

# **FINAL**

## **WYCKOFF LIBRARY BOARD OF TRUSTEES**

**May 15, 2019 Meeting Minutes**

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

“The May 15, 2019 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:** Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Lauren McCarthy, Brian Saxton

Absent: Brian Eller, Brian Scanlon, Lori Peters

**Staff Attendance:** Laura Leonard, Library Director

**Public Comment** - None

### **Open Session**

**Board Business** - None

### **Construction/Building Update**

#### **Chair Lift Repair**

Ms. Leonard reported that work is scheduled for May 24, 2019. Library is closed for the weekend and the work will resume Tuesday and Wednesday of the following week.

**Other Construction/Building Matters** - None

### **Secretary's Reports**

Approval of February 2019 and April 2019 minutes was tabled until June.

### **Treasurer's Report**

#### **April Treasurer's Report– Operating**

The April 2019 Treasurer's Report was distributed and Ms. Leonard invited questions or comments.

There were no questions regarding the Treasurer's Report.

Motion by Tony Donato seconded by Brian Saxton to approve the April 2019 Treasurer's Report.

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

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**May 2019 Voucher List – Operating**

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

Motion by Brian Saxton seconded by Tony Donato to approve the May 2019 Voucher List.

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

**Resolution 2019-08 Payment of Vendors in Advance**

**WYCKOFF FREE PUBLIC LIBRARY  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION # 2019 - 08**

**INTRODUCED:**

**SECONDED:**

**MEETING DATE: MAY 15, 2019**

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

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

**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, \$405.00, check #23151, Tai Chi classes 5/22, 5/29, 6/05  
Richard Feingold, \$250.00, check #23138, Lecture Unbroken 5/16  
SpinItsocial, \$175.00, #23146, Smartphone Photography 6/10

**CERTIFICATION**

**FINAL**

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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 MAY 15, 2019

\_\_\_\_\_  
BRIAN ELLER, SECRETARY

**CERTIFICATE OF AVAILABLE FUNDS**

I, LAUREN DE KORTE, TREASURER OF THE BOARD OF TRUSTEES OF THE WYCKOFF FREE PUBLIC LIBRARY, CERTIFY THAT SUFFICIENT FUNDS ARE AVAILABLE IN THE 2019 WYCKOFF FREE PUBLIC LIBRARY BUDGET, ACCOUNT #1801228

\_\_\_\_\_  
LAUREN DE KORTE, BOARD TREASURER

Motion by Vince Antonacci seconded by Tony Donato to approve Resolution 2019 -08.

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

**Resolution 2019-09 Revision to Capital Expense Plan and Reserving Funds**

**WYCKOFF FREE PUBLIC LIBRARY  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION #2019 - 09**

**INTRODUCED:**

**SECONDED:**

**MEETING DATE: May 15, 2019**

**REFERENCE: Revision to Capital  
Expense Plan and  
Reserving Funds**

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

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**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 not to exceed \$18,000 be budgeted for lightning upgrades through the NJ Direct Install program.

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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 MAY 15, 2019.

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BRIAN ELLER, SECRETARY

Motion by Brian Saxton seconded by Tony Donato to approve Resolution 2019 -08.

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

### **Energy Audit**

Proposal to update lights from flourescent to LED as part of the NJ Direct Install program. Up to 70% of the cost can be covered by NJ Direct Install program and remainder covered by the library. Four different versions of the proposal were provided by contractor. Certain rooms were left out in some of the proposals due to level of work

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that would be required. Vince and Laura walked through the library and looked at everything. Benefits include utility cost savings, replace lights less frequently, less maintenance, don't have to pay to recycle lights. Doing everything - total cost would be \$51,427.46 - library portion would be \$16,583.24. Projected time to recoup amount spent in utility savings is less than one year. Vince recommends doing everything.

Funding: Capital Plan that was approved in December would be updated to include this project in the amount of up to \$18,000. Other items would be adjusted - an AV project would be changed to a smaller amount needed for this year and the remainder of those projects would be moved to next year.

Motion to approve the revised capital plan and reserve funds for the energy project by Brian Saxton seconded by Tony Donato.

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

### **Other Financial Matters - None**

### **General**

#### **Wyckoff Day - June 1, 2019**

Library will have booth. Library staff will be manning the booth and lots of fun activities are planned.

Vendor Village time adjusted to 11 - 4:30.

#### **Planet Aid Bins**

Planet Aid would like to put out bins in town to collect used books. The Township doesn't have to do anything - the company does everything - but the Township will make a small profit if they allow them to put out the bins. The Township asked Ms. Leonard if she had any concerns about the Township proceeding with this. Ms. Leonard said she has no objections. The bins would not be at the library. The Board did not have any objections either.

#### **BCCLS Delivery Updates**

The lease on a warehouse which is located in Fair Lawn is finalized. Deliveries are scheduled to begin in June 2019. Custom bins have been ordered and have arrived. Three of five drivers have been hired.

#### **BCCLS Unified Loan Periods**

Small group meetings were held within BCCLS to discuss loan periods. Currently, each library sets its own loan period and number of renewals. Patrons were often confused by which rules applied to the items which came from other libraries. There is a proposal to possibly unify the loan periods and number of renewals across BCCLS.

### **Old Business**

#### **Energy Audit**

(See above)

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## **Director's Report**

Ms. Chagares and Mr. Donato mentioned that they appreciate the thoroughness of the Director's Report.

Ms. Leonard mentioned a legislative visit from Assemblyman Chris DePhillips. Assemblyman DePhillips took the time to talk with Directors from five libraries.

The Friends of the Library approved many wishlist items - digital camera, a second podium, a telescope, lanyards for library cards for the first graders, retro gaming systems.

The Friends of the Library hosted a lovely annual luncheon for staff during National Library Week.

On May 7th Elizabeth Coyne presented her Girl Scout Gold Award project. Elizabeth approached me with a few proposals. We settled on the idea of a community mural that would incorporate and promote the summer reading theme, A Universe of Stories. Elizabeth created an outline for the mural and purchased supplies after researching the best products for this type of project. In addition to the mural, Elizabeth worked with students from the Ramapo High School Art Club to create related coloring sheets that children could take home. The completed mural will be hung over the windows in the Rizzo Room for the summer.

On June 8th Atlantic Stewardship Bank will be at the library at 11am to host a "Thanks to Wyckoff Volunteers" event. At that time, they hope to have one representative from each Wyckoff Fire House, Wyckoff EMT and the library to receive donation checks. ASB will sponsor refreshments or cookies too. The library's drop in craft for the day will relate to community helpers.

Circulation was up this year but with the negative impact of delivery issues in 2018 results may be skewed. The addition of Overdrive Advantage and Kanopy have increased circulation substantially.

## **Committee Updates and Current Action Items**

(None)

## **Adjournment**

Motion by Vince Antonacci to adjourn the meeting, seconded by Tony Donato.

All were in favor and the meeting adjourned at 8:45 PM.

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Peggy Chagares, Board President

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Laura Leonard, Library Director