

**Final**  
**WYCKOFF LIBRARY BOARD OF TRUSTEES**  
**Special Meeting, January 4, 2012 Meeting Minutes**  
**7:30 pm, 637 Wyckoff Avenue, Temporary Space**

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

“The January 4, 2012 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.”

Board Member Attendance: Vincent Antonacci, President, Brian Eller, Lauren DeKorte, Peggy Chagares, Alma Mader, Lori Peters, Tony Donato, Mayor Christopher P. DePhillips and Grace White

Township Committee Liaison to the Library Board: Douglas J. Christie

Staff Attendance: Elaine Booth, Secretary, Mary Witherell, Library Director, Chris Romney, Project Manager

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

Mr. Antonacci welcomed Mayor Chris DePhillips and Township Committee Liaison Doug Christie.

Construction Update (Chris Romney):

1. Building and bid status.
  - a. The construction project is on schedule and on budget. Drywall has been completed, upstairs and downstairs. Moving along with design contract of air handler. The easement for Rockland Electric will be signed this week by the Mayor and returned to Rockland Electric.
  - b. Mayor DePhillips questioned timing of reopening. Per the construction contract, March 24. Furniture, shelving, fixtures will be placed by end of April. Open for business, target date end of May.
  - c. Mayor DePhillips questioned Ms. Witherell whether the construction contract was sent to the State. Ms. Witherell will follow up with Marilyn Force, the Acting Director at that point.
2. Parking Lot renovations.
  - a. The island in the current parking area must be addressed.
  - b. There is the potential for more parking, gain of 22 spaces which the Library doesn't necessarily need, currently there are 51 parking spaces. These additional 22 spaces could be used by the Rec. Department, Fire Department and/or Wyckoff Parks & Recreation Foundation.
  - c. Mr. Donato provided background information for Mayor DePhillips. He stated the parking lot renovation project would require \$200,000. There is contingency money in the amount of \$450,000 which has been set aside; the Board has not used these funds. It was the Board's intention to return these funds to the town. The Board did not want to approve this parking lot project and spend money since this project would benefit the town and the parking area would be utilized by more than just Library patrons. Therefore, the Board would like to split the cost of this project with the town; not in the form of a check but in the form of a credit – instead of \$450,000 returned to the Township, \$350,000 would be returned from the contingency fund. This is the proposal Mr. Donato would like to present to the Township Committee on January 17, 2012.
  - d. Mr. Antonacci stated the funds cannot be returned to the town until the Library's audit is completed.

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Page 2

- e. Mr. Antonacci stated that the parking lot renovation would have to go through the Board of Adjustment but the Library Board wanted to address the proposal prior to authorizing approximately \$34,000 for the design fee.
- f. Ms. Chagares commented that this is the time to address this space in a coordinated manner. Ms. Witherell stated that as the Library existed in the past there isn't a need for the additional parking spaces, there was an immediate need to upgrade the HVAC system, the Children's Room and a new meeting room.
- g. Mr. Eller stated that the Shotmeyer room has a room capacity of 150 and it is anticipated with programs, activities, speakers, events held in this room, the potential for more parking would be needed.
- h. Mayor DePhillips asked if this proposal was discussed previously. Mr. Donato advised that it was mentioned at the meeting of December 14, 2011.
- i. Mr. Donato stated he would present a formal proposal to the Township Committee on January 17, 2012 – plans would be provided ahead of time of the design and the reasoning for splitting the cost. Mayor DePhillips stated that there are several items and reports on the meeting agenda; he wasn't sure if time would permit since there will be questions from the Township Committee. Mayor DePhillips suggested a written proposal to the Township Committee from the Board 10 days prior to the Township Committee meeting. The Board would have to agree on the formal proposal to be presented; therefore, there is not sufficient time to vote prior to the Township Committee meeting on January 17, 2012. Mayor DePhillips suggested that the Board consult Mr. Voytus for his advice regarding procedural problems with the presentation.
- j. Ms. Chagares stated that the Township Committee presentation should be professional and proper procedure should be followed and scheduled and noticed formally.
- k. Board discussed concerns delaying the parking lot reconstruction until after the Library reopened. Mr. Romney stated that the parking lot could be bid and reconstructed by May 15, 2012 if bid could be awarded by end of March.
- l. Mayor DePhillips stated that the formal presentation should be presented and voted upon on January 18, 2012 and then present to the Township Committee on February 7, 2012 at 8 pm.
- m. Mayor DePhillips asked who performs the annual audit for the Library. Ms. Mader responded, Gary Higgins of Lerch, Vinci & Higgins, LLP. Mayor DePhillips suggested that the Board authorize the auditor by a Resolution. The audit will be placed on the Agenda for the meeting of January 18, 2012.
- n. Ms. Mader questioned whether Unimak was paying the parking lot lighting. Mr. Romney responded that the Library would pay Rockland Electric, not Unimak Construction.

