

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

April 15, 2020 Board Meeting Minutes

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

“The April 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: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Brian Eller, Lauren McCarthy, Lori Peters, Timothy Shanley

Arrived late at 7:57 PM: Brian Saxton

Staff Attendance: Laura Leonard, Library Director and Giulia Bombace, Recording Secretary

Public Comments: None

Open Session

Board Business:

Review of the Bylaws

During the February meeting, revisions were made to the Bylaws concerning the length of terms, re-election and updates to several other items. Revisions need to be approved twice before they are able to be put on record.

Motion by Tony Donato second by Vince Antonacci to approve the revised Board of Trustees Bylaws.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Brian Eller, Lauren McCarthy, Lori Peters, Timothy Shanley

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Secretary's Report:

The February 19th, 2020, Wyckoff Library Board of Trustees Meeting Minutes were previously distributed to the Board of Trustees. Ms. Peters invited questions. There were none.

Motion by Peggy Chagares seconded by Tony Donato to approve the February 19th, 2020 Board of Trustees Regular Meeting Minutes.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Brian Eller, Lauren McCarthy, Lori Peters, Timothy Shanley

Treasurer's Report

The February 2020 Treasurer's Report was distributed and Ms. Peters invited questions or comments.

There was a question about a Miscellaneous charge. Ms Leonard explained that it is an unemployment payment for a former employee.

Motion by Brian Eller, seconded by Peggy Chagares to approve the February Treasurer's Report.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Brian Eller, Lauren McCarthy, Lori Peters, Timothy Shanley

Voucher List

The March 2020 Voucher List was distributed and Ms. Peters invited questions or comments.

Ms. Leonard commented about Line 52- Carole King Tribute concert. The event has been cancelled and the check will be voided.

Motion by Tony Donato, seconded by Peggy Chagares to approve the March Voucher List.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Brian Eller, Lauren McCarthy, Lori Peters, Timothy Shanley

The March 2020 Treasurer's Report was distributed and Ms. Peters invited questions or comments.

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Motion by Peggy Chagares seconded by Vincent Antonacci to approve the March Treasurer's Report.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Brian Eller, Lauren McCarthy, Lori Peters, Timothy Shanley

The April 2020 Voucher List was distributed and Ms. Peters invited questions or comments.

Ms. Leonard pointed out that Line 18, payment to OverDrive, is higher than usual because spending is being shifted to the library's digital collection. Line 32 is a 2 year subscription to Zoobean which is a program to provide an online Summer Reading Club.

Motion by Vincent Antonacci seconded by Peggy Chagares to approve the April Voucher List.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Brian Eller, Lauren McCarthy, Lori Peters, Timothy Shanley

RESOLUTION #2020 - 06 Payment of Vendors in Advance

This resolution was voided - all programs were canceled.

RESOLUTION #2020 - 07 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).

Jody Rubel, \$810.00, check #23749, Virtual Tai Chi classes 3/25, 4/1, 4/8, 4/15, 4/22, 4/29
Jamie Novak, \$200.00, check #23751 Virtual Declutter Program 4/23

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Motion by Lauren Dekorte second by Peggy Chagares to approve Resolution 2020: 07.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Brian Eller, Lauren McCarthy, Lori Peters, Timothy Shanley

Other Financial Matters

None

General

Covid-19 Response

It was decided to stop programming on March 12th to keep in accordance with social distancing. Executive Order 107, issued by Governor Murphy, specifically stated which businesses were not considered essential during the unprecedented health crisis. Libraries were on that list. Until the Governor reverses that decision, we will not be able to open to the public. It is possible that we will be allowed to have staff in before we are able to open the library to the public.

Mayor Shanely said the governor has not yet decided when students are going back to school. Bergen County has over 10,000 cases which is a majority of the cases in the state, followed by Hudson and then Passaic.

When asked when the library will reopen, Ms. Leonard has told patrons and staff that we are waiting on the Governor's decision.

Mr. Antonacci asked when was the library last open to the public? Ms. Leonard said the last day the library was open to the public was March 14th.

Ms. Leonard explained that all carpets have been cleaned, all upholstery, every cushion, the tile floors, and the custodians are doing their regular cleaning as well.

Mayor Shanely said the DPW has a disinfecting fogger machine that can be used by the library before the library opens.

The library website is directing people to the Township page for Covid-19 resources to maintain a unified voice.

Mr. Antonacci asked if the meeting rooms would be open to the public when the library reopens. Ms. Leonard explained that the phasing plan is being worked on. Books should be quarantined for 24-48 hours one they are returned. These books will be stored in the Monroe Room. Meetings from outside groups will be held off until more information is available.

The library is already planning the possibility of a virtual summer reading program. Decisions will not be made until more guidelines are available from the state.

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Mr. Saxton asked how would the library deal with being a voting site? Mayor Shanley said the voting date had been postponed and it is possible that voting would be by mail. July 7th is the new tentative date. Ms. Leonard stated that if voting did have to take place at the library, the Board of Election would have to give guidance and guidelines as to how to proceed. The library may need to close to patrons on that day to accommodate voters' safely.

Ms. Peters mentioned the many ways that the library staff is providing services to patrons virtually. Ms. Chagares said she noticed the library has a very consistent presence on social media. She also pointed out that Ancestry is now available remotely without additional fees. Ms. Leonard said the staff has been coming up with new and creative ways to serve patrons virtually. Next week is National Library week. Staff member Susan Valenta is working on a video about serving patrons during quarantine.

BCCLS Updates

BCCLS is focused on developing a plan on how to provide services during this time. Ms. Leonard was in attendance, as a member, at the Executive Board meeting. It was decided that any expiring cards will be renewed until June 1, 2020. BCCLS will continue to extend renewals on items for two weeks after the library is able to open. The bill usually sent after 4 months for lost items has been suspended. BCCLS is also looking at a system to quarantine books before they are delivered back to their home library. Wyckoff has issued 30 temporary library cards during this time.

Mr. Saxton asked about the possibility of disinfecting books when they are returned. Ms. Leonard will keep the board updated with the information that the ALA is putting out about what options are reliable and available.

Director's Report

Ms. Leonard commended the staff for the work being done from home including video tech tutorials, storytimes, readings, book clubs and other activities that support and connect the community.

Ms. Leonard mentioned wanting to do something to pay tribute to Diane Ulrich. She was the longtime Treasurer of the Friends of the Library, serving for at least four decades. She was also one of the writers and main contributor of the book *On High Ground*. She passed away last month.

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Grace Ferrara passed away last week. She lived in town for many years. Her family has asked that in lieu of flowers donations be made to the library. The donations can be used however the library wishes.

Committee Updates

The Personal Committee and Finance Committee have been meeting with Ms. Peters. She will keep the board updated with those meetings.

Adjournment

Motion by Vincent Antonacci seconded Peggy Chagares to adjourn the meeting.

All were in favor and the meeting was adjourned at 8:28 PM.

The next meeting will be held on May 20th, 2020.

Lori Peters, Board President

Laura Leonard, Library Director