

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

November 16, 2022 Meeting Minutes

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

“The November 16, 2022 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 Chegares, Lauren Cohen, Lauren DeKorte, Tony Donato, Lori Peters, Kerry Postma (7:37 arrival), Brian Saxton

Absent: Rudy Boonstra

Staff Attendance: Laura Leonard, Library Director

Public Comment - N/A

Open Session- N/A

Board Business

- The Board exceeded the continuing education requirements for 2022.

Construction/Building Update

- Water heater needs to be updated
 - 3 plumbers came, 1 estimate received thus far
- Some exterior lights are not functioning properly and a few interior lights need repair.
- There is a broken window in the Shotmeyer Room that must be replaced.

Other Construction/Building Matters

Secretary's Reports

The October 19th, 2022, Wyckoff Library Board of Trustees Meeting Minutes were previously distributed to the Board of Trustees. The Board reviewed the minutes and Ms. Chagares invited questions or comments.

Motion by Brian Saxton seconded by Lori Peters to approve the October 19th Board of Trustees Regular Meeting Minutes, with no revisions.

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

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Treasurer’s Report

October Treasurer’s Report

The October 2022 Treasurer’s Report was distributed and Ms. Leonard invited questions or comments.

Motion by Tony Donato seconded by Brian Saxton to approve the October Treasurer’s Report.

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

Abstain: Kerry Postma

November Voucher List

November 2022 Voucher List was distributed and Ms. Chagares invited questions or comments.

Motion by Brian Saxton seconded by Lori Peters to approve the November 2022 Voucher List.

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

Resolution 2022-14 Payment of Vendors in Advance

**WYCKOFF FREE PUBLIC LIBRARY
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION # 2022 - 14**

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INTRODUCED:

SECONDED:

MEETING DATE: November 16, 2022

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

VOTE: ANTONACCI ___ BOONSTRA ___ CHAGARES ___ COHEN ___ DEKORTE ___ DONATO ___ PETERS ___ POSTMA ___ SAXTON ___

.....

WHEREAS, NJSA 40A:5-16 establishes requirements for local units of government to pay out moneys;

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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).

Jill Slater #25348, \$500.00, Smart Stretch 9/8, 11/8, 11/15, 11/22, 11/29

Jody Rubel #25346, \$540.00, Tai Chi 10/3, 11/7, 11/14, 11/21

CERTIFICATION

I, LAUREN COHEN, 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 NOVEMBER 16, 2022.

LAUREN COHEN, SECRETARY

CERTIFICATE OF AVAILABLE FUNDS

I, LAUREN DEKORTE, TREASURER OF THE BOARD OF TRUSTEES OF THE WYCKOFF FREE PUBLIC LIBRARY, CERTIFY THAT SUFFICIENT FUNDS ARE AVAILABLE IN THE 2022 WYCKOFF FREE PUBLIC LIBRARY BUDGET, ACCOUNT #1801228.

LAUREN DEKORTE, BOARD TREASURER

Motion by Lori Peters seconded by Brian Saxton to approve Resolution 2022-14.

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

Other Financial Matters

New Business

Resolution 2022-15

Bid for AV Upgrades

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- Board put forth a request for bid to upgrade AV in Library meeting rooms. The first round resulted in no bids. The bid was revised and readvertised. The second bid opening was held on November, 10 2022. Again received no bidders. Since no bids received after 2 attempts, the Board can agree to move forward with direct negotiations.

Motion by Tony Donato seconded by Brian Saxton to approve Resolution 2022-15.

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

Budget Proposal - Part 1

Budget Proposal

Ms. Leonard met with Finance Committee to review multiple proposals. Ms. Leonard and the committee presented the final proposal to the board. Discussion followed.

Motion by Lori Peters seconded by Lauren DeKorte to approve Budget.

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

BCCLS White Paper - usage patterns post pandemic

BCCLS presented a study of system-wide usage comparing 2019 to 2022. Ms. Leonard shared an overview with the board. A copy will be transmitted to Ms. Chagares. This data can help guide decision regarding budgeting, purchasing, and programming.

Old Business

Payroll Services

The current shared service agreement with the Township expires this year. The Board would like to do due diligence and compare services and costs. Ms. Leonard received the proposal from the Township and a partial quote from one other company. Likely there will not be time to make a fully informed decision prior to year end, therefore the Board requested that Ms. Leonard ask if it would be possible to renew the Shared Services Agreement for a shorter term and/or with a termination clause. The Finance Committee will help evaluate alternatives.

Strategic Plan

Staff began brainstorming. Ms. Leonard will schedule a meeting with and with trustees.

Director's Report

The report highlighted many programs and services in each department. Ms. Leonard wanted to highlight that The Friends of the Wyckoff Library are going to fund the start of the digitization of local history material.

Committee Updates and Current Action Items

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Ms. Chagares asked if Ms. Postma will be assigning a liaison for 2023. Ms. Postma responded that Donna Macaluso will be appointed as the alternate for the Superintendent. Ms. Leonard will extend an invitation to Ms. Macaluso to come for a tour or a meeting prior to her first Board meeting in January.

Adjournment

Motion by Brian Saxton and seconded by Tony Donato to adjourn the meeting.

All were in favor and the meeting adjourned at 9:05 PM.

Peggy Chagares, Board President

Laura Leonard, Library Director