Secretary's Report

Review of minutes from December 14, 2011.

Lori Peters made motion to accept minutes from December 14, 2011 with revisions. Tony Donato seconded. All board members present voted in favor. Motion carries.

Mayor DePhillips questioned when all the Closed Session Meeting Minutes will be released. Ms. Witherell replied she has the Closed Session minutes for the Library Director search which Mr. Antonacci and Ms. Force must sign prior to posting on the Library's web site.

Resolutions

**#2012-01**

Design proposal for HVAC system - \$17,000.

Business entity certification, written proposal and disclosure certification from Chris Sepp are included with Resolution #2012-01.

Ms. Mader certified funds from the General Gift Account in the amount of \$17,000.00.

Lori Peters made a motion to approve Resolution #2012-01 to Beattie Harvey Coco, Architects for the design proposal of the HVAC system in the amount of \$17,000 with funds from the General Gift Account. Grace White seconded. Roll call vote. All present voted in favor. Motion carries.

**WYCKOFF FREE PUBLIC LIBRARY**

**RESOLUTION NO. 2012-01**

**A RESOLUTION OF THE WYCKOFF FREE PUBLIC LIBRARY AWARDING A PROFESSIONAL SERVICES CONTRACT TO BEATTIE HARVEY COCO ARCHITECTS**

**WHEREAS**, the Wyckoff Free Public Library has a real need and requires professional Architectural and Engineering services in order to improve the remaining HVAC systems that were not addressed as part of the current Renovation and Expansion project; and

**WHEREAS**, the Library has received a proposal for this work from Beattie Harvey Coco Architects, LLP ("BHC") and its sub-consultant Shine Engineering, P.A. for the lump sum of \$17,000.00, a copy of which is attached hereto and expressly made a part hereof; and

**WHEREAS**, despite the quoted price of \$17,000.00, the Library Director and the Board Treasurer believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et seq.; and

**WHEREAS**, BHC has completed and submitted a Business Entity Disclosure Certification which certifies it has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit each business entity from making any reportable contributions (\$300 or more) through the term of the contract; and

**WHEREAS**, the Board of Trustees awards the below listed contracts in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and

**WHEREAS**, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and

**WHEREAS**, the Board Treasurer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated for this purpose.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees of the Wyckoff Free Public Library as follows:

1. The appointment of the following professionals are hereby authorized and directed:

Beattie Harvey Coco, LLP	<u>Amount</u>
3 East 28 <sup>th</sup> Street, 6 <sup>th</sup> Floor	\$17,000.00
New York, NY 10016	

2. The Board President and Secretary are hereby authorized and directed to execute a contract with the said professional and to take all other steps necessary to carry this resolution into effect.

3. Said appointment is made without competitive bidding under the provisions of the Local Public Contracts Law which exempts from competitive bidding "Professional Services" rendered by persons authorized by law to practice a recognized profession and whose practice is regulated by law in accordance with P.L. 2004, Chapter 19, N.J.S.A. 19:44A-20.5 alternate process.

4. The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are in the professional services files.

5. The Board Secretary shall execute a public notice of said appointment in the official newspaper of the Township as required by law.

