

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES
September 6, 2017 Meeting Minutes
7:30 PM, Wyckoff Public Library, 200 Woodland Avenue

“The September 6th 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.” Formal action may be taken at this meeting.

Board Member Attendance: Vince Antonacci, Peggy Chagares, Tony Donato, Lauren DeKorte, Brian Eller, Lori Peters, Brian Saxton, Brian Scanlan, Grace White

Staff Attendance: Laura Leonard, Library Director and Jackie Dwyer, Secretary

Public Comment – None

Open Session

Construction/Building Update

Other Construction/Building Matters

Ms. Leonard reported that the bird exclusion has been completed.

HVAC repairs which were needed have been completed.

Secretary's Report

The July 2017 Wyckoff Library Board of Trustees Meeting Minutes were previously distributed to the Board of Trustees. Ms. Chagares invited questions or comments. There were none.

Motion by Lori Peters seconded by Brian Scanlan to approve the July 19, 2017 Board of Trustees Regular Meeting Minutes.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Brian Eller, Lori Peters, Brian Scanlan, Grace White

Abstaining: Tony Donato and Brian Saxton

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Treasurer's Report

July and August Treasurer's Reports – Operating

The July 2017 and August 2017 Treasurer's reports were distributed and Ms. Chagares invited questions or comments.

Ms. DeKorte gave the Board explanations of why Books, Periodicals and Databases listed on the July 2017 Treasurer's Report appear to be under budget.

Ms. Leonard explained that Audio/Visual disbursements is under budget because the Library is getting better prices with Amazon and the demand for audio/visual is down.

Mr. Antonacci asked if there are any outstanding Professional Fees and Ms. Leonard stated that the 2nd payment for payroll services and the professional fees for Bob Shannon's consulting services are due in October.

Mr. Antonacci asked about the current rate for the Certificates of Deposit.

Motion by Lori Peters seconded by Tony Donato to approve the July 2017 Treasurer's Report.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Brian Eller, Lori Peters, Brian Saxton, Brian Scanlan, Grace White

Motion by Lori Peters seconded by Grace White to approve the August 2017 Treasurer's Report.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Brian Eller, Lori Peters, Brian Saxton, Brian Scanlan, Grace White

August and September Voucher Lists – Operating

The August and September 2017 Voucher Lists were distributed and Ms. Chagares invited questions or comments.

Vince Antonacci asked about Line #14 on the September Voucher List.

Ms. Leonard gave an explanation for several of the higher bills listed on the voucher lists.

Motion by Lori Peters seconded by Brian Scanlan to approve the August, 2017 Voucher Lists.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Brian Eller, Lori Peters, Brian Saxton, Brian Scanlan, Grace White

Motion by Lori Peters seconded by Tony Donato to approve the September 2017 Voucher List.

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Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Brian Eller, Lori Peters, Brian Saxton, Brian Scanlan, Grace White

Resolution 2017-13 Payment of Vendors in Advance

WHEREAS, NJSA 40A:5-16 establishes requirements for local units of government to pay out moneys; and,

WHEREAS, the Local Boards, as permitted by NJSA 40A:5-16 c(1) may establish circumstances deemed appropriate to make payment to vendors when required in advance of the delivery of certain materials or services when otherwise the payment would not be in compliance with NJSA 40:5-16 a and b; and,

NOW, THEREFORE, BE IT RESOLVED, by the Wyckoff Library Board of Trustees of the Wyckoff Free Public Library that the below claims for payment are authorized in advance of the goods or services being provided in accordance with NJSA 40A:5-16 c (1).

James Calaski, \$125.00, check #22061, 10/12/17 Lecture - The Nazi Spy from Glen Rock

Reserve Account, \$300.00, check #22075, Pitney Bowes Pre-pay postage

Black Market Productions, \$375.00, check #22077, 10/15/17 Presentation - A History of the 1950's and 60's through Popular Song.

Motion by Lori Peters seconded by Vince Antonacci to approve Resolution 2017-13.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Brian Eller, Lori Peters, Brian Saxton, Brian Scanlan, Grace White

Other Financial Matters

There were none.

General

Policy Updates – Notary, Laminator

The Board had a discussion with regard to the Notary Policy currently in place and agreed that the policy should state that no foreign documents will be notarized. Ms. White asked what the difference is between foreign documents and U.S. documents and Ms. Leonard explained that the formatting can be different.

The Board also spoke about the Makerspace Use Policy and agreed that it should state that there is an additional charge of .25 per pouch when using the laminator.

