

# FINAL

## WYCKOFF LIBRARY BOARD OF TRUSTEES

March 7, 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 March 7, 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, Tony Donato, Grace White, Alma Mader, Lori Peters, Brian Eller and Mayor Chris DePhillips. Note: Lauren DeKorte joined the Board at 10 PM.

Absent: Mayor DePhillips.

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. Overview: Chris Romney stated that a formal letter will be presented to the contractor giving notice to be ready for punch out. The DCA approval was received and the scanned drawings with the permits are being sent to Trenton. The carpet should have arrived today. Mr. Romney stated that Ms. Witherell will have six weeks to move in. Mr. Antonacci questioned the items that would be left to complete after he leaves at the end of March. Mr. Romney stated that the AV, Security, Movers and HVAC will still need to bid. Ms. Witherell indicated that she can have Chris Sepp look at the AV and its electrical drawings in preparation for the bid. Mr. Antonacci stated that Ms. Witherell should check with Joe Voytus, the Board Attorney, to see if we can use Mr. Sepp's services since they'll be over \$17,500 bid threshold. Ms. Witherell had thought that we could add a change order similar to the Unimak additions but will check with Mr. Voytus for confirmation.
- b. Tony Donato, Board Member, questioned how the project will proceed on April 1 with items on the punch list. Mr. Romney indicated that the Certificate of Occupancy (CO) will be received on March 16 along with the punch list. The contractor will then answer to Mr. Sepp if the items continue into April. Mr. Romney will perform a walk through on March 26 to review the items on the punch list.
- c. Grace White, Board Member, stated that she took a tour of the new library and noticed that certain dedication tiles were covered in the Monroe Room. Alma Mader, Board Member, stated that funds were donated by individuals when the Monroe room couldn't be finished long ago. Those individual's names cannot be hidden. Mr. Romney stated that he made a field decision but would review the situation and send out an e-mail with respect to the status of the tiles in the Monroe room.
- d. Mr. Donato, questioned what SL-1 lights were? Mr. Romney stated that they're shelving lights for the children's room.
- e. Mr. Antonacci questioned if there were any open items with the Township. Mr. Romney stated that testing reports were provided to the Township and that he would let the Building Inspector know when the DCA files will be sent out in order for the Township's files to be complete. Final inspections can be done by the end of next week. The interior doors are due to be received and installed the week of March 19. We can't get a CO without the interior doors.

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- f. Building Sign: Ms. Witherell began by stating that since the library name was determined to be the same as it was, the same letters were expected to be used. Mr. Romney didn't realize there was a final decision but recommended getting new signage since the existing condition and mounts of the old letters will be difficult to install. Ms. Witherell stated that Chris Sepp had indicated that it would be costly to get new letters. A sketch from Chris Sepp was supposed to be provided for the Board to review. Mr. Romney stated that he would provide the name of a signage guy that was very reasonable. Board Members thought that the letters were going to be positioned on the white band. Mr. Antonacci suggested having the sign vendor provide a recommendation and estimate if the existing letters are in bad condition. We won't need to be concerned about a design fee if we go with the sign vendor.
- g. Moving: Ms. Witherell stated that she has to prepare a state contract bid for the move back to Woodland Avenue. BRS, the storage facility currently being used, is one of three state vendors that are part of the North Jersey area. Each of the vendors will be given the specifications and a walkthrough of the building. Once we receive their quotes, we'll make a selection which will take place mid-May.

Ms. Witherell stated that she's in a bind because the BRS storage facility contract is currently at approximately \$32,000. If the contract exceeds \$40,000, the state law will not allow us to initiate a new contract with the same vendor. It only makes sense for BRS to move us back to Woodland Avenue since no other mover would take responsibility of moving items they didn't originally pack. Mr. Voytus, Board Attorney, is trying to find a way to have BRS move us back to the new location. The state contract manager is being assured from BRS that they can complete the move without exceeding \$40,000. Ms. Witherell provided the figures to Mr. Voytus for confirmation. It wouldn't seem possible for BRS to complete the move back for only \$8,000.