**BE IT FURTHER RESOLVED** that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 *et seq.* As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

#### **CERTIFICATION OF AVAILABILITY OF FUNDS**

I, ALMA MADER, TREASURER OF THE WYCKOFF PUBLIC LIBRARY, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN ACCOUNT NO. \_\_\_\_\_.

\_\_\_\_\_  
ALMA MADER, TREASURER  
WYCKOFF PUBLIC LIBRARY

#### **#2012-02**

Design proposal Audio Visual (AV) Design - \$14,400.

Ms. Witherell stated that at the current time, no audio visual systems are present in the Library. Audio Visual items are very important to the Library; including but not limited to presenting movies, allowing concerts, allowing gaming; x-box, PlayStation, etc., providing technology classes and adding televisions in appropriate areas. Diversified Systems generated a very detailed AV system for the new space and a better proposal than the previous vendor, McCann Systems. Resolution #2012-02 is to award a contract for the design of the AV system to Diversified Systems in the amount of \$14,400. Ms. Witherell consulted Mr. Voytus who opined that there was not a need for a third bid since the proposal was below the Library's bid threshold of \$17,500. The first step is to have the system designed. The initial proposal for the AV equipment and labor was \$214,000, (peak amount); this amount could be reduced to \$151,000. Equipment and labor proposal includes ceiling mounted projectors, screen for Shotmeyer Room, lights and several speakers, audio, DVD player in Monroe Room, TV in History Room and several other areas, monitor in Director's office and a rack for the components with must be locked. Electric work would be included in equipment and labor bid. This design and subsequent bid specification for equipment and labor does not include security or IT.

Mayor DePhillips questioned which fund \$14,400 will be used and will this work be completed prior to Library re-opening. Project would be finished prior to opening and Ms. Witherell suggested it would be safer to use the bequest fund (Rizzo account) since the fund balance in the General Gift account is not sizable. Ms. Witherell also suggested the entire AV project cost should be paid from the bequest fund since there are no funds in the \$3.9 million

Construction budget to cover the cost for AV. Mayor DePhillips inquired if this would be the first time the Board is considering using the bequest fund; Mr. Antonacci responded yes.

Lengthy discussion ensued regarding the bequest funds and how the funds should be used; funds could be used for certain components of the Library, however, a consensus appeared to exist that on-going program(s) should be funded by the bequest funds. Mayor DePhillips commented that the intent of the bequest will govern what the Board can accomplish with the funds. Mr. Antonacci stated that Joe Voytus has explored whether there was a specific intent for the bequest funds; however, he advised there is no language which indicates any specific purpose. Ms. White stated the Board should have a big vision; explore a plan how to use the bequest. Mayor DePhillips agreed that the Board should have an over-arching discussion how the bequest will be spent.

Ms. Mader stated that the rate of interest on the bequest account is larger than that of the General Gift account; therefore \$14,400 for the design of the AV system should come from the General Gift account. Ms. Mader also stated that there are a number of components/alternates not included in the budget that the Library Director has requested; the Board needs the bequest account to finance these requests. AV system was not included in the authorized budget of \$3.9 million; it was removed along with the IT component and security system. At this point any item(s) added will have to be paid from the bequest account; there is no other account available to draw on. Mayor DePhillips stated that the \$14,400 for the design of the AV system and the approximate \$160,000 should be authorized together; the Board should determine where funds for the entire AV project will be paid from. Board members acknowledged there was a previous Board discussion that the AV system will be paid from the bequest fund.

Mr. Christie recapped; \$3.9 million budget, if alternates are paid for by the General Gift account and the bequest account; this project could total \$5.0 million. Mr. Antonacci answered the cost would depend on the amount of alternates but not that high; perhaps somewhere in the high \$4.0 million area. Ms. White commented what if the Board didn't have the bequest funds. This construction budget was agreed on by the Board in 2010 and the Board was told it could spend \$3,980,000.

