

# **FINAL**

## **WYCKOFF LIBRARY BOARD OF TRUSTEES**

**August 6, 2014 Meeting Minutes**

**4:30 pm, Wyckoff Public Library, 200 Woodland Avenue**

“The August 6, 2014 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.” Formal action may be taken at this meeting.

Board Member Attendance: Vincent Antonacci, Tony Donato, Lauren DeKorte, Lori Peters, Mayor Christie and Grace White.

Absent: Brian Saxton, Brian Eller and Peggy Chagares

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

### **Public Comment:**

No comment from the public.

Ms. Witherell stated that the meeting was posted and a special notice was appropriately communicated for compliance.

### **Parking Lot:**

The proposed parking lot drawings are on the existing footprint and have allotted 87 spaces where 73 spaces were proposed in 2012. The lot currently has 51 and the work will produce an additional 36 new parking spaces.

Mr. Antonacci stated that the lighting will only need to move to the drive aisle. All others should be the same. Rockland Electric could be asked if they have a program to upgrade to energy efficient lighting. Mayor Christie stated that three new poles will be added and all other poles will be kept. Scott Fisher, Public Works Manager, met with Rockland Electric today and discussed the addition of the three new poles and will ask if they could add new heads on the existing lights.

To solve the concern of the slippery walkway, the drawing shows the hand rail along the whole length of the walkway. Mr. Fisher determined the cost for the milling and paving to be \$82,000 using the town contract. If we were to bid, it should not exceed \$100,000. Mr. Donato confirmed that the cost was to include the removal of the island, belgium block, rewiring the electricity, cement blocks on the light poles and striping.

Mr. Antonacci questioned the timing of the Public Works department. Mayor Christie stated that it would most likely be in early September. Ms. Witherell was concerned with the project getting completed between the Labor Day fireworks and the ECCR country fair. Mr. Antonacci suggested being added to the Planning Board agenda in September since they're off in August.

**WYCKOFF LIBRARY BOARD OF TRUSTEES**  
**August 6, 2014 Meeting Minutes**  
**4:30 pm, Wyckoff Public Library, 200 Woodland Avenue**  
**Page 2**

Ms. Witherell was concerned about whether the handicapped spots would be unavailable during the construction. The residents will be notified in advance about the parking lot. Landscaping isn't included in the proposal. There are four (4) handicapped spots which should be enough. Mr. Antonacci stated that there's a formula to calculate the number of required handicapped spots.

Ms. Peters questioned what components of the project aren't going to be completed by the Public Works department. Mayor Christie stated that the belgium block work will be subbed out along with the railing which will be an additional charge.

Mr. Antonacci suggested increasing the budget from \$100,000 to about \$115,000 for things like the wheel stops which can be added at a later date. The handrail and curb cut-ins are not included in the proposal. Either Chris Sepp or Scott Fisher will be Ms. Witherell's contact going forward. Ms. Peters questioned what other costs there are outside of the projected \$82,000 besides the handrail, wheel stops and curb cut-ins. Orange & Rockland's charge of \$10,000 for their work is included in the \$82,000.

Mr. Antonacci stated that the plan needs to be marked up and revised for the record. Mayor Christie will send a copy of the plan for the Fire Department to review as well.

Ms. Witherell would like to save some of the plants from the island. Quotes from R & S Landscaping are forthcoming to transplant and save the plants.

Mr. Donato made a motion to approve Resolution No. 2014-07 authorizing an agreement with the Township of Wyckoff Public Works to perform certain construction work on the library parking lot. Mr. DeKorte seconded the motion. Voting in favor: Mr. Antonacci, Mr. Donato, Ms. DeKorte, Ms. Peters, Ms. White and Mayor Christie.

**WYCKOFF PUBLIC LIBRARY**

**RESOLUTION NO. 2014-07**

**A Resolution Authorizing an Agreement with the Township of Wyckoff to Permit the Wyckoff Department of Public Works to Perform Certain Construction Work on the Library Parking Lot**

**WHEREAS**, the *Local Public Contracts Law, N.J.S.A. 40A:11-1*, et seq., provides that contracts may be awarded by resolution of a local unit if the agreement is "to be made or entered into with... [a] municipality or any board, body, officer, agency or authority thereof"; and

**WHEREAS**, the Board of Trustees of the Wyckoff Free Public Library are constantly exploring options available to the Library to obtain cost savings in the performance of various services; and

**WHEREAS**, in furtherance of this mission, the Board did obtain a price quote dated August 6, 2014, from the Township of Wyckoff Department of Public Works in an amount not to exceed \$110,000.00 to perform a renovation of the Library's parking lot in accordance with a site plan prepared by Beattie Harvey Coco Architects, LLP ("BHC"); and

**WHEREAS**, in consultation with BHC, the Board has determined that by entering into an agreement with the Township of Wyckoff to perform this work, the Library is likely to realize cost savings and have the renovation project completed sooner than if the project were publicly bid; and

**WYCKOFF LIBRARY BOARD OF TRUSTEES**  
**August 6, 2014 Meeting Minutes**  
**4:30 pm, Wyckoff Public Library, 200 Woodland Avenue**  
**Page 3**

**WHEREAS**, the Library and the Township of Wyckoff intend to execute an agreement upon terms and conditions that are substantially consistent with those described in this Resolution, subject to approval as to form by the parties' respective attorneys; and

**WHEREAS**, the Board Treasurer has certified that funds have been appropriated and are available for this purpose.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Wyckoff Free Public Library that a contract is hereby awarded to the Township of Wyckoff to perform the Library's parking lot renovation project utilizing the Wyckoff DPW, under the direction of BHC, for a sum not to exceed \$110,000.00, consistent with the price quote received; and

**BE IT FURTHER RESOLVED** that the Board President is hereby authorized and empowered to execute all necessary documents to effectuate the purposes of this Resolution.

Attest:

By:

\_\_\_\_\_

\_\_\_\_\_

**CERTIFICATION OF AVAILABILITY OF FUNDS**

Date: \_\_\_\_\_

I, Lauren DeKorte, Treasurer of the Wyckoff Public Library, certify that adequate funds have been appropriated in Account No. \_\_\_\_\_ for this expenditure.

\_\_\_\_\_  
Lauren DeKorte  
Treasurer, Wyckoff Public Library

Before the Board adjourned, Ms. Witherell stated that Township Committeeman Haakon Jepsen provided some IT suggestions like checking out books electronically.

The Board adjourned at 5:12 PM.

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Lori Peters, Board President

\_\_\_\_\_  
Mary Witherell, Library Director