

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES November 14, 2012 Meeting Minutes 7:30 pm, Wyckoff Public Library, 200 Woodland Avenue

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

“The November 14, 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, Grace White, Alma Mader, Lori Peters, Lauren DeKorte and Mayor DePhillips.

Absent: Peggy Chagares, Tony Donato and Brian Eller

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

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

Construction Update:

Unimak Closeout Status:

Ms. Witherell, Library Director, stated that the Unimak closeout meeting will be held tomorrow. The total fees that will be charged back to Unimak are \$27,775.18. This amount includes Beatty Harvey Coco Architects (BHC), WG and Boccia and Boccia for their additional services since June. The Children’s Library lights, at an approximate cost of \$30,000, needs to be subtracted from the amount owed to Unimak. Joe Voytus, Library Board attorney, is prepared to assist the library if WG is unable to agree upon a final settlement figure. Ms. Witherell indicated that she toured the grounds today with Unimak’s landscaper to show them all of the dead plants that they are responsible to replace next spring.

Mr. Antonacci, Board President, questioned the insurance for the flood that was caused by WG’s contractor. Ms. Witherell stated that she needs to return a call she received from Pearless today with regard to the flood.

Audio Visual (AV) Installation Status:

Ms. Witherell stated that the AV is complete with the exception of a walkthrough. Minor mishaps need to be corrected. The entire contract has not been paid out. The retainage is still in our possession.

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HVAC Replacement:

Ms. Witherell stated that Chris Sepp, BHC architect, will be proposing a timetable schedule to get the job completed. The resolution and letter of recommendation for the selected contractor will be ready for the December 19 meeting. The contractor will order the equipment and begin fabrication from January 18 to April 12. The contractor will start on site March 18. The library will not have heat in the older section of the library, which includes the entire main floor except for the Children's Library and Mezzanine, when the existing equipment is removed. The install is scheduled for April 15 to April 26. The HVAC is going out to bid on November 26.

Remaining Lighting Projects:

Ms. Witherell stated that the lighting from the Children's Library, task lighting over the circulation desk and exterior lighting on the North side of the building are the remaining lighting projects. Ms. Witherell questioned if the Board would need to vote for her to proceed with a bid for all three lighting projects? Mr. Antonacci stated that this discussion will be tabled to the next meeting since the closeout meeting with WG is scheduled for tomorrow.

Generator for the Library:

Mr. Sepp stated that a generator will cost approximately \$70,000 to \$120,000. Mayor DePhillips stated that the library needs a generator in case we have another emergency. Eisenhower Middle School and the Wyckoff YMCA didn't have a generator either. The usual and customary shelters were unavailable due to the devastation of this storm. Powerhouse Christian Church and Christian Health Care Center (CHCC) were made available to over 1,000 people over the course of ten (10) days. Powerhouse Christian Church had main power the entire time from an electrical feed from Franklin Lakes. Both facilities did a wonderful job. Town Hall became a shelter for ten days with at least 600-700 passing through or to spend the day. A generator is an expense but was needed for a Category 1 Hurricane. If a storm is more catastrophic, this library is a secure building and could house a lot of people from the elements and used as a shelter. Residents didn't have the use of this facility for nine (9) days which could have been an added benefit to the community to learn, read and pass the time.

Ms. DeKorte questioned who would need to be on hand to staff the shelter. Mayor DePhillips stated that it wouldn't necessarily be the staff but would be volunteers and/or residents who volunteered their time. The library may not need to be an overnight shelter. Powerhouse and the CHCC offered their facilities as an overnight shelter but that wasn't the main focus. The shelters were primarily used as daytime shelters for residents to keep warm, have a cup of coffee, charge their phone, use the internet and stay connected. It would have been an opportunity for the library to engage with the community. A generator is a large expense that would need to be funded. Ms. DeKorte questioned if the Township would work with the library in that respect. Mayor DePhillips wasn't sure. Both Eisenhower Middle School and the Wyckoff YMCA may request assistance in the same respect. The library and YMCA are similar in the sense that they can continue to operate while sheltering people which is what the YMCA has done in the past.

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Ms. Peters questioned if the DPW could be used to dig the trenches, etc. Mayor DePhillips stated that everyone worked as a team during the storm and that the DPW would definitely assist the library with a generator install. The Township and the schools worked hand in hand. The school allowed the Township to use their Honeywell emergency notification system to get our messages out to the residents. A discussion with regard to cost allocation was never questioned. Mr. Antonacci suggested using the Rizzo funds. He also stated that if the DPW could assist with the install, the library could take care of the bulk cost. Doug Christie, Township Committee liaison, stated that the Town Hall needs to be reviewed since the generator only picked up the lighting but not heat or internet access and it's not ADA compliant. Mr. Antonacci recommended the Board get a better idea on the cost of a natural gas unit. A conference call with Mr. Sepp will be set up with Mr. Antonacci and Ms. Witherell. The discussion can be revisited next month. Mayor DePhillips stated that the library can be viewed as a whole with the need to operate as a business and not necessarily as a shelter.

Ms. Witherell stated that she received a letter from a patron that stated she was disappointed that the library didn't have a generator. The patron stated that the temporary space had been used during the last storm as a place to go to pass the time. The resident wanted to voice her opinion as a long time Wyckoff resident. Mayor DePhillips stated that the library would have been a benefit for seniors and families with young children.

Board members discussed the possibility of bundling the purchase of generators for the library, Town Hall, Wyckoff YMCA and Eisenhower Middle School. A coordinated purchase should be beneficial to all involved.

Other Construction/Building Matters: None to report.