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Jeff Weiss Presentation – Sale of Books

Ms. Leonard spoke about an upcoming presentation and asked the Board if the Author presenting could sell his books. It was agreed that the author could sell his books as long as the patrons are made aware that purchasing a book is not mandatory.

eBCCLS Budget – Discontinuation of Hoopla through BCCLS

A lengthy discussion took place with regard to the discontinuation of Hoopla through BCCLS and how it will affect services which are currently offered to the patrons. Ms. Leonard stated that she would like to continue utilizing Hoopla until the end of the year. She stated that there is money in the database and a/v budget to cover the cost to the Library.

Use of other vendors were discussed as well as limitations on services offered and amount of allowable checkouts per patron.

It was agreed to continue use of Hoopla from October 1, 2017 through the end of 2017 at an approximate cost of \$3,000. The service will be reviewed at that time and a continuation into 2018 will be considered.

BCCLS Executive Director Resignation

Ms. Leonard reported that the Executive Director of BCCLS has handed in her resignation but will be available through October 30th to assist with the BCCLS Budget. The Executive Board is currently looking for her replacement.

Ms. Leonard mentioned that the Executive Director's resignation will not likely impact the changes in the BCCLS billing structure, which is scheduled for a review and a vote in October.

Tai Chi Series

Ms. Leonard spoke about a new Tai Chi Series to be held at the Library and reported that the instructor has all required documentation and wants to have two classes per week, one in the morning and one in the evening.

The Board was amicable to having day and night Tai Chi classes offered.

Old Business

Memorial Field Complex

Mr. Antonacci stated that there is no update on Memorial Field complex renovations. Ms. Leonard reported that

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she spoke with the Township Recreation Director, Andy Wingfield and more information will be available in November.

Mobile Hotspots

Ms. Leonard reported that the Policy Sub-Committee reviewed the Mobile Hotspots Policy and they are satisfied with the policy.

Mr. Scanlan asked about liability for broken equipment or malfunction of equipment. Ms. Leonard stated that TMobile will replace any equipment that is malfunctioning.

Mr. Scanlan asked if the patrons are to contact TMobile directly if there is a problem and Ms. Leonard stated that she should be contacted to avoid any confusion with the issue.

Mr. Scanlan asked if virus protection is required and suggested that the patrons are aware that there is no security guaranteed through the network when using the devices.

Mr. Antonacci questioned the maximum fine on the hotspots.

Motion by Lori Peters seconded by Brian Scanlan to approve the Mobile Hotspots Policy, with revisions.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Brian Eller, Lori Peters, Brian Saxton, Brian Scanlan, Grace White

Director's Report

Ms. Leonard spoke about the Children's Department and stated that nearly 80 programs were run in July August and all were very well received. Approximately 2,500 patrons participated in the programs.

Makerspace has been well received and is being used.

Ms. Leonard gave an update on changes in Personnel.

Lastly, Ms. Leonard thanked the Township for their cooperation in controlling the parking for the Rec's football games. The Police Department is occasionally going to use the electronic sign throughout football season as a reminder to the public that there is no parking in the library lot for football games.

Additionally, Ms. Leonard provided the Police Department and Recreation Department with specific dates when rooms are reserved for events and ample parking is crucial.

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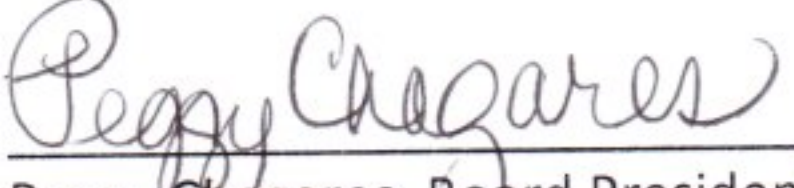
Committee Updates and Current Action Items

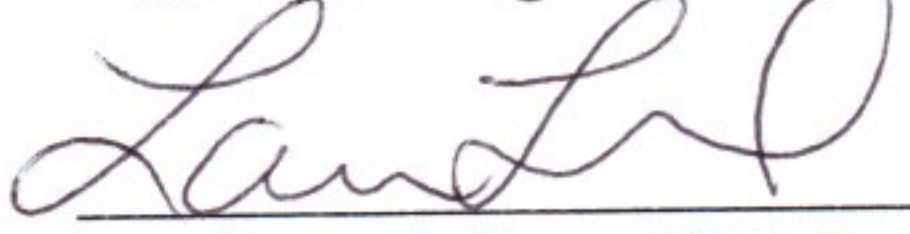
There were none.

Adjournment

Motion by Lori Peters to adjourn the meeting.

All were in favor and the meeting adjourned at 8:36 PM.


Peggy Chagares, Board President


Laura Leonard, Library Director