

# **FINAL**

## **WYCKOFF LIBRARY BOARD OF TRUSTEES February 15, 2012 Meeting Minutes 7:35 pm, 637 Wyckoff Avenue, Temporary Space**

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

“The February 15, 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, Peggy Chagares, Lauren DeKorte, Tony Donato, Grace White, Alma Mader, Lori Peters, Mayor Chris DePhillips and Brian Eller who joined the Board at 9:00 pm.

Staff Attendance: Jackie Denequolo, Secretary, Chris Romney, Project Manager, Mary Witherell, Library, Doug Christie, Township Committee Liaison.

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

### **Construction Update:**

- a. Chris Romney stated that the construction is on schedule for the end of February and punch out for the end of March. The porcelain tile, carpet and shelving will be completed in the next three weeks. The fire alarm permit, Department of Community Affairs (DCA) inspection and final signoff for that permit are left to complete. All new potential change orders include the new cornerstone, power to two pumps, electric wiring to the baseboard, additional voice data drops, power outlet, and fire alarm strobe upgrade, which will be resubmitted this week for a final inspection. The total change orders equal \$13,853.07 less the grid at a total of \$3,684 which will be approved next week. The installation of the pavers is in process. The HVAC drawings were completed and sent out. The numbers haven't been received back yet. The HVAC will have to be bid out separately at a later date. Hard bids will be ready for other mechanical guys. The Stage 1 move will be scheduled for April 1. The audio visual drawings will be done in about two weeks and the bid awarded on March 15. The installation will be completed in the next 4 to 6 weeks or the end of April. Chris Sepp can assist Ms. Witherell with the bid process and provide his professional service if necessary. Mr. Antonacci recommended that Ms. Witherell speak to Chris Sepp with respect to the other items once Mr. Romney leaves on March 31. If Mr. Romney needs to be extended, we can discuss it at the next meeting.

Mr. Romney wanted to ensure that the Board was aware of certain vouchers that needed to be approved tonight. A Unimak bill, already budgeted, needed to be approved since the next meeting isn't until three weeks later. Similarly, a shelving check needs to be cut in order to provide it to the vendor when the shelving is installed in the next couple of weeks.

Mr. Donato questioned if the width issue with the fire doors was addressed. Mr. Romney stated that a bi-fold door is being used which has corrected the issue. Mr. Romney recommended that the Board discuss paying for some of the temporary heat for the project. Even though it's in the contract, it's only right that we pay for some of the temporary heat since they could have held us to the original start date and we started nine months late.

**WYCKOFF LIBRARY BOARD OF TRUSTEES**  
**February 15, 2012 Meeting Minutes**  
**7:35 pm, 637 Wyckoff Avenue, Temporary Space**  
**Page 2**

- b. Ms. Witherell stated that the project expenses spreadsheet will need to be revised and won't be discussed this evening.
- c. The audio visual vendor is preparing a design to be received by the end of February and ready to go out to bid in early March.

Three bids for technology were recently received which need to be reviewed. The wireless network should be under the bid threshold not requiring a public bid only additional quotes per Joe Voytus, Board Attorney. A formal recommendation will be presented at the next meeting.

Ms. Witherell stated that Security bids are being received which need to be reviewed. All the security cameras will have the ability to be viewed from Ms. Witherell's office and home. The Board Members discussed different aspects of security providing some direction for Ms. Witherell.

- d. All of the furniture was ordered. The DS&D vendor that allowed two teen chairs and all the fabric for all the chairs, to be selected from a vendor not associated with a state contract, caused some delay. Chris Sepp got a second quote for the two teen chairs, as recommended by Mr. Voytus, which was a higher quote than DS&D. A resolution wasn't necessary allowing the two chairs to be ordered. Discussions with Mr. Sepp and Mr. Voytus has determined that if fabrics are specified in conjunction with a state contract item, the vendor of the fabric is required to provide the fabric at cost and intended to satisfy all requirements of the New Jersey State Contract. The Board needs to approve the amounts of the proposals without the need for a resolution. The total for the two teen lounge chairs and 50 yards of fabric at cost for all other arm chairs for a total of \$6,622.27. All of the furniture funding has been coming out of the Rizzo account.

A roll call vote was taken to approve the use of \$6,622.27 from the General Gift Fund for two teen lounge chairs and 50 yards of fabric. All Board Members voted in favor except for Mayor DePhillips.

