

FINAL
WYCKOFF LIBRARY BOARD OF TRUSTEES
March 16, 2011 Meeting Minutes
7:30 pm Second Floor, Memorial Town Hall

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

The March 16, 2011 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; Alma Mader, Lauren DeKorte, Lori Peters, Tony Donato, Brian Eller, Grace White, Kevin J. Rooney, Mayor; Township Committee representative.

Staff Attendance: Marilyn Force, Acting Library Director, Elaine Booth, Secretary.

Harold Galenkamp, Board member was not present. Mr. Antonacci stated he was in receipt of a resignation letter from Harold Galenkamp. Mayor Rooney advised he was aware of Mr. Galenkamp’s resignation; Mr. Galenkamp expressed that it would be in the best interest of the Library Board resign at this time. Lauren De Korte asked how residents could apply to become a Board member. Mayor Rooney advised that there is an application available on the web for any of the Boards or Commissions. Volunteer Application forms must be completed and are provided to the Township Committee. Applicants will be interviewed by the Township Committee. Completed Volunteer Applications are kept on file in the Municipal Clerk’s Office for future reference. Volunteer Applications for new Board or Commission members is a State mandate.

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

Mr. Antonacci stated the Construction Update will be provided later in the meeting; Mr. Romney will arrive by 8 pm; he was attending a 6 pm meeting elsewhere. General Board business

Marilyn Force, Acting Director:

1. The Teaneck Library is undergoing a 2 week renovation project and staff from Teaneck is available to work at the Wyckoff Library at no cost.
2. Reference Desk attendant is needed in Wyckoff since there are no extra people to work the Reference Desk. The Acting Director needs help in staffing the Reference Desk with qualified personnel. This is a great way to exchange personnel and explore how other library employees perform their duties.

Lauren De Korte:

1. Are there Wyckoff staff members looking for more hours? Ms. Force answered that many employees are on the edge of going over the amount of hours allowed to work before triggering benefits. In addition, an employee has suffered a fall and will be unable to report to work for another couple of weeks.

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Vince Antonacci:

1. I understand Library employees have expressed interest in taking Board minutes. Two part time employees have responded; neither have experience taking minutes. Both would require training.
2. The Board should interview each candidate; guidelines and procedures would be discussed.
3. Candidates would be given a set a minutes as an example; guidelines would be provided. Candidate(s) could sit with current Secretary and provide guidance during the Board meetings. Closed Session meeting minutes would be an issue.
4. Mayor Rooney concurred and also stated that the minutes from the March 2, 2011 were prepared professionally and efficiently due to Elaine's experience.
5. Suggest that candidates go through process with Personnel Committee. Personnel Committee could explain qualifications and what is required by the Board. Training would be needed. Personnel Committee will interview both candidates and report back to Board at next meeting.

Vince Antonacci:

1. Review of Minutes from February 9, February 16 and March 2, 2011.
 - a. March 2, 2011 meeting minutes; Alma Mader stated that Mr. Antonacci's title is President; not Chairman. Secretary will make correction in March 2, 2011 meeting minutes.
 - b. Meeting minutes from February 9, 2011.

Lori Peters made motion to accept minutes from February 9, 2011; Grace White second. All present voting yes.
 - c. Meeting minutes from February 16, 2011.

Alma Mader stated she was not certain of the following:
\$10,887 was disbursed for the move into the temporary space
\$28,675 was disbursed for move to the storage facility.
Ms. Mader questioned whether the \$28,675. included move from storage facility into new Library building.
Mr. Antonacci said explanation of these amounts were included in the proposal from BRS Relocation Services, Inc. It was determined that the \$28,675 does not include the cost to move back into the new Library building. A new resolution will be prepared at the appropriate time for the fee to be charged for the move from the storage facility to the new Library building. Ms. Mader will perform due diligence to ensure correct amounts are payable.
Lori Peters made motion to accept minutes from February 16, 2011; Grace White second. All present voting yes.
 - d. Meeting minutes from March 2, 2011.

Lauren De Korte made motion to accept minutes from March 2, 2011 with one revision from Chairman to President; Tony Donato second. All present voting yes.

Treasurer's Report.

1. Alma Mader reports \$430.00 was listed under Miscellaneous; this amount represents proceeds from selling old videos.
2. Also listed as #35 under Miscellaneous disbursements; \$108.35 for previous Director's retirement gift.

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3. No disbursements in February for the expansion project.
4. \$464.00 interest. (.55% interest rate).
5. No questions or comments on Treasurer's Report.
6. Lori Peters made motion to accept Treasurer's Report from February 2011; Lauren DeKorte second. Motion carried.
7. Voucher List.
Brief discussion of line items to be disbursed.
Lori Peters made motion to accept Voucher's Report; Lauren De Korte second. Motion carried.
8. Ms. Mader stated that the Board extends its thanks to the Acting Library Director and the staff for working so well as a group during the seven day moving period. The move was very organized and the movers and staff performed like clockwork. The Acting Director spent time at both locations – 200 Woodland Avenue and 637 Wyckoff Avenue.

