

FINAL
WYCKOFF LIBRARY BOARD OF TRUSTEES
June 15, 2011 Meeting Minutes
6:35 pm, 637 Wyckoff Avenue, Temporary Space

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

The June 15, 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, Lori Peters, Brian Eller, Lauren De Korte, Peggy Chagares, Kevin J. Rooney, Mayor; Township Committee representative and Rudy Boonstra, Township Committeeman.

Absent: Tony Donato, Grace White

Staff Attendance: Marilyn Force, Acting Library Director, Elaine Booth, Secretary.
Robert J. Shannon, Jr., Township Administrator

Mr. Antonacci opened the meeting for public comment. Robert J. Shannon, Jr. requested that the Public Comment portion of the meeting be postponed held until after the discussion with Robert White, Bergen County Cooperative Library System (BCCLS) Executive Director.

Mr. Antonacci introduced Mr. Robert White. Mr. White began by thanking Board members for the opportunity to speak with them concerning BCCLS.

Mr. White stated he is in his 26th year with BCCLS; all 62 of Bergen County’s libraries are members in addition to 13 libraries in Essex, Hudson and Passaic counties. Mr. White provided a brief overview of BCCLS. BCCLS is the 12th largest library entity in the United States. BCCLS has a total staff of 10 full time employees. They report to a 12 member Executive Board. Currently BCCLS handles 2 million inter-library transactions per day; this does not count renewals. Mr. White stated that most libraries have shortages in three areas – parking, square footage and meeting rooms. The Wyckoff Library is one of 6 Bergen County libraries which have a meeting room than can accommodate 75+ people. BCCLS just recently changed all telecommunications to cable connections – (Cablevision, Comcast, Fios and Time Warner). All 75 library sites have been converted and the annual savings will be approximately \$150,000. BCCLS is also in the process of changing software with a project completion date scheduled for December 2012. Mr. White stated that BCCLS provides continuing education for staff and Trustee Board members. Mr. White acknowledged that BCCLS has challenges – the State funding formula in municipalities with declining assessments, the shared service environment and ways to fund affordable services to all BCCLS members. The total tax in 2010 for 75 BCCLS members was 1.9% of the total tax bill.

Rudy Boonstra, Township Committeeman thanked Mr. White for coming to explain the BCCLS program. Mr. Boonstra acknowledged that BCCLS provides more than adequate service to the Wyckoff Library. However, Mr. Boonstra stated that questions have been raised at recent meetings regarding the cost generative rules of BCCLS and the ways the rules are enforced. He made reference to limited flexibility of BCCLS especially at a time when Wyckoff is in a temporary situation with the Library building expansion project and the issue of required hours per week the Library must be open in a temporary facility. Mr. Boonstra understood that State aid would be lost unless the library was open the required number of hours per week. And Wyckoff’s privileges through the BCCLS system would also be lost if the Library was not open the required hours per week.

Mr. White responded that BCCLS has been through large building projects with numerous municipalities. Mr. White stated that the Wyckoff Library must provide some service locally and BCCLS is very flexible with the number of hours required for the library to be open. The State imposes a set of operating requirements for communities more than 7,500 population; you must have a professionally Certified Library Director, a minimum number of hours to be open based on population, the library must be open some weekend hours and the library

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must purchase 1/10 of a book per capita annually in order to keep your collection up to date and how large your collection must be. Mr. White stated there is an expectation that every BCCLS member conform and files a report for the per capita state aid each year.

Mayor Rooney interjected and rephrased, would BCCLS disqualify Wyckoff knowing that we are in a temporary space during a construction period and not maintaining normal hours?

Mr. White: No, a decision would not be made based on the hours per day the Library was open and is not a concern of BCCLS.

Mayor Rooney also questioned; how is a member appointed to the BCCLS Board?

Mr. White: There are 5 at large positions (Library Directors) on the Board which turnover each year, 4 positions in staggered terms that are elected by the members and 2 trustee positions which rotate through the Board. Trustee positions are selected from individual municipality's Library Board of Trustee members.

Mayor Rooney: Has BCCLS considered appointing governing body members or the public to the Board in order to represent the Township's views and feelings in dealing with budgeting constraints and how a library is run especially when there is a situation such as we are dealing with – a temporary space and a construction project?

Mr. White clarified the approach used to select the 12 member BCCLS Executive Board.

Peggy Chagares: During the time Wyckoff is in the temporary space, the Library Board can set hours that we feel are appropriate with no problems from BCCLS?

Mr. White: Yes, as long as the Library is not closed during the construction, there was space locally available and open a reasonable number of hours, at least 5 or 6 days a week.

Ms. Chagares: Reasonable hours to BCCLS or the Library Board of Trustees?