Mayor DePhillips stated that alternate projects (AV system, IT system, security system, parking lot re-design) have not been authorized and will have to be paid from other sources – either by fundraising or from the bequest account. It is important that the Board understand which items will be paid from the bequest account. Also, it should be documented which items were authorized to be paid from the General Gift account; \$17,000 for HVAC design, \$32,431.25 for the balance of the Millwork and the Resolution #2012-02 still to be voted on; \$14,400 for AV design. To date, no funds have been authorized from the bequest account. Ms. Mader will prepare a tabulation sheet for the next Board meeting which clearly defines the amount in the General Gift account and the amounts used to date.

Expenses to be paid from bequest account:

HVAC	\$100,000.
AV system	\$200,000.
Parking Lot	\$200,000.
Technology	\$100,000.

Mayor DePhillips suggested tabling these project decisions for two weeks. At the next meeting the Board will have a report how the General Gift account funds will be used and the Board can make a decision on where the bequest funds can be used.

Board discussion resulted that AV design should go forward, it is not an optional item and is more involved. Board agreed that Resolution #2012-02 should be voted on this evening and use the funds from the General Gift account.

Ms. Mader certified funds from the General Gift Account in the amount of \$14,400.00. Alma Mader made a motion to approve Resolution #2012-02 which authorizes the design proposal of the AV system to Diversified Systems in the amount of \$14,400 with funds from the General Gift Account. Tony Donato seconded. Roll call vote. All present voted in favor. Motion carries.

**WYCKOFF PUBLIC LIBRARY**  
**RESOLUTION NO. 2012-02**

**A RESOLUTION AWARDING A CONTRACT FOR AUDIO-VISUAL SYSTEM DESIGN TO DIVERSIFIED SYSTEMS**

**Whereas**, the Wyckoff Public Library has a need for a consultant to design the Library's new Audio-Visual (AV) System and prepare bid specifications for the public solicitation of bids for the provision and installation of said AV system; and

**Whereas**, pursuant to the New Jersey *Local Public Contract Law, N.J.S.A. 40A:11-6.1*, the amount of this contract is less than the bid threshold but greater than 15% of said amount, and therefore, the contract may be awarded to the vendor offering the most advantageous proposal, price and other factors considered, after solicitation of a minimum of two proposals; and

**Whereas**, the Library Director did solicit two proposals for said work from McCann Systems and Diversified Systems; and

**Whereas**, the Library Director has recommended that this contract be awarded to Diversified Systems in the amount of \$14,400.00; and

**Whereas**, the Library's Treasurer has certified that funds have been appropriated and are available for this purpose.

**Now, therefore, be it Resolved** by Board of Trustees of the Wyckoff Public Library that a contract for the above-referenced project shall be awarded as follows:

**Bidder**  
Diversified Systems  
363 Market Street  
Kenilworth, New Jersey 07033

**In the amount of:**  
TOTAL - \$14,400.00

**Be it further Resolved** that the Board President and Secretary are hereby authorized to execute a contract to effectuate the purpose of this Resolution, subject to approval by the Architect and Attorney.

**CERTIFICATION OF AVAILABILITY OF FUNDS**

I, ALMA MADER, TREASURER OF THE WYCKOFF PUBLIC LIBRARY, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN ACCOUNT NO. \_\_\_\_\_.

\_\_\_\_\_  
ALMA MADER TREASURER,  
WYCKOFF PUBLIC LIBRARY

Solar Array

Ms. Witherell stated has two separate proposals from Chris Sepp. The solar array can be added at any time, roof structural will hold solar array. Board decided to table.

Technology

Ms. Witherell stated she has the first proposal for technology; she needs the second proposal. A very important part is wire installation for the wireless network through entire building and outside; she has received quote of \$8,000. for this work. The wiring for desktops has already been completed by Unimak, the hardware is prepared. Computers must be purchased; approximate cost \$40,000 to \$50,000 for desk and lap top computers, additional printers, children's game computers and additional software. Less money than originally thought.