Director's Report: Marilyn Force, Acting Director:

1. The moving schedule was longer than the expected four days. The move lasted seven days; from 8 am until approximately 5 pm each day; some days until 6 pm and after. More moving hours than anticipated; therefore, additional bill was received from BRS, (movers).
2. Chris Romney walked through building and moved book drop to temporary location in his truck.
3. Security gates are not installed. Not sure what status is of gates because of space limits at new location. Difficult to set up gates. Board should decide; does the staff have control over materials going out of the building.
4. Determine space limitations- gates were originally installed for security, Mr. Romney will advise.
5. Ramsey Library shelves were not used.
6. Unpacking was unorganized.
 - Pegs for shelves were not properly tightened. Some shelves started to collapse.
 - Movers did not place items on shelves in correct order; out of sequence.
 - Shelves had to be cut to fit into space at new location.
 - A lot of time and effort by staff members.
 - Movers in general were helpful and did their best to comply with my requests.
 - Cannot locate children's audio books. Brought to long term storage. Expect to have delivered to temp. location as soon as they are located at no charge.
7. Mayor Rooney questioned Mr. Antonacci whether the cost of installing the security gates would be a cost of the renovation process. Chris Romney would be questioned; he doesn't have number as yet.
8. Ms. Force recommends that specific day must be established for re-opening day. Issues will have to be worked out. Mr. Antonacci commented there is plenty of time to decide that date.
9. Book discussion program held last night; 10 people attending; this is the maximum number in temporary space.
10. Cablevision: still waiting for Y-5 cable installation. Has called several times; Mayor Rooney offered to call to schedule if necessary.
11. Insurance Certificate received for use of church for Storytime.
12. Limited Reference Books. Must stop standing orders for Reference Books for one year.
13. BCCL computer installation went smoothly.

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14. Smooth transition with phone company; one extension was not initially installed. Phone company technician returned to install.
15. Web site; daily comments received regarding contact form on web site. Minutes can be added to site when Board approves. Board minutes could be posted on Library's website beginning with minutes of March 2, 2011. Must be in PDF form.
16. Children's Librarian – has volunteer help. Spring/Summer Programs need Page (paid position) to assist with shelving books. Children's Librarian does not want to shelf books. Teenagers interested in volunteering; will they be permitted to go into basement? Basement is not safe environment; unorganized. Brief discussion; teenage volunteers will not be permitted in basement. Volunteers work for 1 hour a day.
17. Page's shelf books. Pages work several shifts per week; generally, 2 hour shifts. Rate \$7.25 per hour. 7 ½ hours needed per week.
Motion made by Alma Mader to hire Children's Page for 7 ½ hours per week at rate of \$7.25 per hour.
Seconded: Lauren De Korte.
Mr. Antonacci asked for Roll Call vote.
VOTE: x Antonacci x Rooney x DeKorte x Donato x Eller x Mader x Peters
 x White
Motion carried.
18. Gate at top of stairs for safety was due to be installed by Landlord within the week. Stairs squeak; runners should be replaced, shoes might catch on nosing of stairs. This safety issue will be discussed with Landlord.
19. Sign should be placed regarding the book drop relocated to new location. Mr. Romney will obtain price quote for sign and advise Mr. Antonacci prior to ordering sign; Mayor Rooney mentioned sign size must adhere to Township ordinance.
20. Confirmed that all Library programs are off-site with exception of Book discussion. Mr. Antonacci stated there is a possibility of renting space adjacent to the temporary location. The space is a small room in the back of the adjacent space. This would eliminate the need for programs to be held off site. Mr. Donato will speak with the Landlord and report back at next meeting with rent and space size.

CONSTRUCTION UPDATE:

Chris Romney, Construction Manager:

1. Stated that Marilyn Force deserves kudos for performing move in less than 2 weeks; closed on February 28 and re-opened on March 14, 2011.
2. Sign for site. 4x8 plywood sign for construction site. Thanks for patience, visit new location and include web site. Mr. Antonacci reminded Mr. Romney that the sign wording and estimate must have approval prior to purchase.
3. Two additional invoices received from BRS Relocation Services, Inc. for five additional hours - \$2,400 for a staff of 5 men. Recommendation for payment. They performed a fair amount of work which was not included "in the scope of work" such as installing shelving in the basement. Ms. Force and Mr. Romney agreed that this was a reasonable amount to be charged.

