

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES**  
**December 18, 2019 Board Meeting Minutes**  
**7:30 PM, Wyckoff Public Library, 200 Woodland Avenue**

“The December 18th 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, Tony Donato, Lauren McCarthy, Lori Peters, Brian Saxton

Absent: Lauren DeKorte, Brian Eller

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

**Public Comments:** None

**Open Session**

**Board Business:**

**Construction/Building Update:**

Other construction/ building matters (miscellaneous repairs)

**Secretary’s Report:**

The November 20, 2019, Wyckoff Library Board of Trustees Meeting Minutes were previously distributed to the Board of Trustees. Mrs. Chagares invited questions. There were none.

Motion by Lori Peters seconded by Tony Donato to approve the November 20th, 2019 Board of Trustees Regular Meeting Minutes.

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

FINAL

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**Treasurer's Report**

The November 2019 Treasurer's Report was distributed and Mrs. Chagares invited questions or comments.

Motion by Brian Saxton seconded by Lori Peters to approve the November Treasurer's Report.

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

**Voucher List**

The December 2019 Voucher List was distributed and Mrs. Chagares invited questions or comments.

Questions about the following lines were answered by Ms. Leonard.

Line 40 is higher than usual because it was for multiple months rather than one.

Line 61 is a payment for the approved capital improvement, LED lighting upgrade project.

Line 46 is PLA conference registration fee for Laura Leonard. Ms. Leonard will be the only staff member attending this conference. It is specifically for public libraries.

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

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

**RESOLUTION #2019 - 17 Transfer Funds to Capital Account**

**INTRODUCED:**

**SECONDED:**

**MEETING DATE: December 18, 2019**

**REFERENCE: Approve Capital  
Expense Plan and  
Reserving Funds**

**VOTE: ANTONACCI \_\_\_ CHAGARES \_\_\_ DE KORTE \_\_\_ DONATO \_\_\_ ELLER \_\_\_  
MCCARTHY \_\_\_ PETERS \_\_\_ SAXTON \_\_\_ SCANLAN \_\_\_**

**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,

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**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 \$61,877 be designated and hereby restricted for the completion of the Capital Projects listed on Attachment 1, attached as if set forth at length.

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Lauren DeKorte, Treasurer

**CERTIFICATION**

I, BRIAN ELLER, 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 18, 2019.

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BRIAN ELLER, SECRETARY

**Other Financial Matters**

**General**

**Budget proposal - Part 2**

Ms. Leonard distributed a report that gave a line by line explanation of the proposed 2020 budget. The report had previously been reviewed by the budget subcommittee, Lauren De Korte and Brian Saxton. Ms. Leonard and Mr. Saxton addressed major changes and answered questions.

FINAL

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Motion by Brian Saxton to accept the proposed 2020 budget, seconded by Vince Antonacci.

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

### **Library Board Officers Nominations, Subcommittee Structure**

Mrs. Chagares was thanked for her service as President and Lori Peters was nominated and voted in as President beginning January 1, 2020. Brian Eller and Lauren DeKorte will continue their terms as Secretary and Treasurer respectively.

Motion by Tony Donato seconded by Peggy Chagares to approve Lori Peters as new Board President.

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

The grant for the Makerspace has been expended therefore, the Makerspace Committee will be dissolved. A Strategic Plan Committee will be formed and include Peggy Chagares and Lauren McCarthy.

### **Security Gate**

The patron counter is currently out of order. Ms. Leonard will get an estimate for repair or replacement, as well as a stand alone people counter. Ms. Peters asked if having a security system affects our insurance rates. Ms. Leonard will look into this and provide information at the next meeting.

### **Old Business**

#### **Fine Free Libraries**

Several additional libraries have announced that they are going fine free, the closest geographically being Ramsey Public Library. Ms. Leonard will continue to update the board with any other libraries that are going along with this new trend.

#### **Attorney Appointment**

Ms. Leonard shared information about the new candidates with Ms. Peters and Mrs. Chagares. Their fees are similar to one another. One candidate is part of a firm and one works alone. Douglas Zucker is Ms. Leonard's recommendation. His fees are slightly less and he is part of a firm. He also represents several libraries in NJ and is familiar with library law.

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The board will appoint an auditor and architect early in 2020.

**Director's Report**

The First Grade visits have just concluded. Thank you to the staff, especially the Children's Department lead by Denise Marchetti and Circulation Department for making this annual tradition a success. A follow-up email will be sent to the teachers to share with parents after the holidays. Thanks to the Friends of the Library for providing lanyards to attach the keychain cards. We have already seen many kids returning with their new cards hanging from their lanyards. Denise Marchetti was also able to visit two elementary schools during their author visits.

The Friends of the Library Holiday Concert had over 100 attendees. Circulation continues to do well. Mr. Antonacci asked if there was a list of most requested books by our library. Ms. Leonard explained that although she didn't know off the top of her head, there are ways of obtaining this information to find out most circulation, most requested, etc.

**Buildings & Grounds Subcommittee**

Mr. Donato has been in contact with a member of the Historical Society about the Grange mural.

**Adjournment**

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

All were in favor and the meeting was adjourned at 8:50PM.

The next meeting will be held on January 22, 2020.

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Peggy Chagares, Board President

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Laura Leonard, Library Director