

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES**

**April 21, 2021 Board Meeting Minutes**

**7:30 PM, Wyckoff Public Library (virtual)**

“The April 21st 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 Cohen, Tony Donato, Lauren McCarthy, Lori Peters, Brian Saxton

Absent: Lauren DeKorte, Melissa Rubenstein

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

**Public Comments:** None

**Open Session**

**Board Business:**

**Secretary’s Report:**

The March 17th, 2021 Wyckoff Library Board of Trustees Meeting Minutes were previously distributed to the Board of Trustees. Ms. Peters invited questions.

Motion by Tony Donato seconded by Peggy Chagares to approve the March 17th, 2021 Board of Trustees Regular Meeting Minutes.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Cohen, Tony Donato, Lauren McCarthy, Lori Peters

Brian Saxton abstained

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### **Treasurer's Report**

The March 2021 Treasurer's Report was distributed and Ms. Peters invited questions or comments. Brian Saxton inquired about recent renewals of CDs and rates. Ms. Leonard explained that due to the very low interest rates, it was decided to renew for a short term.

Motion by Brian Saxton seconded by Tony Donato to approve the March 2021 Treasurer's Report.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Cohen, Tony Donato, Lauren McCarthy, Lori Peters, Brian Saxton

### **Voucher List**

The March 2021 Voucher list was distributed for re-approval because there was an additional debit charge to our account after the March 17th meeting. The charge on line 30 in the amount of 467.78 for was for printed checks. Ms. Peters invited questions or comments.

Motion by Brian Saxton seconded by Vince Antonacci to approve the edit to the March 2021 Voucher List.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Cohen, Tony Donato, Lauren McCarthy, Lori Peters, Brian Saxton

The April Voucher list was distributed and Ms. Peters invited questions or comments. Ms. Leonard pointed out that line 19 was the sewer bill for the year. The NJLA annual conference is virtual so the registration fee is less than usual though there are more staff members attending. Line 57 is for FSA administrative fees for 6 months. Ms. Peters had a question about Overdrive. Ms. Leonard explained that there were two entries because invoices are generated on the release date.

Motion by Brian Saxton seconded by Peggy Chagares to approve the April 2021 Voucher List.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Cohen, Tony Donato, Lauren McCarthy, Lori Peters, Brian Saxton

### **Resolution 2021:06 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; 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).

Ruth Bloomfield Margolin, check #24319, Crossword puzzle program, Zoom, 4/27

Katherine Stievater, check #24330, Teen Gap year program, Zoom, 5/6

Jody Rubel, check #24294, Tai Chi classes, Zoom, 5/10, 5/17, 5/24

Jody Rubel, check #24295, Tai Chi classes, Zoom, 6/7, 6/14, 6/21

Motion by Tony Donato seconded by Lauren Cohen to approve Resolution 2021-06:  
Payment of Vendors in Advance.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Cohen, Tony Donato, Lauren McCarthy, Lori Peters, Brian Saxton

### **Other Financial Matters**

#### **General**

##### **Employee Travel Guidelines as Related to COVID-19**

In February a travel guideline was passed by the Board regarding the required quarantine time before returning to work if a staff member traveled outside of the immediate NJ area. The CDC revised these guidelines. The CDC no longer requires fully vaccinated people to be quarantined if they travel within the United States. If a staff member chooses to voluntarily show their vaccination card to the library Director to confirm full vaccination then the staff member could return to work immediately after domestic travel. Staff members who do not demonstrate full vaccination still must quarantine post travel outside of the immediate area.

All present board members voted in favor of revision to the Travel Guidelines as related to COVID- 19.

##### **Bathroom Repairs and Renovations**

The Buildings and Grounds Committee will be meeting with three architects to provide a scope of work and discuss the renovations of four public and two staff bathrooms. Ms. Leonard thanked the Buildings and Grounds Committee for making the time to be at all three meetings.