Mr. White: I presume to both. The State sets the guidelines for Library hours and BCCLS doesn't exceed State guidelines - just as long as there is a temporary space in town which has regular hours where people can pick up library items is what BCCLS expects. BCCLS operates by consensus not unanimity. BCCLS strength is derived from the strength of local libraries. BCCLS has not been rigid on the point of the number of hours a library must be open during a construction project.

Robert J. Shannon, Jr. Township Administrator stated that BCCLS is really a Shared Service and Wyckoff participates in 22 shared services. Under the NJ law, the municipal government must abide by certain laws for shared services; does the Library Board have to renew its agreement with BCCLS every 5 to 7 years?

Mr. White: No.

Mr. Shannon: So, there is a special law that makes BCCLS different from every other shared service that is in municipal government?

Mr. White: There is a whole body of rules of how public library's are governed and operated.

Mr. Shannon: In order to effectuate change, every 75 library director board members must agree on the changes?

Mr. White: The 75 member BCCLS board meets openly 4 times a year as a systems council with an elaborate committee structure, constantly meeting and members are making known what they want as to the direction they want the organization to go; BCCLS is a client responsive organization.

Mr. White: Specialized library services are not subject to bidding law and it is not restrictive but not thoroughly defined and not just limited to books.

Mr. Shannon: I believe DCA's definition is somewhat different than Mr. White's.

Mr. White: BCCLS complies with the Open Public Meetings Act and the web site lists meeting dates; executive board meetings – they are not listed by individual municipalities. Meeting minutes are posted on the web site.

Mr. White advised that the Executive Director hires the 10 BCCLS employees.

Mr. Shannon asked Mr. White to confirm his earlier comment that BCCLS rules are not restrictive, BCCLS just follows the State rules they don't have any of their own rules.

Mr. White: BCCLS has their own set of by-laws and policies and procedures which the BCCLS members create.

Mr. Shannon: Thank you.

Mr. Antonacci asked if anyone had any further question or comments.

Mayor Rooney: what is the cost of the new software system?

Mr. White: the total cost is expected to be \$700,000 for both hardware and software.

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Mayor Rooney: will the cost be split between municipalities?

Mr. White: BCCLS has approximately \$250,000 reserved from Capital funding. The BCCLS budget for 2011 is 7.5% less than the 2010 budget. BCCLS is making do with less and making funds go further.

Mayor Rooney: is there a BCCLS requirement that Wyckoff will have to purchase a specific amount of additional log on computers, based on the size of our population?

Mr. White: No, every library must have a minimum of 2 log on computers. BCCLS is the only library system in the country that does not have a charge per circulation. The biggest problem libraries have is architectural design and their staffing levels. The BCCLS rate card is posted on the web site and set every year. The 13 libraries outside of Bergen County pay the largest percentage – 22% - because they are the larger libraries in the system.

Mr. Boonstra thanked Mr. White once again for his time.

Public Comment

Robert J. Shannon, Jr. Township Administrator asked if the construction contract, architect contract and the attorney's contract would be available tomorrow afternoon for him to review. Mr. Shannon has offered his assistance in the past and his offer has not been taken up. He offered his assistance again for meeting notice compliance and made the Board aware that the governing body has adopted a resolution called the TORT Claims Resolution; there are very few immunities for municipalities; however, there is one called plan and design immunity and this resolution adopted by the governing body as the owner of the library building, refers to the design plan by the architect. Once the project is completed, the governing body will adopt another resolution referring to the completion of the library project plan and therefore invoke immunity to the Township. It is important to document any changes which are made to the construction design plan in order for the final design plan to be adopted in the final resolution where the governing body actually invokes Title 59 immunity.

Mr. Antonacci stated that the Board has been tracking any changes and requiring that the architect certify that the drawings and revisions have been implemented and approved.

Chris Romney mentioned that as-built drawings will be issued referring to the date the revision was made, document number and are signed off by the architect.

Alma Mader questioned what exactly is the problem with the meeting notices.

Mr. Shannon advised that the meeting notices have not referenced the temporary site address where the meetings are currently conducted. It is not a minor detail; however, this addresses the issue of the legality of the meeting and the decisions taken. I am pointing this out so you can comply.

Mayor Rooney stated that he asked Robert J. Shannon, Jr. to attend this meeting for a couple of reasons. Mayor Rooney asked, is the Library currently charging the employees that participate with the health insurance program, 1.5% of their annual salary?

Marilyn Force, Acting Director and Alma Mader responded yes, as of last October.

Mayor Rooney believed the start date to be May 21, 2010. He asked Ms. Force, Acting Library Director to double check to be in compliance with the correct start date.

Mayor Rooney made motion to close Public Comment section of meeting.

Seconded by Alma Mader. All present voting yes.