- e. Ms. Witherell stated that the Friends of the Wyckoff Library decided to provide a total of \$105,260.55 which covers three service desks, hardware and software, computers, laptops, printers, nooks, a BCCLS fee of \$2,000 and an installed wireless network. Mayor DePhillips questioned the amount which was thought to be \$150,000 to \$160,000. Mr. Antonacci stated that the rest of funding is forthcoming. The Friends of the Wyckoff Library want a tangible item and are hoping to pay for part of the patio. If the Library is awarded the BIG READ grant, the Friends of the Wyckoff Library will donate \$7,500 towards that project.

The Board discussed the need between the purchase of MAC computers and PCs. Ms. Witherell wasn't sure if she should mix the different platforms. Some of the software may not be compatible and the staff will be on a learning curve. Grace White, Board Member, felt that both the needs of the student population and staff were being considered. The needs of the student population should pre-empt the staff's potential learning curve. Ms. Witherell stated that the BCCLS computers have to be PCs. An even split may be an option or compromise. Eighty percent of all neighboring libraries use PCs. There isn't any history of MAC computers in public libraries.

Ms. Witherell discussed the issue of multiple platforms and the usage of a monthly technology team capable of supporting both PCs and MACs. The BCCLS network has better protection from viruses compared to a wireless network. In addition, BCCLS will only service PCs not MACs. Board Members requested more information before making a final decision.

**WYCKOFF LIBRARY BOARD OF TRUSTEES**  
**February 15, 2012 Meeting Minutes**  
**7:35 pm, 637 Wyckoff Avenue, Temporary Space**  
**Page 3**

Lori Peters made a motion to accept the donated gift from the Friends of the Wyckoff Library in the amount of \$105,260.55 of which \$45,260.55 will be applied to the millwork and \$60,000 will be applied to technology which will be at the Board's discretion. A subcommittee to be deputized will work with Ms. Witherell to determine the rollout of the technology. Alma Mader seconded the motion. All Board Members voted in favor.

**Secretary's Report:**

a. January 18 Meeting Minutes:

Ms. Witherell stated that Page 5 should be changed to Big Read Grant.

Mr. Donato made a motion to approve the January 18 minutes with the revisions as noted. Ms. White seconded. Board Members voted in favor: Mr. Donato, Ms. DeKorte, Mr. Antonacci, Ms. White and Mayor DePhillips.

b. February 1 Meeting Minutes:

Ms. Witherell stated that on Page 3, section c, Resolution 2012-04, change contrast to contract.

Page 6 – the last sentence of the third paragraph, discusses providing striping to Ms. Mader. Add that the figure will be provided to Ms. Mader.

Page 13 – change the proposal of \$6,622.20 for 59 yards of fabric which should also include the addition of two chairs for the teen area to be added to the chairs approved in a prior resolution. Further down it indicates that each chair is \$1,157.81 without the fabric which should be removed since those chairs already have the fabric on them.

Ms. Peters made a motion to approve the February 1 minutes as revised. Ms. Mader seconded. Board Members voting in favor: Mr. Antonacci, Ms. Chagares, Ms. Mader, Ms. Peters and Mayor DePhillips.

**Treasurer's Report:**

a. December 2011 Treasurer's Report - Operating: Table to the next meeting.

b. January 2012 Treasurer's Report - Renovation:

Ms. Peters made a motion to approve the January 2012 Treasurer's Report – Renovation. Ms. Chagares seconded. All Board Members voted in favor.

Brian Eller joined the Board at 9:00 pm.

January 2012 Treasurer's Report – Operating:

Mr. Antonacci questioned the descriptions of the accounts. Ms. Witherell suggested having a meeting with Ms. Mader to get a descriptive explanation of all the accounts.

Ms. Peters made a motion to approve the January 2012 Treasurer's Report – Operating. Mr. Donato seconded. All Board Members voted in favor.

**WYCKOFF LIBRARY BOARD OF TRUSTEES**  
**February 15, 2012 Meeting Minutes**  
**7:35 pm, 637 Wyckoff Avenue, Temporary Space**  
**Page 4**

c. February Voucher List – Operating:

Ms. Peters made a motion to approve the February 2012 Voucher List – Operating. Mr. Donato seconded. All Board Members voted in favor.

Brian Eller joined the Board at 9:00 pm.

d. February Voucher List – Renovation:

Ms. Peters made a motion to approve the February 2012 Voucher List – Renovation. Ms. White seconded. All Board Members voted in favor.

e. 2012 Operating Budget:

Ms. Witherell stated that the 2010 and 2011 actuals were reviewed to determine a rough guess for 2012.

