

**FINAL**  
**WYCKOFF LIBRARY BOARD OF TRUSTEES**  
**November 2, 2011 Meeting Minutes**  
**7:40 pm, 637 Wyckoff Avenue, Temporary Space**

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

"The November 2, 2011 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 Kevin Rooney and Grace White  
Staff Attendance: Elaine Booth, Secretary, Mary Witherell, Library Director, Chris Romney, Project Manager  
Board Liaison: Rudy Boonstra

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

Construction Update (Chris Romney):

1. The construction budget is on target. In the next two weeks the following will be completed: the gutters, down spouts, flashing, exterior soffits, brick molding, trench for electric service, telephone pole installed; new transformer within 4 weeks. Electric rough-in inspection this week, framing inspection scheduled for November 8, 2011. Drywall installation will begin within next 3 weeks.
2. Mary Witherell and staff members will tour construction site next week.
3. Project conditions/field conditions have utilized \$40,000 of the allowance set aside. This is within the budget. Two Change Orders; one for the grid and one for changing stations in the bathrooms.
4. Millwork installation and shelving installation bid; correspondence was received from Library Board Attorney, problem with the bidding procedure. Mr. Voytus is suggesting that all bids for the millwork be rejected and the millwork installation be rebid since the bid is contested by the highest bidder. Chris Sepp agrees with Mr. Voytus; the millwork installation should be rebid. Mr. Sepp also directed a letter regarding the shelving installation; the Board should award a contract to Creative Library Concepts in the amount of \$104,000. Mr. Voytus will prepare a resolution which will authorize the contractor to proceed. A motion was made by Alma Mader to accept the low bid for the shelving installation to Creative Library Concepts for \$104,000 subject to availability of funds. Lori Peters seconded. Roll call vote. All members voted in favor. Motion carries.
5. Solar Array spread sheet was discussed. Mary Witherell stated the solar panel array to be installed with only be accommodating approximately 25% of our total electric usage. Percent will vary depending on amount of sunshine. Library doesn't qualify for tax credit because Library is tax exempt. Longevity on the system is 20 years. Total cost is \$44,000 for the system. Chris Sepp should provide soft cost figure; approximately \$3,000 to \$4,000. Mr. Romney will request figures from Mr. Sepp and report at next meeting.
6. Landscape concept. Mary Witherell discussed landscape plan and parking lot space with Chris Sepp, Chris Romney and Marilyn Force. Space should be multi-functional, considering using the front of the building for a patio and incorporate space into the parking lot design. Using this space (between 3,000-5,000 sq. ft) would be more cost effective, less involved, easier to maintain and more accessible and useful to the Library. Mr. Sepp will provide sketch to Board. Still consider using space on side of property for small tables in wooded area, chess table and space for patrons to read outdoors. Discussion regarding patio space to right of building; questions raised about available space for a patio. Mr. Antonacci stated even though this design is conceptual, one of the attractions for the new parking lot was to pick up additional spaces and now this would

- take spaces away, if a patio is constructed on the right side of the building. If left side of building is used for an outdoor seating area, a retaining wall would be necessary; excessive cost to construct. Mayor Rooney questioned whether Chris Sepp is charging the Board for his time during this discussion concerning utilization of outside space and perhaps it would be more appropriate to form subcommittee to discuss this outdoor area. Tony Donato should be included since he originally presented a donated landscape plan for this multifunction, outdoor area; no cost to Board was incurred. The project should tie into the entire Library area and be a benefit to the community. Peg Chagares stated that the Board must formulate the idea and who should be involved in the subcommittee. She agreed with Mayor Rooney that the Board must try to obtain volunteers from the Township – landscapers, Shade Tree Commission and save as much money as possible. Subcommittee of Mary Witherell, Tony Donato and Brian Eller will meet with professionals from the Township who would be willing to donate their time and expertise to discuss function of space on side of the property adjacent to field. Tony will inquire if the landscape architect who developed the original plan he presented is interested in going forward to develop this plan further. Mayor Rooney commented that Shade Tree Commissioners could be asked to be involved and take on this challenge and present a sketch and a wish list. Many landscapers live in the Township; perhaps others would be willing to donate their time and material. Chris Romney will advise Chris Sepp to hold off on developing a landscape plan for the side property. Mary Witherell was advised to present her wish list for this space to the landscape professionals.
7. HVAC. Replace existing HVAC unit with a new air handler. Soft costs (engineering and coordinating expenses) should be formulated by Chris Sepp. Mr. Romney will request and advise at next meeting.
  8. Framing inspection. Mayor Rooney commented that Chris Romney called for a framing inspection on November 8, 2011. Mr. Romney was advised by Mayor Rooney that the plans must be on site in addition to a letter from the architect, Chris Sepp prior to the inspection that the framing has been completed per the specification of the plans.
  9. Monument sign. Mayor Rooney stated that the sign must meet the Township's specifications with respect to the sign ordinance. Sign will also need State approval since the library plans were approved by the State. Mr. Romney was instructed to remind Chris Sepp of this requirement.
  - 10 Technology Requirements. Mary Witherell presented her first proposal; her wish list and what she needs, a start of what she would like to have. The proposal includes computers, printers, the phone system, copiers and the audio visual equipment. This proposal does not include the security system. The Board had several questions regarding lap top computers, learning game computers, color photocopier, Nook e-readers and printers. Patrons would be able to print from their computer to the color photocopier for a nominal fee. Ms. Witherell met with the part-time IT Consultant from BCCLS last week and some of her ideas in her proposal were a result of this meeting. This discussion was provided at no charge. He has numerous BCCLS projects ongoing and is not able to assist further at this time. Grace White recommended an IT Consultant from Ramsey who specializes in libraries and Ms. Witherell will contact him.
  - 11 Lighting in Shotmeyer Room. Stage lighting must be updated to accommodate speakers. Raised platform should be considered, a permanent stage is preferred.