Mr. Christie questioned if BRS is planning on the move back calculated to be under \$40,000 and the storage of the items to be a different amount. Ms. Witherell wanted to ensure that there isn't any miscommunication between the state contract manager and BRS. Ms. Witherell is waiting for Mr. Voytus to confirm what's being communicated from the state contract manager. The original bid was for a one way move since it was across two fiscal years and should be okay. The shelving will be completed at the end of next week. The move is intended to take place in the first week of April so that Ms. Witherell and her staff have a month to go through the 60,000 books. The collection from the temporary quarters will be moved to the new library in May.

- h. AV: Ms. Witherell stated that Diversified System is designing the system with finalized documents to be ready on March 15. Chris Sepp will review the documents and post it in the papers for a public bid. On March 20 the notice for bids will be advertised in the papers. The bid process will take ten days. The bid selection will happen on April 2 or 3. The trustees meet on April 4 which will allow the trustees to approve the bidder. A resolution and contract need to be prepared by Mr. Voytus. The equipment can be ordered between April 11 and 24 while the wiring is in process at the new library. The installation will take place on April 30 through May 11. From the bid award to completion, the audio visual will take five weeks which includes a week of inspections and certifications.

Mr. Donato questioned if the contractors could start immediately. Mr. Romney stated that the bid start date will be included in the specifications. Ms. Witherell suggested opening the library on June 2 which would make an enormous difference with the AV. The grand opening may not be able to have a concert, the use of video games or a movie if the AV isn't hooked up. Ms. Peters suggested having the AV concentrated in certain areas. Mr. Antonacci stated that the bid spec should include May 8 or 10 for a completion date.

Ms. Witherell stated that Ramsey had a soft opening and then a grand reopening with all the kinks worked out. Mr. Christie stated that he was okay with a soft opening. Ms. Witherell stated that the library didn't have security and was worried that the AV wouldn't be complete.

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Brian Eller, Board Member, stated that soft openings take place all the time with a live crew and family invited to test out the kinks. Live people make a difference. Ms. Peters stated that the vendor may add more people to get the job done by a certain date. Ms. Witherell was worried that the job may be too aggressive for people to bid on it and concerned if speakers were invited and the AV wasn't working. Mr. Antonacci recommended bidding the job out by March 15 with a completion date of May 10. Ms. Witherell will speak with Diversified System to get their opinion on the timing. Peggy Chagares, Board Member, questioned if there were concerns with the staff being comfortable with the equipment. Ms. Witherell stated that several hours of training will be needed for the staff but she's more concerned about the AV not being in place.

Mr. Antonacci canvassed all Board Members with regard to keeping the Grand Opening scheduled for May 19. All Board Members voted in favor of May 19. Ms. Witherell wanted to make sure that all Board Members were aware that some of what will be promoted may not take place that day if the AV isn't in place. Ms. Peters stated that AV equipment can be rented if necessary. Mr. Antonacci stated that there's a budgeted allowance for the grand opening. Mr. Romney added that the AV equipment could be used even if it isn't certified yet.

Ms. Witherell stated that when Diversified System took measurements of the space, it was determined that the projector screen for the Shotmeyer room is way too small and would only be seen by the first third of the audience. The proper size would be a 16 x 9 aspect ratio screen. The existing Shotmeyer screen could be used in the Monroe room. Mr. Romney recommended replacing the screen at a later date. Ms. Witherell discussed other general contracting work that would be necessary to get the AV work completed. Mr. Romney recommended adding the contractor work into the bid specifications. Mr. Christie recommended that Ms. Witherell consult with Bob Shannon, Township Administrator, with respect to state guidelines and the proper number of days a bid needs to be posted, etc.