Landscaping/Patio area

Ms. Witherell would like to move forward with 3,000 sq. feet patio area in front of building even if the parking lot re-design isn't authorized. Unimak will complete pathway around building. Discussion concerning patio installation, landscape design has been donated. Perhaps Shade Tree Commissioners should be contacted for possible donation. Ideally, patio construction and parking lot installation should be coordinated. Board decided to table until next meeting.

Furniture Purchase

Ms. Witherell stated she is waiting for third proposal. All proposals are from State approved vendors. Advised by Joe Voytus no resolution will be needed, just a Purchase Order once lowest proposal from the State contract vendor is determined. Ms. White questioned whether furniture is cloth or leather. Ms. Witherell stated cloth and vinyl.

Change Order

Ms. Witherell presented Change Order in amount of \$26,000 for Board approval for Unimak to perform cleaning, painting all staff bathrooms, staff kitchen and public kitchen and repair broken plumbing fixtures as needed, fully and completely, upgrade bathroom fixtures that are not ADA compliant; Chris Sepp and Ms. Witherell will select all items to be replaced. This price is locked in and guaranteed by Unimak. It is efficient to have Unimak perform these improvements since they are on site. Ceiling tiles will be replaced where necessary. these items are deferred maintenance and will be paid from the 2012 Operating Budget; (still not approved). The 2012 Operating Budget will be approved at the Board's next meeting, January 18, 2012.

Mayor DePhillips stated the Board is authorizing an expense against a budget that has not been approved. Therefore, this Change Order Resolution will be authorized, contingent upon the approval of the 2012 Operating Budget.

Lori Peters made a motion to approve Change Order Resolution #2012-03 to Unimak with the revision of Change Order #4 and to add language that this amount of \$26,000 is contingent upon the approval of the 2012 Operating Budget. Lauren DeKorte seconded. Roll call vote. All present voted in favor. Motion carries.

**WYCKOFF LIBRARY BOARD OF TRUSTEES**  
**RESOLUTION NO. 2012-03**

**Authorize Change Order #4 – Repairs and maintenance to existing bathrooms, kitchen and staff room**

**WHEREAS**, the Wyckoff Library Board of Trustees has awarded a contract via Resolution to the lowest bidder, Unimak, LLC, 354 Banta Avenue, Garfield, New Jersey, for the sum of three million, one hundred ninety thousand dollars (\$3,190,000.00) for the Library's Renovation and Expansion Project; and

**WHEREAS**, the Board previously approved Change Orders increasing the total contract price to \$3,359,000.00; and

**WYCKOFF LIBRARY BOARD OF TRUSTEES**  
**Special Meeting, January 4, 2012 Meeting Minutes**  
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**WHEREAS**, Library Director has filed with the Board of Trustees a written request for this change order in accordance with NJAC 5:30-11.5, a copy of which is attached hereto and expressly made a part hereof, prior to the adoption of this resolution; and

**WHEREAS**, the work to be performed pursuant to this Change Order can be summarized as follows:

<u>Work Description</u>	<u>Cost</u>
Staff Toilet Room – Main Level a. Power wash and scrub the ceramic tile & grout; re-seal tile work; b. Clean & adjust plumbing fixtures; c. Adjust the ceiling tiles and lights, as needed.	\$500.00
Men’s Room – Main Level a. Remove & replace all toilet partitions; b. Remove & replace sink with fully ADA-compliant fixture; clean & adjust plumbing fixtures; c. Remove wallpaper; repair, spackle and prep wall surfaces; paint. d. Power wash and scrub the ceramic tile & grout; re-seal tile work; e. Adjust ceiling tiles and lights, as needed.	\$5,000.00
Women’s Room – Main Level a. Adjust toilet partitions and provide hardware as needed; b. Remove & replace sink with fully ADA-compliant fixture; clean & adjust plumbing fixtures; c. Remove wallpaper; repair, spackle and prep wall surfaces; paint. d. Power wash and scrub the ceramic tile & grout; re-seal tile work; e. Adjust ceiling tiles and lights, as needed.	\$3,000.00
Kitchen – Lower Level a. Remove and replace the countertops and floor; adjust plumbing fixtures; b. Remove and replace the refrigerator; c. Remove wallpaper; repair, spackle and prep wall surfaces; paint. d. Adjust ceiling tiles and lights, as needed.	\$3,500.00
Women’s Room – Lower Level a. Remove and replace the countertop; clean & adjust plumbing fixtures; b. Power wash and scrub the ceramic tile	\$4,500.00

