 19 Meeting Minutes:

Ms. Peters made a motion to approve the June 19 meeting minutes as revised. Ms. Chagares seconded the motion. Voting in favor: Mayor Boonstra, Mr. Antonacci, Ms. Chagares, Ms. DeKorte, Mr. Saxton, Ms. White and Ms. Peters.

Treasurer's Reports:

June Treasurer's Report – Operating:

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

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July Voucher List – Operating:

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

Other Financial Matters: None to report.

Strategic Plan – Status Report:

Ms. Witherell stated that the second Strategic Planning meeting was held last night. Two focus groups are scheduled for July 31 and will be run by the strategic planners. The town hall meeting is also scheduled and will be held on August 1 at 7 PM at the library by the strategic planners. The focus group invites have been advertised in the Township Weekly E-Blast and Wyckoff Patch among other avenues.

Members of the Strategic Planning Committee are as follows:

- Vince Antonacci, Lori Peters and Peggy Chagares are from the Library Board.
- Diane Ulrich and Debbie Rossi representing the Friends of the Wyckoff Library.
- Ms. Witherell and five (5) other members of the library staff representing the Wyckoff Public Library.
- Strategic Planners: Anne Roman and Jim Hecht are from Pro Libra.

Ms. White stated that the Friends of the Wyckoff Library have a Facebook page. In addition, the Wyckoff Moms have a page that Ms. White will add the invite to tomorrow.

Ms. Witherell continued to state that the survey was discussed in detail last night and should be ready. The survey will be advertised in as many different avenues as possible. The mission is to get as many surveys as possible by the end of July into early August. Ms. White stated that the Friends site can be shared (need to add the share feature) including any surveys as well. Ms. White will also add the survey to the school site as well.

Ms. Witherell will be conducting interviews with 10-12 key people in town to ask their opinions (some users and some not). The planners will collate the results, prepare the report in August and provide a draft to the Board in September.

Ms. Witherell stated that she also spoke to Michelle Stricker, the State's Associate Librarian, with respect to the return of funds calculation without an approved strategic plan. Ms. Stryker stated that if there are funds to be returned to the township, the draft strategic plan can be sent in good faith.

Ms. Peters questioned who needs to be invited to the town hall meetings? Mayor Boonstra suggested that the Township Committee and former Township Committee members be invited. Former trustees, PTO members, Ramapo and Indian Hill Superintendents, teachers, and current members of the Library Board should be invited as well. Alma Mader has the list of the attendees from the Library's Grand Opening and will be contacted. At least 100 invitees would be acceptable.

Mission Statement for Board Approval:

Ms. Witherell distributed the Mission Statement for review by the board. A description of what a Mission Statement should be is as follows:

A Mission Statement talks about the library's present, lifts the broad goals for which the library is formed and its prime function is defined with the key measure or measures of the library's success. A Mission Statement talks about who the library serves and defines the library's purpose and primary objectives.

The Strategic Planning Committee came up with the following Mission Statement for review:

To enrich the lives of all residents, encouraging them to create, connect, discover and learn.

Mr. Saxton felt that the Mission refers to residents and the Vision refers to individuals who live and work in the community which can be categorized as people and not just residents. An adjustment was made to the Vision to remove "who live and work." Mr. Saxton's suggestion was to change the order to: connect, discover, learn and create.

Mayor Boonstra provided a potential revision. *To provide an atmosphere to enrich the lives of all residents encouraging them to be creative, connect, discover and to learn.*

The approved Mission Statement is attached.

Vision Statement for Board Approval:

The Vision will be revised to state the following:

The Wyckoff Free Public Library will become an integral part of the everyday lives of people in our community.

As we work to achieve this vision, the library will strive to provide patrons with the following experience:

- A welcoming, exciting, easy-to-use facility that is the center for community culture and reflects the diversity in our township.
- A dynamic community-based library that rapidly responds to the changing needs of our patrons.
- Diverse print and digital collections that inspire and engage our residents.
- Highly skilled staff who can easily guide patrons to the information they need in a variety of formats.

The approved Vision Statement is attached.

Core Values Statements for Board Approval:

Minor revisions were made to the originally proposed Core Values Statement. The approved statement is attached.

Ms. DeKorte made a motion to approve the Mission/Vision/Core Values statements as proposed. Ms. Chagares seconded the motion. Voting in favor: Mayor Boonstra, Mr. Antonacci, Ms. Chagares, Ms. DeKorte, Mr. Saxton, Ms. White and Ms. Peters.