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4. Mayor Rooney questioned whether the subcommittee was aware of this additional cost. Mr. Antonacci said this was the first he was advised additional funds were due to the movers. Mr. Romney apologized for the procedural mistake; he felt the additional money was justified. Ms. White questioned why the Subcommittee was not consulted and perhaps the Board should not agree to pay the additional \$2,400. The Subcommittee should be made aware of any amounts to be paid which are not included in the contract. Mr. Romney was given approval by the Board to authorize amounts up to \$5,000. However, the Subcommittee members should receive notification from Mr. Romney before additional funds are authorized. Going forward, procedure must be followed; Mr. Antonacci and Mr. Donato must receive a phone call or email from Mr. Romney if non-contract funds are to be authorized. Mr. Romney agreed that he made a mistake and Mr. Antonacci should have been called or emailed and this will not happen in the future.
5. Mayor Rooney stated the sign mentioned previously must be 4x8, 32 sq. feet. The Township's zoning ordinance allows signs up to 40 sq. feet. Mr. Rooney will obtain a price quote and will advise Mr. Antonacci and Mr. Donato. If there is a question regarding sign size, Fred Depken must be consulted.
6. Testing Inspection.
Joseph Voytus, Library Board Attorney sent emails regarding three proposals earlier today. These proposals submitted are for time and materials, hourly or per diem charge; industry standard. Mr. Antonacci stated he forwarded a letter from the Library Board Attorney that indicates testing inspection is not a Professional Service. Mr. Romney replied he thought they were Professional Engineers. Mr. Antonacci questioned Mr. Romney if the testing inspection of steel, concrete and soil exceeds \$12,000, what is the procedure? Mr. Romney replied that he would have another debate with this Board for the additional cost. Lowest bid was for a per day rate and a half day rate which is desirable; proposal is based on the number of inspections needed; \$45,000 is identified in the master budget. Mr. Voytus advised Mr. Romney to alert him when the dollar amount approached \$12,000. Mr. Voytus will write the resolution for \$12,000 to Atlantic Engineering Labs (AEL) and Lois Lehner, Library employee, will prepare a voucher. Contractor is DCA approved; certified by the State. Mayor Rooney questioned whether AEL is qualified; was a comparison done? A spread sheet would make it easier to identify the lowest bidder. A decision should be made this evening; contractor will be breaking ground. Lengthy discussion regarding the three proposals submitted and the manner Mr. Romney submitted the proposals to the Board. Mr. Donato stated Mr. Romney should provide a written, solid recommendation and why contractor is selected. Summary page should also be included for the Board to understand easily.
Motion made by Mr. Donato to accept Atlantic Engineering Labs to perform testing for a cap of \$12,000, not to exceed \$17,500 with a letter of recommendation submitted by Mr. Romney. Seconded by Alma Mader.
7. Construction Progress:
 - Demolition has begun.
 - Fence is installed
 - Construction trailer is hooked up
 - Site utilities; water, sewer – had field meeting with Township officials.
 - Sewer lines were TV'ed. Condition of lines are excellent.

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- Master File of construction time line with updates for each construction category will be documented for the Board. Close out documents will be received by email.
- Improvements to temporary site are needed; Mr. Romney opinion – handyman needed janitor is not qualified. Hang notices; photos; pictures; adjusting shelves. Operational expense - \$1,500-2,000. Some audio shelves are a safety concern.
- Janitor works 4 hours a day; Acting Director will speak to him about handyman chores.
- Security System Gate installation not part of move expense.

COMMITTEE REPORTS

Mr. Antonacci began discussion concerning Ground Breaking ceremony. He suggested Township Committee, Library Board members, past/present, Friends of Library, Township construction officials, Unimak officials and press be invited. Schedule for sometime early next week, mid morning, weather permitting. Lauren DeKorte will send PSA to press.

CLOSED SESSION

Search Committee Report

9:05 pm Motion made by Lauren DeKorte to enter Closed Session. Second by Lori Peters. All voting in favor of Resolution 2011-C2 to enter Closed Session at 9:05 p.m.

**TOWNSHIP OF WYCKOFF FREE PUBLIC LIBRARY
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION 2011-C2**

Introduced: DeKorte	Seconded: Peters
Meeting Date: March 16, 2011	Reference: Closed Session

VOTE: x Antonacci x Rooney x DeKorte x Donato x Eller x Mader x Peters x White

WHEREAS, the Library Board of Trustees of the Township of Wyckoff is subject to certain requirements of the "Open Public Meetings Act", N.J.S.A. 10:4-12, et seq.; and

WHEREAS, the "Open Public Meetings Act", N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specific purposes when authorized by Resolution; and

WHEREAS, it was necessary for the Library Board of Trustees of the Township of Wyckoff to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12(8) and designated below:

- A. Prospective Employment
N.J.S.A. 10:4-12(8)

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NOW THEREFORE, BE IT RESOLVED, by the Library Board of Trustees of the Township of Wyckoff, County of Bergen, State of New Jersey, assembled in public session on March 16, 2011, hereby authorized, that an Executive Session closed to the public shall be conducted on March 16, 2011, in the Town Hall, 340 Franklin Avenue, Wyckoff, New Jersey 07481, for the discussion of matters relating to the specific items designated above.

BE IT FURTHER RESOLVED, that the minutes of said Closed Session will be made public when the Library Board of Trustees of the Township of Wyckoff determines the reason for the minutes to remain closed no longer exists and the Library Director shall attached to this resolution when completed the Closed Session Meeting Minutes to the specific item designated above.

RE-ENTER OPEN SESSION 9:40 p.m.

ADJOURN: 9:40 p.m.

Marilyn Force, Library Acting Director

Vincent Antonacci, Board President