<ul style="list-style-type: none"> <li>&amp; grout; re-seal tile work;</li> <li>c. Remove wallpaper; repair, spackle and prep wall surfaces; paint.</li> <li>d. Adjust ceiling tiles and lights, as needed.</li> <li>e.</li> </ul>	
Men's Room – Lower Level <ul style="list-style-type: none"> <li>a. Power wash and scrub the ceramic tile &amp; grout; re-seal tile work;</li> <li>b. Clean &amp; adjust plumbing fixtures;</li> <li>c. Remove wallpaper; repair, spackle and prep wall surfaces; paint.</li> <li>d. Adjust ceiling tiles and lights, as needed.</li> </ul>	\$2,500.00
Staff Room – Mezzanine Level <ul style="list-style-type: none"> <li>a. Remove and replace the countertop; adjust plumbing &amp; cooking fixtures;</li> <li>b. Clean and repair the VCT; polish;</li> <li>c. Remove wallpaper; repair, spackle and prep wall surfaces; paint.</li> <li>d. Adjust ceiling tiles and lights, as needed.</li> </ul>	\$5,500.00
Staff Toilet Room – Mezzanine Level <ul style="list-style-type: none"> <li>a. Power wash and scrub the ceramic tile &amp; grout; re-seal tile work;</li> <li>b. Clean &amp; adjust plumbing fixtures;</li> <li>c. Remove wallpaper; repair, spackle and prep wall surfaces; paint.</li> <li>d. Adjust ceiling tiles and lights, as needed.</li> </ul>	\$1,500.00
<b>TOTAL</b>	<b>\$26,000.00</b>

and;

**WHEREAS**, the above-specified repair and maintenance work will be paid out of the operating budget of the Library; and

**WHEREAS**, the work to be awarded under this change order does not materially change the size, nature or scope of the project, nor can this work reasonably be effectuated by a separately bid contract without unduly disrupting the basic work or imposing adverse cost consequences, consistent with NJAC 5:30-11.8(d); and

**WHEREAS**, the Board Treasurer has attached a Certificate of Available Funds indicating that funds are available for this purpose in the 2012 operating budget; and

**WHEREAS**, the Board Attorney has reviewed this information and NJAC 5:30-11.1, et seq. and recommends the Board of Trustees adopt this resolution as for form and procedure.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees of the Wyckoff Free Public Library, County of Bergen, State of New Jersey that Change Order #4 is hereby authorized in the amount of twenty-six thousand dollars (\$26,000.00), resulting in a total amended contract price of three million, three hundred eighty-five thousand dollars (\$3,385,000.00); and

**BE IT FURTHER RESOLVED** that the Board President and Secretary are hereby authorized to execute an amendatory contract with the Contractor, consistent with this Resolution, in a form approved by the Board Architect and Attorney.

Attest:

By:

Witness:

**CERTIFICATION OF AVAILABILITY OF FUNDS**

I, ALMA MADER, TREASURER OF THE WYCKOFF PUBLIC LIBRARY, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN ACCOUNT NO. \_\_\_\_\_.

\_\_\_\_\_  
ALMA MADER  
Treasurer, Wyckoff Public Library

Other Construction matters

Mr. Antonacci instructed Ms. Mader and Ms. Witherell to update and distribute spread sheets for running costs for next Board meeting.

Mr. Eller mentioned that the Library building should be removed from the Township's list as a warming center since the Library never had generator power. Board agreed.

