**FINAL**
**WYCKOFF LIBRARY BOARD OF TRUSTEES**
**September 21, 2011 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 September 21, 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, Lori Peters, Brian Eller, Grace White, Kevin J. Rooney, Mayor, Township Committee Liaison, Peggy Chagares, Alma Mader, Tony Donato
Absent: Lauren De Korte
**Staff Attendance**: Elaine Booth, Secretary, Marilyn Force, Acting Library Director

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

**Construction Update – Chris Romney**

1. Construction on schedule.
    a. Roof scheduled to be completed the middle of October.
    b. Masonry also scheduled to be completed the middle of October.
    c. Continuing with plumbing, sprinkler rough-in.
    d. Existing electric line must be upgraded. Utility right-of-way for Orange/Rockland Electric needs Township approval. (Township owns the property). Mr. Romney has contacted Township Engineer regarding same.
    e. Re-stated several times that Library contractor was the lowest bidder and as such, challenges are daily.
2. Discussion regarding Building Department fine which remains unpaid. Mayor Rooney made it clear – inspections will not be scheduled until $1,500. fine is paid to the Township. Mr. Antonacci directed Mr. Romney to instruct the contractor to pay the fine tomorrow. Mr. Antonacci also instructed Mr. Romney to confirm with him that the fine was paid by the contractor.
3. Windows delivered might not be as per the specifications. Mr. Romney will keep Board informed.
4. Parking lot design fee for the re-design of the spaces; $35,000. A gain of 24 spaces will be achieved.
5. Solar panel cost has dropped dramatically; to approximately $50,000.
6. Mr. Antonacci stated since the information regarding the parking lot design fee and the solar panel cost was received by email late today, neither item will be considered this evening. Vote will be taken at next meeting, October 5, 2011.
7. Cornerstone/time capsule update.
    a. Original documents were found in wet, moldy, generally not in good condition. Although, still readable.
    b. New time capsule should be considered.
    c. Mrs. Mader stated that former Township Committeeman and Mayor, Donald Marione was very instrumental in the process of getting the Library built. Mr. Marione still lives in Wyckoff and she believes Mr. Marione should be part of the Re-dedication of the new Library along with a new time capsule. Many other residents who are former trustees should also be included since they contributed their time and effort to the Library over the years.
    d. Chris Sepp could provide ideas for the Cornerstone placement; Mr. Romney will speak with him and advise Board of fee for cornerstone idea(s) at next meeting.
8. Mr. Romney advised he will be on vacation and will not attend the next meeting of October 5, 2011.

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9. Voucher payment #7 for $206,783.65 is presented for payment to Unimak.
   Alma Mader thoroughly reviewed the voucher which was signed by Chris Sepp and Chris Romney and certified that the materials listed on the voucher are on the Library construction site.
   Motion made by Alma Mader to approve Unimak application #7 for $206,783.65 for payment; Lori Peters seconded.
   Roll call vote, Kevin Rooney vote No. All others present voting Yes.
10. Discussion among members regarding solar panels over Children's Room; no trees to be cut. No apparent issues with snow melt and falling to sidewalks. Snow will fall into the flat roof where additional drains will be installed. Fire Department Chief's recommendation will be requested by Mr. Romney if solar panel system is installed.
11. Alarms/Security.
    a. Funds budgeted were just for the essentials. Perhaps additional funds could be added to budget.
    b. Card readers, computer plan, closed circuit TV, desk monitor were not included. An outside Consultant would have to develop a technology plan and perform a site inspection to determine what would be beneficial to the Library as a whole. Selected Board members should also be present.
    c. Acting Director stated that a BCCLS employee is a part time technology consultant in business for himself; Mahwah Library consulted him. Board members discussed that proposals would be required from technology companies; Mr. Romney could provide list of companies in this regard. Chris Sepp, the Project Architect would be included.
12. Monroe Room.
    a. Sprinklers are being reviewed.
    b. Nine foot ceiling; Multi-function room.
    c. Moveable equipment.
    d. Monroe Room should be part of the technology program proposal.

