

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES
February 27, 2019 Meeting Minutes
7:30 PM, Wyckoff Public Library, 200 Woodland Avenue

"The February 27, 2019 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, Lauren DeKorte, Brian Eller, Lori Peters, Brian Saxton (arrived at 8:06 PM)

Absent: Tony Donato, Brian Scanlan

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

Public Comment – None

Open Session

Board Business

Superintendent's Representative

Ms. Leonard announced that Ms. Barbara Sharer resigned from her position as Superintendent's Representative and her replacement, Ms. Lauren McCarthy will be sworn in at the next Board of Trustees Meeting.

Ms. Chagares asked that the minutes reflect that Lauren McCarthy is present at the meeting but not yet sworn in, therefore she will not be voting or conducting any Board business in the capacity of a trustee.

Construction/Building Update

Chair Lift Repair

Ms. Leonard stated that a last set of measurements has been done and the contractor is still awaiting delivery of parts were previously ordered.

Other Construction/Building Matters

Ms. Leonard reported that funds towards bathroom renovations are now available in the capital account and asked the board about remodeling the two bathrooms located on the Main Floor of the Library. A lengthy discussion ensued, touching upon the following topics:

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Unisex/ single user bathrooms versus gender specific bathrooms
The extent of remodeling or renovation and if an architect would be required.
The need for building codes and statutes to be reviewed prior to any work being done.
The possibility of hiring a local architect firm.

It was agreed that the Buildings and Grounds Committee will be involved in the process of interviewing architect firms and that a multi-year plan including all bathrooms will be presented.

Furthermore, Ms. Leonard will approach the Township for an opinion on installing unisex bathrooms.

Secretary's Report

Tabled.

Treasurer's Report

January 2019 Treasurer's Report-- Operating

The January 2019 Treasurer's Report was distributed and Ms. Chagares invited questions or comments.

Mr. Antonacci asked what interest rate the Certificates of Deposit are receiving and Ms. DeKorte stated that the rate is currently at 2% for 12 months.

Motion by Lori Peters seconded by Brian Eller to approve the January 2019 Treasurer's Report.

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

February 2019 Voucher List – Operating

The February 2019 Voucher List was distributed and Ms. Chagares invited questions or comments.

Motion by Lori Peters seconded by Vince Antonacci to approve the February 2019 Voucher List.

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

Resolution #2019-05 Payment of Vendors in Advance

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

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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;

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).

American Eagle Martial Arts Academy, \$299.00, check #23005, Program 3/19/19

Christine Hsiao, \$275.00, check #23009, Felting program 2/26/19

Motion by Lauren DeKorte seconded by Lori Peters to approve Resolution 2019-5.

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

Other Financial Matters

There were none.

General

New Jersey State Library Annual Report

Ms. Leonard reported that a draft of the NJ State Library Annual Report has been completed and is due to the State in a couple of weeks. Prior to submission the Board President will review the report for completion and accuracy. The Township CFO will complete the State Aid application.

Trustee Training

Ms. Leonard announced that there are two upcoming Library Trustee trainings as follows:

“BCCLS Advocacy”
Friday, March 15, 2019

“What Every Library Trustee Needs to Know”
Saturday, March 16, 2019 in Wayne, NJ

She gave a brief synopsis of each of the trainings and the Trustees expressed a significant interest in the BCCLS Advocacy training.

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Mr. Antonacci asked what the Board requirements are and Ms. Leonard stated that the Board as whole must complete 7 hours of training per year. In addition, Ms. Leonard suggested that the new Superintendent's Representative attend New Board Member training.

Minimum Wage Increase

Ms. Leonard reported that minimum wage will increase from the current \$8.85 per hour to \$10.00 per hour commencing July 1, 2019. She explained that the increase will only effect pages and will not have big impact on the 2019 budget but will require review for the 2020 budget. Additionally she stated that minimum wage will continue to increase \$1.00 per year until 2024 on the first of each year.

Old Business

Social Media Archive

The Board entered into a discussion with regard to a subscription for social media archiving. Ms. Leonard reported that the Township of Wyckoff has subscribed to the service in order to more easily comply with OPRA requests.

Ms. Leonard mentioned that she attended a meeting and gave an explanation of how the service works. She also stated that there is no cost to to the Library and she asked for the Board's permission to participate.

Mr. Antonacci asked how often the archiving is done. The Board directed Ms. Leonard to proceed.

Director's Report

Ms. Leonard spoke about Leap Into Science Week, lead by Denise Marchetti and Dolores Goetschius and mentioned that it was a big week for both STEAM and STEM programs.

A Kanopy and Hoopla Workshop was offered at the Library and 4 patrons attended. The Technology Librarian made a video of the workshop and it was reached by over 4,000 people with over 2,000 people actually viewing. Ms. Leonard stated that she is looking for more ways to share additional help videos with the public.

Ms. Leonard announced that Makerspace Mentor, Brigitte Carroll accepted a full time position at the Franklin Lakes Library and her replacement, Marica Lesznik will start at the beginning of March.

Ms. Leonard spoke about the Heart to Heart Training designed to help staff meet the needs of patrons with special needs. The session was very well received by the staff. She explained that the Library received a communication board and social story to help parents and children prepare for their visits to the Library.

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Ms. Chagares suggested that a press release be sent to the local media and to Special Services in the Wyckoff School District.

Ms. Leonard announced that the BCCLS Office will be relocating from Hackensack to Fair Lawn.

Lastly, Ms. Leonard mentioned that the Library is participating in The NJ Theatre Alliances Stages Festival by hosting a performance of Dreamcatcher Cabaret on Friday, March 8th at 7:00 PM.

Adjournment

Motion by Brian Eller seconded by Lori Peters to adjourn the meeting.

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