Other Financial matters

Ms. Witherell stated she researched the question raised by Rudy Boonstra at the Board Meeting of November 30, 2011 regarding the proposed transfer form generating the word ZERO instead of just the number 0. She has responded formally by letter to Mr. Boonstra regarding the excel spread sheet created by the State Librarian. This form automatically generates the number and in our case, the word ZERO, it was formatted specifically this way so it would be crystal clear as to the amount. There is no other version than the one circulated. Ms. Witherell copied all Board members on the letter as well. Ms. Witherell took this step to resolve this issue formally. Board members thanked Ms. Witherell for her follow-through.

Proposed Meeting Date Change

Board must vote a second time to amend Library By-Laws to change Regular meeting date from second Wednesday to third Wednesday of each month. A motion was made by Alma Mader to change the Regular meeting date from the second Wednesday of each month to the third Wednesday of each month. Lauren DeKorte seconded. All board members present voted in favor. Motion carries.

Ms. Witherell stated that the first Wednesday meeting is the Special Meeting and the third Wednesday meeting is the Regular Meeting. Exceptions: one meeting in July, no meeting in August and November date changed to avoid Thanksgiving week. A motion was made by Peg Chagares to make the Special Meeting the first Wednesday of every month, the Regular Meeting the third Wednesday of every month, with the exception of one meeting in July, no meeting in August and November meeting will be the second Wednesday, not the third Wednesday. Grace White seconded. All board members present voted in favor. Motion carries.

2012 Library Hours and Closed Dates

Ms. Witherell summarized; she would like to change the Library hours to be consistent year round; currently there are different schedules for winter hours, fall and spring hours and summer hours. She is proposing that the Library be closed on Sundays year round; which

results in 51 fewer hours a year the Library would be open. This would result in a cost savings for personnel as well as power and heat expenses. 43 of 75 BCCLS libraries are closed on Sundays. The Library does not have to be open in order for patrons to access the library's materials and you can also download ebooks. Patrons can renew a book online and place a book on hold. Ms. Witherell is also proposing that the Library hours be changed from 10 am to 9 pm to 9 am to 8 pm. Ms. Witherell that generally the hour from 8 pm to 9 pm was a very quiet hour and starting earlier in the day has its benefits as well. Janitor might not be available to work on Sundays, currently the Library as a janitor 35 hours a week, Monday – Friday. This is a concern because the Library is a larger building. All the different schedules that the library currently has are counter-productive to the community. Also, it is a disservice to the community to be closed Saturday *and* Sunday for any time period.

Board members discussed in detail the change in hours and also Sunday closing year round. Several Board members stated that the decision to close on Sundays would be unpopular, the Library is well used on Sundays, it should be open on Sunday during the school year and the money spent for Sunday personnel is minimal.

Ms. Chagares stated that the Library could offer special programs during the Sunday hours. Also, when the schools are closed, the Library should be open. Ms. Chagares also stated that there is a value to be open on Sunday and to encourage people to use the Library. Sunday is a day which kids and families can have down time; a day to go to the Library.

Ms. White interjected that Franklin Lakes Library was open on Sundays; Oakland Library was not open. Therefore, children from Wyckoff wouldn't be able to use the Wyckoff Library on Sundays, they would use Franklin Lakes Library.

Mr. Antonacci mentioned that it was a good idea to be open on Saturdays during summer months and since the new Library will be open by summer, it would be a benefit to be open on Saturdays.

Mr. Christie stated the new state of the art Library would be a premier place to visit on a Sunday. It would be ashamed to have this facility shut down on a Sunday, especially during the school year. He also liked the idea of the earlier hours.

Ms. Witherell stated that she is worried about having enough staff to run the Library the way she wants it to be run. The Library will be a much larger facility and she is very concerned about the building when she will not be there. Wyckoff is number 26 of 73 towns in BCCLS for population. Ms. Witherell stated she doesn't think it appropriate for Wyckoff Library to be open the same number of hours as the Hackensack Library; one of the larger BCCLS library. Right now Wyckoff Library is open too few hours because of the temporary site.