Mayor DePhillips questioned why books were substantially increasing? Ms. Witherell stated that not as many books have been purchased due to space constraints in the temporary space. The increase is actually an attempt to course correct the purchase of books over the last year. Ms. Witherell stated that a goal of 20% should be set on operating materials such as books, periodicals, databases and audio visual. The 2012 budget is at 15% which is reasonable.

Mr. Donato questioned why the landscape maintenance is forecasted to be reduced drastically? Ms. Witherell stated that the township landscaping, totaling \$22,375, includes semi-annual mulching, some landscaping in addition to a variety of other tasks. Ms. Witherell is envisioning hiring a gardener allowing the library to not have dependency on the township for these services. Multiple questions amongst the Board Members determined that the corrections be made before a vote to approve the budget takes place. Ms. Witherell stated that the issue with the landscaping should not stall the approval of the 2012 budget.

Ms. Peters made a motion to approve the 2012 Proposed Budget with the understanding that clarifications of items questioned will be discussed at the next meeting. Ms. DeKorte seconded the motion. All Board Members voted in favor.

f. Township Response to a Request for a Reduction in the 2012 Reimbursement Bill:

Ms. Witherell stated that she had written a letter to Diana McLeod, Chief Financial Officer of the Township, with regard to the Township Landscaping account which includes trash and recycling pickup, snow plowing the parking lot, mowing the lawn, mulching and landscape maintenance. Ms. McLeod wasn't able to provide an itemized breakdown of the charge that Ms. Witherell had requested during the budget process. Ms. McLeod recommended that Ms. Witherell schedule a meeting with Bob Shannon and Scott Fisher, Public Works Manager to discuss the details of the account. Ms. McLeod indicated that she adds a Consumer Price Index (CPI) increase to the amount charged each year. Ms. Witherell wanted to know what the specific charge would be for cutting the grass since the new Library doesn't have any grass to mow. The Library has paid for the 2011 Township Landscaping bill in June of 2011. The Library hasn't been occupied since March 2011 and no services were performed.

**WYCKOFF LIBRARY BOARD OF TRUSTEES**  
**February 15, 2012 Meeting Minutes**  
**7:35 pm, 637 Wyckoff Avenue, Temporary Space**  
**Page 5**

Ms. Mader encouraged Ms. Witherell to write a letter to Ms. McLeod requesting a discount for the 2012 budget. Ms. McLeod stated that the charge for 2011 couldn't be adjusted but that 2012 could be credited for five months or \$13,313.02. Ms. DeKorte questioned if last year's amount was credited back at all. Ms. Witherell stated that Ms. McLeod indicated that she couldn't do anything about 2011. Ms. Mader stated that the 2012 bill is requested to be paid by June 30 which is how it was paid for last year. We then left the building in March of 2011 and as of this month will be out for an entire year. Why should we have to pay for anything from 2011 considering that the Township isn't even allowed to get on the property to perform any services.

Ms. Witherell added that if she were to hire a private gardener, instead of using the Township, none of the 2012 services will need to be performed at all. Ms. Witherell raised the question of whether the Board would want to address not paying for anything in 2012 since an entire twelve months will have been paid without any services performed. Ms. DeKorte stated that before we discuss hiring a gardener, the issue at hand is the fact that we haven't been there for a year and shouldn't have to pay for a year. Ms. Mader and Mr. Eller agreed with Ms. DeKorte. Ms. Witherell requested direction from the Board. Ms. Peters questioned if all other town services pay similarly such as the Fire Departments or Ambulance Corp? Mr. Christie indicated that he knew that Fire CO #1 has the services coming out of Building and Grounds. Ms. Mader stated that Fire CO #1 is owned by the Township. Ms. Chagares thought it seemed like a clerical error and we shouldn't have been billed.

Mr. Christie stated that it appears that when the budget was formulated, the Library didn't inform the Township that their services would not be needed this year. Ms. Chagares questioned that if the Library burnt to the ground, we wouldn't need their services and I don't believe that they would charge us for them. Ms. Mader stated that the Township was perfectly aware that we left there and have mentioned at many of the meetings that we wouldn't be paying for any of those expenses and the contractor picks it up. Mr. Antonacci stated that representatives from the Township were well aware of the Library's situation since Township Committee members have always been present at these meetings and knew what the intention was. It would seem unfair that the Library be charged for services that were not rendered. The goal of the Library was to return the funds to the Township once the audit was complete. An adjustment or credit could be applied once a determination is made. Mayor DePhillips stated that to Mr. Antonacci's point, we should marry the two together. To that end, the Township Landscaping bill due June 30 should be paid and the funds returned to the Township would be less based on this amount. Ms. DeKorte didn't understand the amount could be adjusted since the determination and amount would be mandated by the State of New Jersey.

