

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

December 15, 2021 Meeting Minutes

7:30 PM, Wyckoff Public Library, 200 Woodland Avenue

“The December 15th 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:

Present: In person - Vince Antonacci, Peggy Chagares, Lauren McCarthy, Lori Peters, Brian Saxton via Zoom

Absent: Lauren Cohen, Lauren Dekorte, Tony Donato, Melissa Rubenstein

Staff Attendance: Laura Leonard, Library Director

Public Comment: None

Open Session:

Board Business:

Nominations of officers:

Nominated: President: Peggy Chagares

Treasurer: Lauren Dekorte

Secretary: Lauren Cohen

Voting in Favor: Antonacci, Chagares, McCarthy, Peters, Saxton

BCCLS Branding Task Force survey

Ms. Leonard asked the Trustees who have not filled out the BCCLS survey to please do so. BCCLS is reconsidering its branding going forward.

Subcommittee structure:

The incoming President can evaluate the subcommittees and make changes as necessary.

Construction/Building Update

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES
December 15, 2021 Meeting Minutes
7:30 PM, Wyckoff Public Library, 200 Woodland Avenue**

Treasurer’s Report

November Treasurer’s Report– Operating

The November Treasurer’s Report was distributed and Ms. Peters invited questions or comments.

Motion by Lauren McCarthy, seconded by Vince Antonacci to approve the November 2021 Treasurer’s Report.

Voting in favor: Antonacci, Chagares, McCarthy, Peters, Saxton

The December Voucher List – Operating

December Voucher List was distributed and Ms. Peters invited questions or comments.

Motion by Brian Saxton seconded by Lauren McCarthy to approve the December Voucher List.

Voting in favor: Antonacci, Chagares, McCarthy, Peters, Saxton

Resolution 2021:15 Payment of Vendors in Advance

**WYCKOFF FREE PUBLIC LIBRARY
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION # 2021 - 15**

.....

INTRODUCED:

SECONDED:

MEETING DATE: DECEMBER 15, 2021

REFERENCE: Authorize payments to vendors immediately after services rendered but prior to next board meeting

**VOTE: ANTONACCI ___ CHAGARES ___ COHEN ___ DEKORTE ___ DONATO ___
MCCARTHY ___ PETERS ___ RUBENSTEIN ___ SAXTON ___**

.....

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

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

December 15, 2021 Meeting Minutes

7:30 PM, Wyckoff Public Library, 200 Woodland Avenue

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).

Rick Stromoski check #24722, \$250.00, Children’s Cartooning program 1/18/22

CERTIFICATION

I, PEGGY CHAGARES, SECRETARY OF THE BOARD OF TRUSTEES OF THE WYCKOFF FREE PUBLIC LIBRARY, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION DECEMBER 15, 2021.

PEGGY CHAGARES, SECRETARY

CERTIFICATE OF AVAILABLE FUNDS

I, LAUREN DEKORTE, TREASURER OF THE BOARD OF TRUSTEES OF THE WYCKOFF FREE PUBLIC LIBRARY, CERTIFY THAT SUFFICIENT FUNDS ARE AVAILABLE IN THE 2021 WYCKOFF FREE PUBLIC LIBRARY BUDGET, ACCOUNT #1801228.

LAUREN DE KORTE, BOARD TREASURER

Motion by Brian Saxton, seconded by Vince Antonacci insert name to approve Resolution 2021-15

Voting in favor: Antonacci, Chagares, McCarthy, Peters, Saxton

Resolution 2021:16 Revision of the Capital Plan

**WYCKOFF FREE PUBLIC LIBRARY
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #2021 - 16**

INTRODUCED:

SECONDED:

MEETING DATE: December 15, 2021

**REFERENCE: Approve Capital
Expense Plan and**

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

December 15, 2021 Meeting Minutes

7:30 PM, Wyckoff Public Library, 200 Woodland Avenue

Reserving Funds

**VOTE: ANTONACCI ___ CHAGARES ___ COHEN ___ DE KORTE ___ DONATO ___
MCCARTHY ___ PETERS ___ SAXTON ___ RUBENSTEIN ___**

WHEREAS, the Wyckoff Library Board of Trustees and the Library Director govern and manage the business affairs of the Wyckoff Free Public Library with economy and efficiency following established best practices; and,

WHEREAS, the Wyckoff Library Board of Trustees has undertaken an analysis of the capital improvement needs of the Wyckoff Free Public Library; and,

WHEREAS, the Library Board of Trustees has identified several needed capital improvement projects more specifically set forth on the attached Schedule 1, titled "Capital Purchase Schedule"; and,

WHEREAS, the Wyckoff Library Board of Trustees have determined that the Capital Projects will contribute to the provision of efficient and effective library services to the public; and,

WHEREAS, the Wyckoff Library Board of Trustees have determined it is necessary to restrict certain capital funds to provide for future Capital Projects.

NOW, THEREFORE, BE IT RESOLVED, by the Wyckoff Library Board of Trustees that the amount of \$80,656 be designated and hereby restricted for the completion of the Capital Projects listed on Attachment 1, attached as if set forth at length.

Lauren DeKorte, Treasurer

CERTIFICATION

I, PEGGY CHAGARES, SECRETARY OF THE BOARD OF TRUSTEES OF THE WYCKOFF FREE PUBLIC LIBRARY, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE BOARD OF TRUSTEES OF THE WYCKOFF FREE PUBLIC LIBRARY ON DECEMBER 15, 2021.

PEGGY CHAGARES, SECRETARY

Motion by Peggy Chagares, seconded by Brian Saxton to approve Resolution 2021-16.

Voting in favor: Antonacci, Chagares, McCarthy, Peters, Saxton

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

December 15, 2021 Meeting Minutes

7:30 PM, Wyckoff Public Library, 200 Woodland Avenue

Other Financial Matters

General

Budget proposal part 2

Ms. Leonard discussed the budget proposal. She focused on the issue of dissolution of fines. Other libraries have eliminated fines already. A few examples include Oakland, Ramsey, Mahwah. A discussion ensued regarding "going fine free."

Motion to approve going fine free by Lori Peters, seconded by Peggy Chagares.

Voting in favor: Antonacci, Chagares, McCarthy, Peters, Saxton.

Motion carried.

Policy will be effective January 1, 2022.

Motion to approve 2022 Budget that includes the fine free versions. Motion by Lauren McCarthy, seconded by Brian Saxton.

Voting in favor: Antonacci, Chagares, McCarthy, Peters, Saxton.

Old Business

Covid - 19 Response

The staff will be doing some in person /inside programs in January for both children and adults.

Director's Report:

Ms. Leonard gave a few highlights.

Committee Updates and Current Action Items

Building and Grounds Committee:

Committee is working on getting the bathrooms done.

Policy Committee:

Reconsideration of Materials policy:

Changes to policy include the stipulation that only Wyckoff residents can make a request for reconsideration of materials.

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

December 15, 2021 Meeting Minutes

7:30 PM, Wyckoff Public Library, 200 Woodland Avenue

Motion to approve policy as revised by Lori Peters, seconded by Vince Antonacci.

Voting in favor: Antonacci, Chagares, McCarthy, Peters, Saxton

Holiday Leave updated:

Part time staff members are not paid for holidays. Proposal to update policy to pay part time staff for holidays that they are scheduled to work.

Motion made by Lori Peters, seconded by Brian Saxton.

Voting in favor:Antonacci, Chagares, McCarthy, Peters, Saxton.

Adjournment

Motion by Lauren McCarthy to adjourn the meeting.

All were in favor and the meeting adjourned at 8:32. PM.

Lori Peters, Board President

Laura Leonard, Library Director