Construction Project Update: Chris Romney

1. Voucher payment #4 is presented at \$145,404.15 for payment to Unimak.
Motion made by Alma Mader to approve Unimak application #4 (voucher) for payment; Peggy Chagares seconded.
Roll call vote. All present voting yes.
2. Project is on schedule; moving at a good pace, small problems, nothing major.
3. Vince Antonacci, Brian Eller and Marilyn Force visited site today. Commented that meeting room will hold 100 people.
4. Site work should be finished by end of June. (storm, water and sewer lines)

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5. Steel erected; first floor deck in place.
6. Architects have been very thorough, selected nice finishes for meeting rooms in lower level.
7. Underground floor slab will be poured end of June.
8. On Budget, No change orders to date. Very little money coming out of allowances.
9. Bid Alternates - Request that Chris Sepp, Architect provide recommendations concerning bid alternates along with Joe Voytus' opinion if the alternate prices can be used at this date. Mr. Antonacci will contact Mr. Sepp and Mr. Voytus.
 - A. Solar panel quote was received by competitive bid pricing for \$160,000 and quote is now one and a half years old. Mayor Rooney suggested solar panel companies be called for a no-cost analysis and utilize roof space. He is also concerned if there will be any additional trees removed to accommodate the solar panels. Attorney's opinion should be considered first prior to requesting analysis and bid procurement.
 - B. Meeting Room from existing library should be completed.
 - C. Building Management. \$100,000. Lengthy discussion between Board that this item was included in the budget and is not an alternate item. Chris Romney disagreed it is not in the contract with Unimak. Mr. Romney said it was his fault that it wasn't in the final budget. The contract is for \$3.9 million with two alternates. The \$100,000 for Building Management is included in the \$3.9 million amount. The renovation to the sprinkler system is in the contract.

Mayor Rooney suggested that Mr. Antonacci speak with Joe Voytus to review in detail the contract and the going forward process for contracting. The bid alternates are tabled until the next meeting. Discussion concerning alternates continued with Mr. Romney. If funds are available, it is his recommendation that the:

- 1) existing offices be updated,
- 2) re-do entrance; pavers - \$69,000,
- 3) renovations to lower lobby, replace carpet, update meeting room and Monroe Room - \$70,000,
- 4) Space architectural panels, 4x8 sheets - \$14,000,
- 5) HVAC new system - \$193,000

Lori Peters asked Mr. Romney to define space architectural panels. He advised that these panels would hang from the ceiling and would visually separate the different areas of the library. Inspirational quotes would be used on the panels.

Mayor Rooney asked, for the benefit of the new Board members, when a Board member says we have the money, where is the money located?

Alma Mader replied the money is in a construction account separated from the operating account; funds have been put away for 18 years to pay for this project.

Board discussed current ADA bathrooms and whether to update along with expansion project. Current bathrooms are in compliance with ADA regulations and they were replaced within the last 10 years.

Mayor Rooney suggested that after Mr. Antonacci reviews alternate items and the procurement process with Mr. Voytus, he forward to everyone a cost breakdown per item prior to next meeting. Some items should be completed while contractor is at site; it would make sense and would be easier. And perhaps it will be necessary to re-negotiate certain items to possibly obtain a better price quote. Contractor must agree that he is willing to go forward with alternates also.

Robert J. Shannon, Jr. Township Administrator commented in an offer to assist Board members that whatever Mr. Voytus advises and if a change order is issued, the Board must comply with the Local Public Contracts Law. This means the form of the approval is a Resolution with an amendatory contract and a written certification of available funds by the Treasurer attached to the Resolution. Mr. Shannon advised the Board to never vote on a change order or contract unless there is a written certification of funds.

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Secretary's Report

A motion was made by Alma Mader and seconded by Lauren DeKorte to approve the meeting minutes from May 18, 2011 with one correction noted. All present voting yes.