- i. Fish Tank Vendor: Ms. Witherell stated that she received an acceptable bid from Joe's Aquarium for \$4,630.91 which was the lowest of the three bids received. Mr. Voytus indicated that a resolution wasn't necessary with the exception of proof that the funds are available. The freshwater tank holds 115 gallons of water and is 400 pounds empty. Chris Sepp has seen the specifications of the tank and is aware of its weight. The vendor is intending to take cured water and gravel to build up the right bacteria for the fish to survive. The tank will be started with a handful of hardy fish which aren't included. The tank, being constructed in Ohio, will take 6-8 weeks to construct once the approval is received from Ms. Witherell. The tank should be completed by May 3 which is eight weeks from tomorrow. A few extra days would be needed to add the cured water.
- j. Furniture: Ms. Witherell stated that the last few items include stackable meeting chairs and a conference table for the Director's office. Since it's a state contract vendor, we don't need a resolution. The exact figure will be presented to the Board at the next meeting.
- k. IT: BCCLS has been on site with Extel, the phone vendor, installing the guts of the system. A vendor should be selected by the next meeting.
- l. Security: Ms. Witherell stated that she received a quote of \$16,000 for the alarm system and an additional \$17,000 with the closed circuit TV for a total of \$34,000. The total would be over the threshold requiring a public bid. The system is straight forward with only one key pad and two zones. There's \$5,000 in a contingency fund. The system would take a month to install without the closed circuit TV and would be under the threshold allowing the process to go a lot faster. It would be more efficient to do the install now instead of using scaffolding when patrons are present. Mr. Donato stated that it's a good idea to live in a space to see what specific areas may need cameras. Ms. Peters and Ms. Witherell stated that they would rather have cameras inside than outside. Ms. Witherell would speak with Police Chief Fox about a cost effective way to place the cameras. The need for an additional key pad was discussed. Ms. Witherell stated that the

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keypad would be centrally located in the lobby where someone will always be stationed. The rear door will be a fire door and won't be used. Mr. Antonacci summarized that Ms. Witherell will speak with Police Chief Fox, move ahead with the alarm system (which will only require two additional quotes since the total is under \$17,500). The alarm was agreed upon without the cameras for now. Ms. Witherell will ask if the vendor will require a central station monitoring contract with the installation. Board Members discussed tying the alarm system into the Police Department or central station first. The alarm was agreed upon with the cameras being tabled.

- m. Technology: Ms. Witherell decided to buy six desktop Mac computers to supplement the desktop PCs. Ms. White suggested leasing from Apple which included upgrades and a lot of other benefits. Ms. Witherell stated that there will be ten (10) laptops, six (6) desktop Macs, twelve (12) desktop PCs, two (2) network printers, a color printer with scan/copy capability, six (6) nooks, four (4) learning game computers, software, ram and a laptop charging cart used to charge all the laptops at once. Mr. Christie recommended locking up the cart if it's mobile. The computers haven't been ordered yet but will only take a month to receive.
- n. HVAC Design: Chris Sepp's expertise will help to assist with the HVAC bid if it takes place in April. Ms. Witherell stated that it was recommended to install the HVAC in early fall to avoid the heat of the summer and lack of use during that period.
- o. PV Analysis Fee: An invoice was received from Chris Sepp in the amount of \$4,600 for the photo voltaic analysis he prepared. Mr. Sepp was asked to prepare a proposal for the PV system which included an analysis, rebates and power consumption. The fee was originally to be part of the design but since the Library opted to not proceed with the project, the design fee charge was invoiced separately. Mr. Antonacci suggested that Mr. Witherell discuss the design fee charge with Mr. Romney. Ms. Witherell recalls seeing an itemized list which would have included the design fee when the proposal was originally received.
- p. Construction Budget: Mr. Antonacci provided a copy of the construction budget, which was revised by Lauren DeKorte, Board Member, to all Board Members for their review. Mr. Antonacci discussed the specific columns on the financial document for clarification. All the gift money is in the capital account. Mr. Antonacci indicated that a discussion with potential ideas on how to spend the Rizzo money needs to be discussed at the next meeting.

A motion was made by Ms. Peters to approve Joe's Aquarium Service, LLC, Estimate #67, for the 115 gallon fish tank for a total of \$4,630.91. The fish tank will come out of the remainder of the gift money. Ms. White seconded the motion. All Board Members voted in favor.

Mr. Christie questioned where on the document the money was earmarked to go back to the town? Mr. Antonacci stated that the \$450,000 contingency money, excluded from the budget, is where the Township funds would be held. Those funds wouldn't be included on the document currently being reviewed. There isn't any intent to not give money back to the Township. The \$3,950,000 budget is where the funds are located that would go back to the town. Ms. Mader stated that the funds to be returned to the Township are based on the Operating Budget by law. Whatever the Library spends plus 20% can be kept for the Library and any overage would go back to the Township. The leftover funds may not be \$450,000. Ms. Witherell stated that the 2011 audit will take place in April.