Ms. Mader stated that once the 2011 books are closed, the audit will take place. The formula used for the funding to be returned to the Township allows the Library to keep 20% over and above what your actual operating expenditures were from the previous year. Mr. Christie stated that he views the Library as being part of the entire campus and would be strongly opposed to hiring an independent contractor to do any of the services discussed to ensure consistency throughout the entire campus. Ms. Mader wasn't pleased that Ms. McLeod couldn't provide any details or man hours associated with the services performed by the Township.

**WYCKOFF LIBRARY BOARD OF TRUSTEES**  
**February 15, 2012 Meeting Minutes**  
**7:35 pm, 637 Wyckoff Avenue, Temporary Space**  
**Page 6**

Mayor DePhillips recommended paying the 2012 Township Landscaping bill which will be deducted from the State mandated figure determined after the audit. Mr. Voytus will need to inform the Board if a figure can be deducted from what is determined to be returned back to the Township. The budget will be introduced on March 13 and adopted and April 17. Mayor DePhillips wanted to ensure that the \$13,313.02 credit was factored into the 2012 budget and suggested authorizing the expenditure tonight but defer the maintenance item until we get more clarification from Ms. McLeod on the impact the credit would have on the township's 2012 budget.

The Board's consensus was to wait to authorize the expenses since they wouldn't be paid until June 2012. Mayor DePhillips requested a copy of Ms. Witherell's original letter to Ms. McLeod and that he would discuss the Board's issues with her.

g. Other Financial Matters:

Ms. Mader stated that the Burghart CD for \$5,000 was renewed at Boiling Springs at .75% through 1/30/13. The \$401,009.48 Rizzo CD, which is the interest from the Rizzo funds, matured on February 5 and was renewed for three months at 1% without an early withdrawal penalty. Atlantic Stewardship has donated \$1,000 with a photo scheduled for tomorrow to include Ms. Mader and Ms. Witherell. The Library has also received the Friends of the Wyckoff Library funds in the total of \$105,260.55.

**Circulation Reports:**

Ms. Witherell stated that 80% of the library's collection is in storage. With only 20% of the collection, the library has managed to keep 60% of the circulation from 2010 in 2011. Wyckoff is also still in the top third in BCCLS. In addition, there was an impressive 480 children registered in the Summer Reader's Program.

Ms. Chagares questioned if there was a plan in place to do more for the teens? Ms. Witherell stated that she has increased the number of Video Games and there will Video and Movie Nights.

**General:**

a. Grand Opening:

Ms. DeKorte suggested Saturday, May 19 as the opening date. Mayor DePhillips suggested checking with the Recreation Department, Fire and Ambulance Corp. to ensure that there aren't any scheduling conflicts.

Ms. DeKorte stated that she, Mr. Donato and Ms. Chagares would like to create a committee to discuss some suggestions and ideas. Ms. DeKorte stated that they would meet with the committee and generate some material for our next meeting. Some of the ideas included having an author visit but was told that the library isn't allowed to sell books and authors won't come unless they do. Ms. White disagreed and stated that authors don't come to sell their books. Ms. Witherell thought that some libraries are allowed to sell books and some authors will give some of their proceeds back to the library. A suggestion was made to invite a Wyckoff notable with some stature. Mayor DePhillips suggested that Ms. Witherell check with Mr. Voytus with regards to an author selling books.

**WYCKOFF LIBRARY BOARD OF TRUSTEES**  
**February 15, 2012 Meeting Minutes**  
**7:35 pm, 637 Wyckoff Avenue, Temporary Space**  
**Page 7**

**Director's Report:**

Mayor DePhillips stated that the distribution of the Rizzo funds needs to be discussed especially since some of the funds have been assigned from the fund already. Mr. Antonacci stated that once the financial spreadsheet is revised, the Rizzo funds will be discussed.

Ms. Chagares stated that a photo with the Friends of the Wyckoff Library should be scheduled to thank them for their gift and sent to the Suburban News and Villadom Times. Both Ms. Witherell and Ms. Chagares will be in the photo.

Ms. Witherell stated that plaques will be added to the desks donated by the Friends of the Wyckoff Library to thank them for their generosity.

Ms. Mader stated that the official name of the library is the Wyckoff Free Public Library.

Motion to adjourn by Ms. Peters, seconded by Mr. Donato. The next meeting is scheduled for March 7, 2012. The Board adjourned at 10:00 pm.

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Vince Antonacci, Board Chairperson

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Mary Witherell, Library Director