Secretary's Report – October 17 Meeting Minutes:

Ms. DeKorte made a motion to approve the October 17 meeting minutes as submitted. Ms. Peters seconded the motion. Voting in favor: Mr. Antonacci, Ms. DeKorte, Ms. Mader, Ms. Peters and Mayor DePhillips.

Treasurer's Reports:

October Treasurer's Report – Operating:

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

October Treasurer's Report – Renovation Project:

Ms. Peters made a motion to approve the October Treasurer's Renovation Project Report. Ms. DeKorte seconded. All Board Members voted in favor.

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November Voucher List – Operating:

Ms. Witherell stated that the use of a credit card in a public library is not allowed but that a debit card is a gray area that needs to be clarified going forward. There are times when a vendor doesn't take a check requiring her to use her personal credit card. A discussion took place with regard to the use of a debit card in the case of an emergency. Ms. Witherell stated that Mr. Voytus suggested she take a class on the usage of a procurement card as an option.

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

November Voucher List – Renovation:

Ms. DeKorte made a motion to approve the November Renovation Voucher List. Ms. Peters seconded. All Board Members voted in favor.

Status of Excess Funds Transfer:

Ms. Witherell stated that the package was approved by the state library. The previously approved resolution was to pay the Township in four (4) equal quarterly payments. Given the date the package was sent, there was never enough time to pay two quarterly payments in this year once the package was approved.

Mayor DePhillips stated that one payment reflecting half of the \$776,000 could be paid by the end of this calendar year. The next two quarterly payments would be paid out March 30 and June 30 respectively.

Ms. Mader recommended making the payments out of the operating account to avoid an issue with next year's audit. The Board decided to make the first payment to the Township on December 19 in the amount of \$388,000 out of the operating account.

Ms. Mader recommended creating a capital line in the operating account so that the funds are not included in the calculation for transfer next year. Mr. Antonacci stated that once the construction is complete, all of the capital funds need to be identified to balance out against the capital plan. Ms. Peters stated that potential Capital projects include the parking lot, the patio, a generator, chair lift and the bathroom. Mr. Christie suggested asking the auditors for some guidance.

The Board was in agreement to add the half payment in the amount of \$388,000 on the December 19 Voucher List.

Other Financial Matters:

Ms. Mader distributed the NJ Investment Law for the board's review.

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Ms. Mader also discussed better ways to invest with her broker. His response was “low risk, low interest.”

Both Rizzo CDs have come due which will allow for the Renovation account to be paid back \$345,000. The two CDs will then be combined into one (1) CD holding at 1%.

Ms. Mader made a motion to transfer \$345,363.77 from the Rizzo account to the Renovation account plus \$50,000 for the HVAC. The remaining funds will be transferred to another CD without any penalties for withdrawal. Ms. DeKorte seconded the motion. All Board Members voted in favor.

2013 Salaries Budget Presentation

Ms. Witherell questioned the Board’s goal for the library. What libraries does the Board want to compare ourselves to and where should we be in BCCLS ranking? We have historically been ranked in the top 10 in the hours and circulation category. Some investment would be required to boost our ranking in all other categories. Ms. Witherell requested some direction from the board. The typical comparison is made between our library and Franklin Lakes, Ridgewood or Paramus which may not be realistic. They are funded and staffed differently.

Mayor DePhillips questioned the most critical comparison. Is it population? Should we be comparing ourselves to a community similar in size? Franklin Lakes is a smaller community.

Ms. Witherell stated that Wyckoff is number 24 out of 75 libraries with respect to population. The aggressive goals that the board has set in terms of our hours and circulation are along the same lines of a library that serves a population that is much larger. Where do the rest of our goals fall?

Mayor DePhillips stated that Glen Rock, Ramsey and Franklin Lakes have less of a population, have very similar communities with respect to schools and services and have similar hours of operation.

Mr. Antonacci stated that one of Ms. Witherell’s goals was to avoid talent drain with respect to salary inequities. Ms. Witherell and other board members found the salaries to be a lot less than other neighboring libraries. Mayor DePhillips stated that the correction needs to be a process that is phased in and not aggressive due to budgetary issues.

Ms. Witherell stated that she has attempted to present salary corrections with respect to dramatic salary comparisons within BCCLS. Mayor DePhillips stated that Wyckoff, across the spectrum of public entities, has made a historically conscientious decision to be a frugal fiscal management. Most residents in the community would not support the overall increase, despite the fact that we have a state of the art library. Grace White, Board Member, stated that the salaries presented don’t reflect any of the health benefits.

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The presentation doesn't include the history and experiences of our employees against the others individuals in the other towns for comparison purposes. Alma Mader, Treasurer, stated that the proposed budget is based on this salary presentation.

Ms. Peters made a motion to approve the 2013 Salaries with the exception of three individuals that were adjusted to 4% and to be further reviewed once their history is provided. Ms. DeKorte seconded the motion. All Board Members voted in favor.

Rizzo Bequest:

Ms. Peters stated that the most recent copy is on hand but can be revised to add the generator.

iPad Policy:

Tabled to the next meeting.

Ms. Witherell stated that a meeting needs to be planned to discuss the proposed apps. The bumpers are currently being researched.

Big Read Update:

Ms. Witherell stated that four of the events were either postponed or cancelled during the storm. Two of these events were cancelled entirely. The final event will be the murder mystery this Friday night.

Director's Report:

Ms. Witherell stated that there's the possibility of a Rain Garden to be presented as an Eagle Scout Project. The project is in its early stages.

The Board adjourned at 9:20 pm.

Vince Antonacci, Board President

Mary Witherell, Library Director