

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES**

**June 19, 2019 Board Meeting Minutes**

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

“The June 19th 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, Brian Eller, Lori Peters, Brian Saxton  
Absent: Tony Donato, Lauren McCarthy, Brian Scanlan

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

**Public Comments:** None

**Open Session**

**Board Business**

**Construction/Building Update:**

Chair Lift

The chair lift is now operational, but needs an emergency stop button installed and inspection scheduled. This is expected to be complete within three weeks.

**Other construction/building matters**

Batteries in the fire alarm panel were replaced and the system was checked and found to be functional. Pump 5 seal has been leaking and will need to be repaired eventually. Ms. Leonard will be getting a quote on repair costs.

**Secretary's Report**

The February 20, 2019, Wyckoff Library Board of Trustees Meeting Minutes were previously distributed to the Board of Trustees and tabled until the May 15th Board of Trustees Meeting. Tabled.

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

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The April 17, 2019, Wyckoff Library Board of Trustees Meeting Minutes were previously distributed to the Board of Trustees.

Tabled.

The May 15, 2019, Wyckoff Library Board of Trustees Meeting Minutes were previously distributed to the Board of Trustees.

Tabled.

**Treasurer's Report**

**Treasurer's Report - Operating**

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

Ms. DeKorte noted that the MISC income of \$725 will be offset by a disbursement for DCRP as a result of a delayed billing in April.

Mr. Antonacci asked if gifts (monetary donations) given to the library are to be used to offset budget? Ms. Leonard and DeKorte stated that gifts are recorded separately and recorded separately for audit. Ms. Leonard will look into the laws regarding this and report to the Board.

Ms. Leonard was asked what are the Makerspace charges/income sources. She replied that they are payments for materials used for the 3-D printer, poster printer, button maker and laminator.

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

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

**Voucher List**

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

Ms. Leonard noted that there are more vouchers than usual because of the numerous programs planned as part of the Summer Reading Program.

Motion by Brian Saxton seconded by Lori Peters.

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

**Resolution #2019:10 Payment of Vendors in Advance**

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**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).

Rebecca Ziobro, \$150, check #23184, Car Class 7/9  
Donna Atkins, \$200, check #23186, Life Story Workshop 7/17  
SpinItsocial, \$175, check #23146, Teen Smartphone Photography 7/8  
Agostino Performing Arts, \$450, check #23207, Children's Summer Program 7/10  
Shih Enterprises \$500, check #23195, Children's Summer Program 7/18  
Steven Brown \$250, check #23208, Children's Summer Program 7/11  
Art Kids Rule \$285, check #23209, Children's Summer Program 7/15  
Whatergy \$350.00, check #23210, Children's Summer Program 7/11  
Outragehiss \$425, check #23187, Children's Summer Program 7/17  
Encore Performing Arts, \$600, check #23188, Children's Summer Program 7/3

Motion by Lori Peters seconded by Lori Decorte to approve Resolution 2019-10.

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

**Other Financial Matters**

**Audit**

The draft has been received and reviewed by Ms. Leonard and Ms. DeKorte. There were no notes of concern by the auditors. The auditor is waiting for figures to be released by the government before finalizing the audit. Ms. Leonard will be checking before next meeting to see if they have the information.

Atlantic Stewardship Bank, one of our banks, is merging with Columbia Bank. This should not affect our account but Ms. Leonard and Ms. DeKorte will check on this.

**General**

**Fine Structure**

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## **WYCKOFF LIBRARY BOARD OF TRUSTEES**

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A number of BCCLs libraries are going fully or partially fine free. Ms. Leonard suggests considering lowering DVD and video game from \$1 per day to \$.10 per day so that fines will be unified within our library. Mr. Antonnaci asked if libraries that done away with fines found that it is improving circulation? Ms. Leonard reported that these changes have happened recently and there isn't enough data yet although national reports indicate yes. Mr. Antonacci then asked how much does the library currently make in fines? Ms. Leonard reported that it is approximately \$20,000, but as circulation for physical materials (specifically DVDs) declines, so will fine revenue. The largest growth of circulation is for digital materials for which there are no fines . Ms. Leonard reported that fines for all materials are 10 cents a day except DVDs and video games which are \$1 a day. It is suggested that all fines should be 10 cents. Brian Saxton asked if a report can be generated to see how much revenue is coming in from fines at the \$1.00 per day level. Ms. Leonard will try to have a report for the July meeting.

#### **2020 Board of Trustees Meeting Dates**

Ms. Leonard introduced the proposed Board of Trustee meeting dates for 2020. She reported that there were no conflicts with religious holidays or anything else that required a change in the typical meeting date of the 3rd Wednesday of each month, except August.

January 15th  
February 19  
March 18  
April 15  
May 20  
June 17  
July 15  
August - No Meeting  
September 16  
October 21  
November 18  
December 16

Motion by Lori Peters seconded by Lauren DeKorte.

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

#### **2020 Closed dates**

Ms. Leonard introduced the proposed Closed dates for 2020. She noted that July 4, 2020 falls on a Saturday so library would close on Friday, July 3, 2020 per policy. Ms. Peters asked is all employees are paid for holiday closures. Ms. Leonard responded that per policy only full time employees get paid for holiday closings.

Motioned by Lauren DeKorte seconded by Lori Peters.

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

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**Circulating STEAM & Gaming material Friends of the library**

The Friends of the Wyckoff Library donated money to purchase retro gaming system, board games, STEAM and STEM materials like Makey-Makey and Snap Circuits. Items need to be processed and readied for circulation.

Old Business

**Old Business**

**Energy Audit**

The library's application has been submitted and we are now waiting for approval. Lime Energy estimated another couple of weeks before we know that we have approved.

**Wyckoff Day**

Seven staff members were able to participate and set up a booth. Marica Lesznick took the lead with set up and clean up. Susan Valenta provided great help in preparing materials. There were trivia questions for a raffle, games for prizes. An iPad was available to show digital collection. Ms. Chagares said it looked great and that staff did a great job. There was discussion about purchasing a banner with logo or table cloth for next year.

**BCCLS Delivery updates**

Our new driver Anthony is conscientious and helpful. Turn over time has been optimized. Packing and unpacking time has been minimized. Staff is pleased with the changes. Minimal hiccups in the process and it is really going well. BCCLS is able to work on and resolve all issues. Good news all around.

**Director's Report**

Wyckoff Police Dept. is holding a Junior Police Academy that will utilize the Shotmeyer Room all week beginning at 8am. Two days will be held off site. The last day will include a 100 foot inflatable obstacle course. Staff and custodians have been notified.

Riley McCarthy received a BCCLS Scholarship and will be awarded that honor on June 27th. On this past Monday there were nine girls who were awarded the Gold Award. The ceremony was held at the library. Assemblyman Ronney and DePhilips were in attendance along with all members of the Township Committee. Elizabeth Coyne's Gold Award project included creating a community mural to promote the Summer Reading Program. It is currently displayed in the Rizzo Children's Room.

**Committee Updates and Current Action Items**

Renovation of bathrooms

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Legal opinion is being requested on the need for gender neutral bathroom and what is required. Ms. Leonard received information about this and the plumbing code. The library's attorney was asked for a legal opinion to make sure we are in compliance with all laws and regulations.

**Adjournment**

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

All were in favor and the meeting adjourned at 8:40 PM.

\_\_\_\_\_  
Peggy Chagares, Board President

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Laura Leonard, Library Director