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### **Junior Police Academy**

The Township has held a junior police academy for the past two years. Previously they have used the Shotmeyer room. This year they plan to hold the program outdoors. They may still use the Shotmeyer room to store materials and handle registration. They would be inside the room for a very short period of time. The program would start July 5th and the library is closed on that day. A police officer will open the Shotmeyer Room on that day.

### **Outdoor Programing**

Because COVID numbers are still high, the library is not planning on holding any programs indoors this summer. The plan is to have a hybrid model of programming which would include virtual programs and small outdoor programs- weather permitting. One possibility is renting or buying a tent so that outdoor programs would not have to be canceled because of weather. Mr. Antonacci suggested contributing to the gazebo that is being constructed at the field so that the library could use it for programs. There are no concrete plans or start date known for the building of the gazebo. Ms. McCarthy said she would reach out to the school about the tents they have purchased that are not being used during the summer.

### **Old Business**

#### **COVID-19 Response Reopening Plan**

The library is still enforcing occupancy limitations according to New Jersey guidelines. All New Jersey residents over 16 are now eligible to be vaccinated. At this time, employers cannot require staff to get vaccinated. We are still limiting in person browsing time to 1 hour. There are four public computers with seating available. BCCLS still requires 72 hour quarantining of materials. As a result of various studies and recent recommendations from the CDC, that guideline may be revised soon. Next month's board meeting will be a hybrid meeting.

#### **100th Anniversary**

More information will come out in the next eBlast at the end of the month. Tote bags were ordered with the library logo and commemorative date. The Friends of the Library are fronting the cost of the bags. 100 bags will be given away to the first 100 families/ individuals. An additional 150 bags were ordered. Some will be given as summer reading prizes and the rest will be sold at \$5. T-shirts were also purchased. A banner was designed by Ms. Leonard for the front of the library. Wyckoff Living Magazine will feature pictures of the library spanning the past 100 years. There will be 100 social media posts highlighting the library's history. The story walk will have information about the history of the library. Staff members from all different departments are contributing to the planning of these events.

#### **Memorial Field Update**

Survey drawings of the Memorial Field complex have been received from Scott Fisher of the DPW. The concession stand/ locker room/ bathroom construction will start as soon as possible. The bleachers at the 40 yard line would be set into the field. There is no date for the start of that construction. Ms. Leonard asked where the speaker will be located. Mr. Saxton said they

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will be on the library side of the field but facing the railroad tracks. Ms. Peters asked if there were any plans to improve landscaping between the library and concession stand. Ms. Leonard said Scott from the DPW mentioned bringing trees in to be planted.

### **Director's Report**

Ylva Mann is retiring on April 30th after 25 years as a full time Circulation Assistant. The Board acknowledged her years of service and commitment to the community. Ms. Leonard, Denise Marchetti and Dolores Goetschius were able to volunteer during VolunHERO week with the Boys & Girls Club of Paterson and Passaic. Denise and Dolores presented a Leap into Science Shadow and Light project at this event. Make and Takes are still very popular. Next week there will be a virtual visit by Marie Benedict, author of The Mystery of Mrs. Christie. There was a slight roof leak over the winter. I received a recommendation for a roofer from Scott Fisher and the repair should be completed shortly. The Friends of the Library will resume the museum pass program in May. Thanks to Susan Valenta for updating the information with new guidelines. The Friends of the Library provided boxed lunches for staff during National Library week. Circulation is doing well. Digital circulation continues to be very strong. Since the MeeScan self-check kiosk was introduced there have been over 500 items checked out per month.

### **Committee Updates**

Personnel Committee

A part time circulation assistant will be promoted to full time to fill Ylva's position. A part time circulation assistant was also hired.

### **Adjournment**

Motion by Brian Saxton to adjourn the meeting.

All were in favor and the meeting was adjourned at 8:36 P.M.

The next meeting will be held on Wednesday, May 19, 2021 in person or via Zoom.

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Lori Peters, Board President

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Laura Leonard, Library Director