**General Board Business**

1. Friends of the Library.
   a. Peg Chagares and Grace White are the Board Liaisons. Peg Chagares reported they attended the Friends meeting. The Friends were very pleased to have Library Board members attend their meeting. Friends is a very small group of dedicated individuals.
   b. Liaisons answered several questions from the Friends; regarding hiring new Director, Rizzo bequest.
   c. Friends plan to purchase passes to museums for Patrons use, free of charge.
   d. Friends requested that the Board provide them with a wish list; a special piece for the new addition. Perhaps a Circulation Desk which is a very expensive furniture item. Friends of the Library have been saving money similar to the Library Board and they have a sizable amount in their bank account.
   e. Library Board will develop a 'wish list' for the next Friends meeting on November 9, 2011.
2. Annual Flu Vaccine.
   a. Board previously approved flu vaccinations for Library employees. Library will reimburse the Township since the Township pays the health provider per vaccination.
3. Rizzo Bequest.
   a. Tony Donato met with Chris Vanuga from the Wyckoff Parks and Recreation Foundation (WPRF) and former Library Board members and the former Library Director well over a year ago to coordinate the field project proposed by WPRF and the Library construction project with regard to landscaping; to make the plans of each project suitable to the area.
   b. Landscaping design plan was presented by Mr. Donato; he stated the vision was for an outdoor Library area, he will present what was discussed originally, discuss what we are doing now and how we want to make the Library a destination point. Mr. Donato described the landscape design plan:
      1) Courtyard; patio area, walking paths, gazebo, sitting areas, water feature.
      2) Built in chess tables, built in tables where patrons could sit and read or use their lap top, small amphitheater with stage for outdoor programs – classical music concerts, book readings and other outdoor programs.
      3) Portico from the exit of the Monroe Room to a free standing building.

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4) All areas would tie into the walking paths around the recreation fields. All areas would be ADA accessible.
5) Also included would be a free standing structure with bathrooms so patrons would not have to enter the Library building.

Mr. Donato commented that this would be a phenomenal living tribute to the Rizzo sisters; this entire area would be dedicated to them, it would be a benefit the Township as well and be a community center. This area would bring people to the Library that would not normally visit the Library and would be a destination spot that people would want to go to. This plan would take the Library to the next level and be a nice fit which flows into the recreation space.

Mr. Donato said a portion of the Rizzo bequest could be used to develop this soft landscape design plan; original cost estimate was $400,000 and as high as $750,000.

Several Board members agreed that this is a great idea; the area is almost ready-made for this type of project. Mrs. Mader questioned who would maintain this area. Mayor Rooney added that before any money is allocated to pursue this plan, proper steps must be followed. Input would be needed from the Chief of Police as to the challenges to police this area; resources are not available to have an Officer walk the area at night. In addition, a presentation must be made to the full Township Committee.

Mr. Donato responded that his purpose was to formally introduce the plan this evening and subsequently discuss the idea/plan in detail and arrive at a concrete plan to use the Rizzo bequest funds wisely. The goal is to do the right thing and pay proper tribute to the Rizzo sisters. This plan would be a real legacy and something extraordinary.

Board members agreed to meet at the site to further explore and discuss the ideas presented this evening. The DPW Manager, Fire Chief and Police Chief will be contacted to attend the site meeting.

**Secretary's Report**

A motion was made by Lori Peters and seconded by Alma Mader to approve the meeting minutes from August 31, 2011. All present voting yes.

**Treasurer's Report:** Alma Mader

August Operating Account

Alma Mader stated that the budget will be revised again when the Director is hired.

Tony Donato made motion to accept the August Operating Account Treasurers Report and the Renovation Treasurers Report; second by Peg Chagares. All present voting yes.

August Renovation Account

One question regarding the report; Mrs. Mader will further research question regarding check #1016 for Atlantic Engineering and two different invoices. Lori Peters made motion to accept the August Renovation Account Treasurers Report; second by Tony Donato. Roll call vote, All present voting yes.

September Voucher Operating Account Report

Short list of vouchers. Late charges incurred for Rockland Electric; will make request to Rockland to waive late charge fee.

Lori Peters made motion to accept the August Voucher list for the Operating Account; second by Tony Donato. Roll call vote, All present voting yes.

September Voucher Renovation Account Report

Discussion among Board members regarding clarification of spread sheet; explain construction administration for Architect; not just list hourly rate. Proper paperwork with breakdown explanation must be submitted and must be reviewed by Board members prior to meeting.