General Board Business

1. Patricia Gioa, Bookkeeper/Administrative Assistant has been hired to replace Lois Lehner. Official first day is November 10, 2011, training is in progress. Peg Chagares advised that the Administrative Assistant keeps records of time sheets for all Library employees; Ms. Gioa's time sheet will be reviewed by the Director.
2. Audit. Treasurer advised the 2010 audit was distributed at the last Board meeting and it should be formally accepted by the Board. A motion was made by Alma Mader to accept the December 2010 audit. Seconded by Lori Peters. All members voted in favor. Motion carries. Treasurer provided a Proposed Transfer computer form for the Board's information, numbers from the audit are inserted by the Treasurer and computer calculation is performed automatically.

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3. Bequest. Letter received from Joseph Voytus, Esq. advising how bequest should be handled. Lauren DeKorte attended a seminar given by Michael A. Cerone, Jr., Esq. Mr. Cerone is an attorney who represents Library Boards and is also an attorney for Franklin Lakes. Mr. Cerone advised the funds bequeathed to the Library should not be included in the calculation of monies to be returned to the Township. Gifts received by the Library are exempt and these monies should be put into a restricted account. Assembly Bill 3971 states the same, it has not been passed as yet, it is being considered later in November. The Board will abide by Mr. Voytus' interpretation. Alma Mader spoke to the Library's auditor and was advised that the Rizzo bequest is not in the operating fund and should be in a Restricted Fund. The Library has several funds, all of which should be designated as Restricted Funds.
4. Mayor Rooney distributed a letter from the Township Committee which was self explanatory concerning the return of surplus funds. David Connolly, former Township Committee member and Rudy Boonstra were involved in a discussion and verbal agreement with the Board in 2009 for return of funds of \$307,000 in 2010 and \$205,000 in 2011. Alma Mader stated the Board must follow the law; the law states the Board is able to keep 20% over and above our operating costs. The Board cannot circumvent the law. Mayor Rooney requested the Board discuss the Township Committee's request at the next meeting on November 16, 2011; at which time both he and Rudy Boonstra will be out of town attending the NJ League of Municipalities conference. Mr. Antonacci advised that the Mayor's letter would be provided to Joseph Voytus, Esq. for his opinion and the Board will respond to the Township Committee.  
Rudy Boonstra commented that several years before 2009 and 2010 when the Township Committee entered into negotiations with the Board to have monies returned to the Township, it was difficult to receive the return of funds from the Library Board. He urged the Board not to hide behind the law and encouraged the Board to think about the right thing to do.  
Alma Mader stated that the second half of the money has not been received from the Executor of the Rizzo estate and it is not know when the remainder of the bequest will be received.
5. December Holiday schedule. Mary Witherell advised that there is a discrepancy between the Library's web site, the Personnel Manual and the BCCLS calendar regarding December holidays. Motion made by Mary Witherell to have the Wyckoff Public Library open on Friday, December 23, 2011 and be closed on December 24, 25 and 26, 2011 and be open on Friday, December 30, 2011 and be closed on December 31, 2011 and January 1 and 2, 2012. Seconded by Lauren De Korte. Roll call vote. All members voting yes. Motion carries.
6. Peg Chagares reported that the Friends of the Library changed their meeting date to November 8, 2011 at 6:30 pm.

Motion to adjourn by Peg Chagares, seconded by Lori Peters.

Next meeting: November 16, 2011.

ADJOURN: 8:55 p.m.

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Mary Witherell, Library Director

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Vincent Antonacci, Board President