Mayor DePhillips stated he would like the Library open on Sundays during the school year in order for his kids to have the opportunity to go to the Library to work on projects and be in a quiet environment for homework outside of the house. In the summer, he doesn't see the weekend as high traffic days. Ms. Witherell stated that for the Summer Reading Program, it is beneficial that the Library be open on Saturdays; versus being closed both Saturday and Sunday. She also mentioned that Saturdays in the summer would be a perfect time to have special programs.

Mr. Antonacci stated a decision must be made this evening in order to go forward with the 2012 Operating Budget as well as consideration to Library staff.

Ms. Peters stated that the Library should be on the conservative side; since we have a new facility, we are taking on new staff, training and developing them, in addition to the Big Read grant opportunity which is a big project in itself. She believes the Sunday closing should be addressed in 2013 and she is in favor of being open on Saturdays. Mayor DePhillips agreed to wait until 2013.

Ms. Witherell suggested performing a survey in the fall after the new Library has been open. The community could respond regarding Sunday closing. Ms. Witherell mentioned that a patron counter will be available at the new Library and she can track circulation as well. New

hours would begin at the new Library and the use of the building would not be limited to just the hours the Library is open. Special programs could still take place even though the Library was closed to patrons. The proposal for change of hours will be from May 15 or after the move to the new Library.

Motion made by Lori Peters to approve changing the Library hours of operation from 10 am to 9 pm to 9 am to 8 pm, Monday to Thursday, 10 am – 5 pm Friday and Saturday, closed Sundays in the new library facility. Seconded by Lauren DeKorte. Roll call vote. Three Board members voted no. Six Board members voted yes. Motion carries.

Mayor DePhillips recommended that the Board be consulted again in the fall about the possibility that the Library would be open on Sundays in the fall. Ms. Witherell could present statistics and information and perhaps there will be a need for a revision regarding Sunday hours.

#### Holidays

Ms. Witherell stated that the staff made her aware that the Wyckoff Library was the only BCCLS library open on Presidents' Day, (one of three of seventy four BBCLS libraries.) Town Hall staff has 12 paid holidays; currently Library has 9 paid holidays, with 3 floating holidays – (Presidents' Day, Columbus Day and Veterans Day.) Floating holidays are not easy to administer because of the scheduling issue.

Ms. Witherell proposed: make Presidents' Day a holiday, remove Easter from holiday schedule (since its not really a holiday), remove Veterans Day from a floating holiday – replace it with the day after Thanksgiving as a floating holiday and make Martin Luther King Day a floating holiday– replace with Presidents' Day.

Mayor DePhillips stated the Library doesn't necessarily have to mirror the Town Hall holiday schedule. He stated the Library should be open on Veterans Day, Columbus Day and Martin Luther King Day. The holiday schedule should be similar to the school holidays, not Town Hall. The holiday schedule should be governed by community interest and community needs.

Ms. Witherell did not agree that the holiday mirror the school holiday schedule.

Ms. Chagares stated the Library should only be closed on major holidays, New Year's Eve day is not a major holiday.

Lengthy discussion among Board members concerning holiday schedule.

Mr. Antonacci suggested this issue be tabled until the next meeting, January 18, 2012.

#### Public Relations Committee

Mr. Antonacci stated the committee should begin to formulate definite plans and costs for the ribbon cutting ceremony - how to acknowledge Rizzo Sisters in addition to other gifts the Library has received. Ms. Mader stated that there is \$10,000 in the Operating Account for the grand opening. She also asked that all former Trustees be formally invited; between 20 and 30 people. Mr. Antonacci and Lauren DeKorte offered to assist Grace White and Tony Donato with the plans. The ribbon cutting should be held the first day the doors are open, library will be fully functional; perhaps on a weekend – a Friday/Saturday celebration. Ribbon cutting -day time on Friday and have programs in celebration of this special event during the day and evening. On Saturday, those who weren't able to participate in Friday's events, other types of programs/events could be held.

Motion to adjourn by Lori Peters, seconded by Brian Eller.

Next meeting: January 18, 2012

ADJOURN: 10:40 p.m.