General

Comp Time:

Ms. Witherell distributed the latest comp time report for the board to review and stated that she had a conversation with the circulation staff with regard to the half hour accumulation of comp time three times a month when full-time staff works on Saturdays. The shifts will change from 2-9 PM on the one week to 2:30-9PM on the following week which will take care of the extra time and become a nonissue. The extra time will not be included in future comp time reports.

Ms. DeKorte questioned if comp time could be used instead of vacation time which Ms. Witherell indicated was a possibility.

Mayor Boonstra confirmed that the comp time report had a net decrease of 3 ¼ hours. Ms. Witherell stated that continual discussions are being undertaken and fewer occurrences are taking place.

Shared Services Meeting:

Mayor Boonstra stated that a meeting took place at the library to discuss how the Municipal Finance Department could assist the library with payroll, purchasing and accounts payable. Ms. DeKorte, Ms. Witherell, Mr. Antonacci, Ms. Gioe, Library Bookkeeper, Bob Shannon and Diana McLeod were all in attendance. The discussion of Payroll took up most of the discussion. Town Hall is ready to explore any of the proposals to assist and help the library board and assist with the flow of some of the reporting in town hall as well.

Ms. DeKorte stated that Mr. Shannon indicated that he wanted to have this meeting to reciprocate the helpfulness back to the library since Ms. Witherell and her staff were so helpful during the recent election process. Mayor Boonstra added, to also build a better working relationship than what had existed and to save money. With respect to Payroll, the library could either pay the township for their services instead of ADP or they could send the payroll funds to the township each month less some of the appropriation. The transition would be more efficient and employees would have more access to benefits similar to the township. The bookkeeper would have more time to perform other duties and the township wouldn't have to wait for the library to send the payroll funds each month which delays the process of making the state pension payments. The township states that their vendor is not as cumbersome as ADP (having just switched services from ADP). Mr. Antonacci stated that the library would still have controls in place and additional time would be made available for the staff.

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Shared Services Meeting (Continued):

Ms. Witherell recently conducted a survey and found that two thirds of libraries have the municipality doing their payroll. Mr. Antonacci stated that using the township's services should be a savings in the long run. Mayor Boonstra agreed that the Payroll assistance is an obvious area to start with since the service will benefit both the library and the township. Mr. Saxton wanted to be sure that the FICA starts fresh in 2014.

A shared service for Purchasing with a bid threshold of \$36,000 rather than \$17,500 was discussed. The library currently takes advantage of using state contracts when making purchases and did not need that service.

Ms. DeKorte questioned why the township, library and schools don't all use the same shared services? Mayor Boonstra stated that the Board of Education could be contacted to meet and discuss doing more together. (However, the township has two shared service agreements with the school district which includes the purchase of fuel, snow melting salt and ball field maintenance.)

iPads Status:

Ms. Witherell updated the Board on the distribution of the iPads. IT Radix, the technology vendor, has recommended that the library purchase a Mac Mini Server to allow the settings to be cleared and reset each time the iPads are returned. All of the iPads are set up with 23 apps and can download free apps when it's checked out. Once returned, the iPad will be cleared and reset back to its original template with 23 apps. Ms. Witherell would like permission from the Board to purchase the Mac Mini Server for approximately \$600.

Ms. DeKorte made a motion to approve the purchase of a Mac Mini Server up to a maximum of \$1,000. Ms. Chagares seconded the motion. Voting in favor: Mayor Boonstra, Mr. Antonacci, Ms. Chagares, Ms. DeKorte, Mr. Saxton, Ms. White and Ms. Peters.

2014 Board Meeting Dates/Library Closed Dates:

Ms. Witherell distributed a listing of the 2014 Library Board of Trustee meeting dates and 2014 dates where the library will be closed for review and approval.

Ms. Peters made a motion to approve the 2014 Library Board Meeting dates/2014 Closed Dates as proposed. Mr. Saxton seconded the motion. Voting in favor: Mayor Boonstra, Mr. Antonacci, Ms. Chagares, Ms. DeKorte, Mr. Saxton, Ms. White and Ms. Peters.

August 21 Library Board of Trustee Meeting:

Board members discussed and decided to have a meeting on the 21st of August. The appropriate notices will be posted as is typical. The Board adjourned at 9:30 PM.

Vince Antonacci, Board President

Mary Witherell, Library Director