Lori Peters made motion to accept Item 300 on the September Voucher list for WG Project Management in the amount of $9,453.90 for the September Renovation Account; second by Tony Donato.

Roll call vote, Kevin Rooney vote No. All others present voting Yes.

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Mayor Rooney commented that the reason he voted no was his disappointment with Mr. Romney's lack of follow-up with the contractor. Mr. Romney was hired to oversee the project for the Library Board; and Mr. Romney's comments concerning the contractor being the low bidder and a constant challenge was inappropriate.

**Director's Report – Marilyn Force, Acting Director**

1. Panel quotes – requested another version which will be a cleaner layout, more restful look.
2. Microfilms of Wyckoff News. Request has been made to mover for quote remove microfilms from storage facility. No response to date. Patron did not state he would pay the fee to remove microfilms from storage.
3. Retirement Luncheon for Lois Lehner, the Library Bookkeeper is in the planning process.
4. Updates to web site are on-going, new features, new photos from renovation project posted.
5. Planning Fall Program schedule.
6. Friend's book discussion held last night, 12 patrons in attendance.
7. Audit draft has been formulated; Mrs. Mader will meet with Acting Director and Bookkeeper for review. Return of funds form must be evaluated.
8. Presentation made to YMCA Seniors concerning new books.
9. Watercolors hanging in Library meeting room are painted by artist and former Library co-worker.
10. Consider having mural in program room in Children's area of Library.
11. Library Staff has numerous ideas for the Rizzo bequest.
12. Increase in 2012 budget will be necessary for Library databases; e-book platform, staff computers with word processing capability.
13. Rededication Ceremony Plan - Update list of responsibilities.
14. Long Range Strategic Plan needs to be updated based on the new building and new technology.

Motion made to recess Regular Meeting of Library Board of Trustees by Lori Peters, second by Alma Mader.
Motion made to enter Closed Session by Lori Peters, Seconded by Alma Mader.

**CLOSED SESSION**
**Search Committee Report**
9:05 pm Motion made by Lori Peters to enter Closed Session. Second by Alma Mader.
All voting in favor of Resolution 2011-C6 to enter Closed Session at 9:05 p.m.

**TOWNSHIP OF WYCKOFF FREE PUBLIC LIBRARY**
**COUNTY OF BERGEN**
**STATE OF NEW JERSEY**
**RESOLUTION 2011-C6**

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|---|---|---|---|
| Introduced: | Lori Peters | Seconded: | Alma Mader |
| Meeting Date: | September 21, 2011 | Reference: | Closed Session |

VOTE: x Antonacci x Mader x Eller x Rooney x Peters x White x Donato x Chagares
Absent: De Korte

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

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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)

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 September 21, 2011, hereby authorized, that an Executive Session closed to the public shall be conducted on September 21, 2011, in the Library temporary space at 637 Wyckoff 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.

CERTIFICATION

I, MARILYN FORCE, ACTING DIRECTOR OF THE LIBRARY OF THE TOWNSHIP OF WYCKOFF HEREBY CERTIFIES THIS RESOLUTION TO BE A TRUE AND CORRECT COPY OF THE RESOLUTION AS ADOPTED BY THE LIBRARY BOARD OF TRUSTEES ON SEPTEMBER 21, 2011.

_____
Marilyn Force,
Acting Library Director

Motion made by Tony Donato to adjourn Closed session; seconded by Lori Peters.
Motion made by Tony Donato to re-open Regular Meeting, seconded Brian Eller.

**RE-ENTER REGULAR MEETING 9:25 p.m.**

Discussion regarding draft letter to Pro Libra for Library Director candidate; $83,000 salary offer, attach personnel policy, confirm family benefits begin January 1, 2012 and send to Board members for final approval.

Motion to authorize letter of employment be sent to Pro Libra for the Library Director Candidate, Mary Witherell by Lori Peters, second Alma Mader.

Roll Call vote, all present voting yes.
Motion to adjourn by Lori Peters, seconded by Tony Donato.

Next meeting: October 5, 2011.

**ADJOURN: 9:29 p.m.**

_____ _____
Marilyn Force, Acting Library Director Vincent Antonacci, Board President