**Secretary's Report:**

**February 15 Minutes Review:**

Ms. Chagares stated that the second page, section e., paragraph 2, should be reworded with Ms. White's comments regarding the MAC computer usage amongst both the staff and student population.

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Ms. Chagares pointed out that the first sentence on page 6 should be changed to “with only 20% of the collection.”

Ms. Mader stated that the Treasury Report notation on page 3 needs to be changed to Treasurer’s Report.

Ms. Mader noted that page 5 needs to be changed to the Burghart CD which was renewed at .75% through 1/30/13. The Rizzo fund CD in the amount of \$401,009.48, which is the interest from the Rizzo money, was put into a CD for 3 months at 1%.

Ms. Witherell added that Page 4, section e. paragraph 2, should be changed to “not as many books have been purchased.”

Ms. Witherell questioned if the Board felt that page 5, second paragraph, “Board members were frustrated that these charges could not be returned to the library” should include the specific Board Member comments instead of what’s indicated. Board Members agreed to add more detail to the minutes.

Ms. Mader made a motion to approve the February 15 minutes as corrected. Ms. Peters seconded. All Board Members voted in favor.

Sustainable New Jersey:

Mr. Antonacci stated that a Rain Garden would be a good addition and would help to upgrade the Township to a Silver category. Ms. Witherell stated that she’ll reach out to the Girl Scouts who discussed providing a Rain Garden to the Library as a project. Mr. Christie stated that the Township of Wyckoff is one of the 48 towns out of 550 that are in the Bronze category, which entitles the Township to larger grants. A Rain Garden provides a lot of points towards the Silver category. Walmart distributes \$25,000 and \$100,000 grants towards Sustainability.

Labyrinth Project:

Ms. Witherell stated that Matt Salisbury, wants to get his Eagle Scout by building the library a labyrinth. A labyrinth is a meandering path used to de-stress, meditate or walk along. There’s one at the 911 Memorial. Labyrinths are pretty rare with only a few libraries throughout the United States that have one. The project shouldn’t cost much with the exception of the use of a backhoe. The proposed location is the south side of the library where the easement is located and could be projected for June. Matt would be managing the entire process, which will take about a month and a half to complete the paperwork. Ms. Witherell stated that she loves the 911 monument by the Fire Department but it’s isolated. The monument and labyrinth could be a combined destination, which would be supportive of the Fire Department. People could walk the labyrinth, which are typically associated with monuments, in memory of their loved ones. Benches around the labyrinth could be added if funds allow. In addition, a plaque with Matt’s name, an explanation of a labyrinth’s purpose and some guidelines such as a daylight hours usage rule. Ms. Chagares stated that Matt’s Mom had indicated that Matt would try to get the funds donated. Ms. Witherell believed that there are three pallets of leftover bricks on site which may be from the construction which she’ll confirm with the contractor. Mr. Christie stated that Eagle Scouts have done a lot for the Township and the DPW could assist with the backhoe if necessary. All Board Members approved and were in favor of the project.

Trustees’ Financial Disclosure Statements: Ms. Witherell passed out the statements to all Board Members with instruction that the two statements are due back to Joyce Santimauro as soon as possible.

Library Trustee Institute: Ms. Witherell stated that if one of the Board Members attends the Library Trustee Institute on June 2 in Eatontown it’s free. If two members attend, the cost is \$75. If one member attends, the CEU credits for the year will be complied with for all trustees.

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Knox Box Ordinance: Ms. Witherell stated that a Knox Box is supposed to be located on all government buildings in case of an emergency. Mr. Christie recommended adding a Knox Box, which would include a key to the building in case of an emergency.

Mayor DePhillips Notice to Economize Letter: Ms. Witherell passed out the letters for all Board Members to review.

Other Matters:

- a. Ms. Witherell stated that she needs an individual(s) to volunteer to sign off on vouchers in case Ms. Mader is not available. Mr. Antonacci volunteered to take care of all vouchers if necessary.
- b. Ms. Witherell stated that March 14 represents the one year anniversary of the staff working in the temporary space. It would be very nice to bring some token gift to the staff to recognize their efforts considering that the circulation volume has been exemplary.
- c. Mr. Donato stated that May 31 is the last day at this location. John Ringer should receive the proper 60 days notice.