Treasurer's Report: Alma Mader

1. Quarterly check from Township will be received from Township following the same monthly schedule as the quarterly tax payments are received; February, May, August and November. Apparently the Library's check was available and was in a drawer for 2 weeks awaiting pickup from Library staff. Mrs. Mader requested that Town Hall staff call the Library to advise that the Library's check is ready. Mayor Rooney will inform the CFO and make certain the Library is informed.
2. Operating Account.
Transfer of CD which came due in North Jersey Community Bank was transferred into the construction account at Atlantic Stewardship Bank. The \$700,000 endowment monies are in a CD in North Jersey Community Bank at 2% for 1 year term. Funds can be withdrawn at any time without penalty. Mayor Rooney questioned whether the construction account at Atlantic Stewardship Bank; (Genesis Account) is a sweeping account. It is a money market account. Mrs. Mader wasn't aware of whether the construction account is a sweep account; she will inquire. Mayor Rooney commented that a sweep account is a better way to control your assets.
3. Motion to approve Operating Account by Lauren DeKorte, seconded by Peggy Chagares. All present voting yes. Motion carries.
4. Renovation Account reviewed; straightforward.
5. Motion to approve Renovation Account by Peggy Chagares; seconded by Lori Peters. All present voting yes. Motion carries.
6. Brief discussion regarding three items on the Operating Account Voucher list. Motion to approve Operating Account Voucher list by Lori Peters; seconded by Peggy Chagares. All present voting yes. Motion carries.
7. Brief explanation concerning several items on the Renovation Account Voucher list. Motion to approve Renovation Account Voucher list by Lauren DeKorte; seconded by Lori Peters. All present voting yes. Motion carries.
8. 2011 Budget.
 - a. Library Director salary budget of \$85,000 based on hire by July 1, 2011. Budget will need to be revised once again; probability of hire by July 1 is unlikely.
 - b. Library staff needs direction on funds available in budget.
 - c. Suggestion by Mayor Rooney to designate funds to update Children's Storyhour Room. Perhaps Art Department at Ramapo High School could be contacted for student volunteer artists to draw pictures or paint border on the walls to brighten the room.
 - d. Budget \$83,612 for health insurance is based on 8 months for employees only; 4 months family plan for all full time employees. Marilyn Force, Acting Director will go forward with the presentation to all full time employees; family health benefits will be available on September 1, 2011. Family health benefits should be in place for the new Director by September 1, 2011.
 - e. Proposed budget explanation. Mayor Rooney commented on HVAC \$75,000 amount; was this amount budgeted to go toward the \$191,000 for upgrade of the HVAC? And the roof; \$75,000 is budgeted as a maintenance item in the operating budget. Therefore, the HVAC, the roof, lighting, paint & carpet and shelving are deferred items that are included in this Master Budget which go into the Operating budget.
Mr. Antonacci suggested that the Master Budget be resent to all Board members for a clearer understanding of funds available.
 - f. Some current expenses will not be in new budget; legal fees will drop, etc. Professional development was lowered in order to balance the budget. BCCLS fee of \$37,000 dropped to \$35,000.

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- g. Mr. Antonacci will re-send 2011 Proposed Budget to all Board members. Adoption of 2011 Proposed Budget was tabled until next meeting.

Director's Report – Marilyn Force, Acting Director

1. Friends of Library received a positive response at Wyckoff Day. Books were sold, DVD's, bookmarks, T-shirts were distributed. Successful day.
2. Facebook page was researched – still some concerns.
3. Job and Career Accelerator Program; not well attended. Article was in local newspapers, Patch. Mayor Rooney suggested surveying participants to learn where they heard of the program.
4. Library web site has new construction photos. Some meeting minutes have been posted, not all; there are technical issues with site that are being addressed.
5. Photos were taken of visits to other libraries; looking for classic design furniture; warm atmosphere. They were impressed with Suffern Library; same architect. Modern looking.
6. Question if reimbursement to employee for gas expense for travel to other libraries. Based on mileage; use Federal standard amount. Employee should submit voucher for reimbursement.
7. Mrs. Force has been requested to obtain quotes for the space architectural panels by Mr. Sepp. Mrs. Force has not seen any use of these panels in other libraries. Mayor Rooney suggested Mr. Sepp inform Mrs. Force where these panels are currently installed and Board members could visit those library locations before going forward with quotes.
8. Rizzo sister article status. Tony Donato and Grace White are drafting a story regarding the sisters which would be posted on the Library's web site.
9. Trustee Orientation attended by Ms. Force and 2 new Board members.
10. Mrs. Force asked - if she is approached by the media regarding the Library, who should respond. The Board advised the President should respond.
11. Technology Plan (dated 2009) needs to be revised and updated with changes; 11 pages in total; will be sent to all Board members. Board suggested that Mrs. Force make changes and recommendations to the 2009 Technology Plan prior to sending to Board members.
12. Computers – BCCLS charges only for log on computers. Other computers would be purchased for the new library. Desk tops, lap tops, e-readers must be decided upon.
13. Orientation – Broad discussion regarding Library law, return of funds law, State statues, etc. Summer Programs – sign up, volunteer to share your talent, post on web, allows people to become more involved in their Library.
14. Discussion about increasing number of computers that have word processing; license issues will be reviewed.
15. Children's Paige was hired and will start next week.

Alma Mader mentioned that the audit of the Library was just completed. Auditors were in Library approximately one week. The Audit Report is expected to be received in one month.

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

ADJOURN: 9:46 p.m.

Marilyn Force Library Acting Director

Vincent Antonacci, Board President