

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES December 18, 2013 Meeting Minutes 7:30 pm, Wyckoff Public Library, 200 Woodland Avenue

“The December 18, 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 Boonstra, Peggy Chagares, Lauren DeKorte, Lori Peters, Brian Eller, 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.

HVAC Project Status:

Ms. Witherell stated that the HVAC project, which started in January of this year has passed all four (4) inspections and the close out paperwork is in process. There are still items on the punch list like issues with the thermostats. The vendor won't be paid until everything is completed to Ms. Witherell's satisfaction. There are still issues with the website, thereby not allowing any control of the system. The deadline has passed to get paid in 2013. The retainage is still being held.

Lighting Project Status:

Ms. Witherell stated that all of the paperwork was sent and kicked back from the DCA. Mr. Sepp tried to get the approval of the paperwork with the mechanical drawings from the renovation. New engineering drawings were needed. A proposal of \$4,500 to redo the drawings needs approval from the board.

Ms. Peters made a motion to approve Shine Engineering to provide professional engineering and design services for the lighting project in the amount of \$4,500. Ms. White seconded the motion. Voting in favor: Mr. Antonacci, Mayor Boonstra, Ms. Chagares, Mr. Eller, Ms. Peters, Mr. Saxton and Ms. White. Abstain: Ms. DeKorte.

AV System Status:

A letter was sent to OSI, the vendor, from Joe Voytus indicating that they were in default of the contract. The vendor has been on site but some items are still not repaired. A meeting with the system's designer was requested by the vendor. The designer is preparing a proposal to review the system and will also provide some dates to schedule a meeting.

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AV System Status (Continued):

Ms. Witherell stated that \$6,000 in retainage is being held which can be used to pay the designer's technician to assess the status of the system. Ms. Peters suggested a person independent from the designer be contracted with to test the system. Mayor Boonstra recommended that Joe Voytus send a letter to OSI, putting on record, that OSI will pay for the technician to review the system.

Patio/Parking Lot Status:

Mayor Boonstra stated that the township could offer their services except during leaf collection. The DPW can do prep and site work but not paving.

The board members discussed the different options available to add additional parking. Mr. Antonacci requested that Ms. Witherell have Mr. Sepp provide a drawing, authorized up to \$1,500, to sketch out a parking configuration. Ms. Witherell would like the patio drawn in as well. It was determined that the side on the Woodland Avenue side isn't viable because of the chillers, noise from the ball field and the inability to have a patio on the front of the property.

Ms. . Peters was in favor of starting a parking lot design with Mr. Sepp to compile all of the costs associated with the project. The patio and its costs will be next. Mr. Antonacci stated that Mr. Sepp already had a design for the lot and needs to add in the new aspect. At the suggestion of Mr. Antonacci, Ms. Witherell will provide a list of outdoor programming for the board to review.

Other Construction/Building Matters:

None to report.

Secretary's Report – November 20 Meeting Minutes:

Ms. Chagares made a motion to approve the November 20 meeting minutes as revised. Ms. DeKorte seconded the motion. Voting in favor: Mr. Antonacci, Ms. Chagares, Ms. DeKorte, Mr. Eller and Mr. Saxton.

Treasurer's Reports:

November Treasurer's Report – Operating:

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

December Voucher List – Operating:

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

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Payroll Move to Township Finance Department:

Ms. Witherell requested that Page 2, B5 on the shared service agreement be revised to remove that all changes be authorized by library board resolution and instead via memo from the Library Director to Township Administrator. The board agreed. Ms. Witherell will inform Bob Shannon of the change.

Ms. Peters questioned the difference between the township's cost of \$9,900 and ADP's monthly charge of \$500 or \$6,000 annually. Ms. Witherell stated that the number of hours spent by the bookkeeper were calculated and included as part of the savings to the library. Ms. Peters wanted to know how the bookkeeper would be used elsewhere. Ms. Witherell stated that there would be less comp time.

Mr. Saxton made a motion to approve the Shared Service Agreement with the township as revised. Ms. White seconded the motion. All board members voted in favor.

2014 Budget Presentation:

Ms. Witherell is requesting that the board allow her to use the proposed budget for a month until she gets exact figures from the township's CFO, Diana McLeod. The budget with the exact figures will be resubmitted to the board for formal approval at next month's meeting.

Mayor Boonstra wanted to advise the library that the revaluation could impact the library's funding received from the township. Ms. Witherell intended on paying less for programs, submitting for more grants and generate more income from the meeting rooms. The board was in favor of Ms. Witherell moving forward with a temporary budget until the final numbers are received.

Other Financial Matters:

None to report.

Strategic Plan First Quarterly Meeting:

Mr. Saxton suggested adding a Facebook link to the library website. Ms. Witherell stated that posts from the library are posted on the Friends of the Wyckoff library's Facebook page. Ms. Chagares stated that social media from the library needs to be stronger to get the word out. Mr. Saxton stated that in an effort to not make the library extinct to the younger generations, we need to branch into social media. The library will be disadvantaged without social media outreach. Facebook is free distribution.

Ms. Witherell wanted to ensure that the Facebook page stayed fresh and would want to have two employees create the page. Mayor Boonstra was concerned that Ms. Witherell could be criticized if something was missing from the page. Ms. Chagares recommended having someone in the library that is able to be technologically up to date. Mr. Antonacci stated that the consensus of the board is to have social media in a position at the top of the strategic plan.

Strategic Plan First Quarterly Meeting (Continued):

Ms. Witherell would like the staff to look at other library Facebook pages to pursue the function for a positive impact. Ms. Witherell would like to have at least a quarter to get to the next stage. Ms. White would like to see it done ASAP. It's not the first time it's being discussed. Ms. Witherell will have the Facebook page up in a month if that's what the board wants. Ms. Witherell feels that other options are more important for the board's future and the resources that these people need to be involved in. The technology individual is also the reference librarian, orders material along with other tasks. Ms. Peters feels that the person involved in the technology needs to be focused 100% on technology since it's only going to increase. The position would also include audio visual as well.

Mr. Antonacci requested that Ms. Witherell discuss the need for Social Media with the staff. The board is looking for some progress at the next meeting.

Mr. Saxton stated that the technology person should be educating Ms. Witherell on cutting edge technology.

DVD Rental Policy:

Certain patrons were objecting to the fee. The library charges a \$1/week rental for new DVDs. A survey was done and determined that some libraries let patrons borrow DVDs for free but then the fee is higher if it's late. The board agreed with Ms. Witherell to leave the policy as is since it was reviewed and considered.

Comp Time Problem Update:

Ms. Witherell has requested that all of the employees with small amounts of time get to zero by the end of the year. The Comp Time has continued to be reduced.

The Board adjourned at 9:45 PM.

Vince Antonacci, Board President

Mary Witherell, Library Director