Grand Opening:

Ms. DeKorte joined the Board at 10:15 and began by discussing the Grand Opening preparations. The committee met last week to discuss the vision and theme for the day. They'll be an opening ceremony, ribbon cutting, programming, tours, and the theme is proposed to be – "The New Wyckoff Library - A Dream Come True." The ceremony will be one hour and will include the cornerstone to be set. The president of the library board of trustees and mayor will speak. Some of the ideas are as follows:

- A marching band to start at this location and travel to the new location with the Girl or Boy Scouts carrying a book which would be symbolic.
- A flag raising ceremony by the Boy Scouts could follow.
- Check out books at the temporary location and return them to the new library to be part of the dream.
- Various dedications, which could include a ribbon cutting outside the library in addition to a ribbon cutting for different rooms like the children's and Shotmeyer rooms
- A distributed booklet will include people to thank such as past trustees, past directors, other library directors, etc.
- The children's activities may include a juggler, face painter, balloon art, interactive storyteller, a puppet show, dog show, or a treasure map of the new library with things to find.
- Name the fish contest.
- Bookmark project to include a design contest. The winning bookmark will be passed out at the Grand Opening.
- Gaming in the Shotmeyer room.
- A poetry reading.
- Interview long time residents of Wyckoff or people involved with the library and play it in the history room all day.
- The Friends of the Wyckoff Library plan to set up a hospitality table outside.
- Design a poster. The Friends offered to give out nooks as prizes.
- Tote bags with the slogan to be given out for people to bring their books back and forth to the library.
- Essay contest.
- Piano tuned and ready to be played.
- Pre-opening publicity to include some press releases.
- Show some of the construction pictures on the E-TV at Eisenhower.
- Set up a facebook page.

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Ms. Mader stated that she would take care of the invitations to include past directors and some long time staff members.

Ms. DeKorte stated that Denise is researching the programming aspect with the staff involved in what's planned for the day. Ms. Witherell requested that the entire staff be on hand along with two janitors.

Ms. Chagares stated that she thought the Shotmeyer ribbon cutting would only include family members not the public. Ms. DeKorte felt that the Rizzo room for the children could have balloons released when the ribbon is cut to make it fun for the kids.

Ms. Witherell questioned how the Board felt about naming the Children's Wing the Rizzo Children's Wing or Rizzo Children's Library. The main ribbon cutting could be a dedication ceremony to include the Friends contribution, the Shotmeyer donation and the Rizzo bequest.

The laying of the Cornerstone could be part of the opening ceremony. Matt Salisbury is part of the Ramapo Marching band. While the band won't be playing at that time of year, Matt will see if they can get them for that day.

The adults may be interested in some local artists, vote for your favorite heroine, a concert or the history room. Mr. Antonacci discussed assigning the programs to specific committee members. The grand opening date should be posted on the website. Ms. White suggested that an e-blast can be sent out this Friday.

Ms. Witherell stated that she needs to learn how to use the Bright Board in order to get the photos running on a slide show on the TV. Board members suggested assigning the duty to the new technology person on staff.

Ms. Peters and Ms. White weren't happy with the suggested theme or slogan. Ms. White suggested changing the theme to some thing connected to the 21<sup>st</sup> century.

Ms. Witherell was a bit ambivalent about setting up a facebook page. It supposed to drive traffic to your website. Other libraries have indicated that a lot of time was put into the creation without receiving the traffic they expected. The new library can be promoted with signs, newspapers, Wyckoff Patch and posting on Wyckoff Moms page. The Facebook page could be set up at a later date which will require it to be maintained.

Ms. Witherell stated that the IT person only works 23 hours a week. There's only so much she can have on her plate until April 1.

Mr. Christie questioned if food was planned? Certain items such as hot dogs or ice cream can be served outside.

The need for chairs for the elderly was discussed. Mr. Christie suggested getting some CERT members to direct the traffic.

Motion to adjourn by Ms. Peters, seconded by Ms. Mader. The next meeting is scheduled for March 21, 2012. The Board adjourned at 11:00 pm.

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Vince Antonacci, Board Chairperson

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Mary Witherell, Library Director