

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

January 17, 2018 Meeting Minutes

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

“The January 17, 2018 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: Vincent Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato (arrived at 7:54 PM), Brian Eller, Lori Peters, Brian Saxton, Grace White (arrived at 7:42 PM)

Absent: Brian Scanlan

Staff Attendance – Laura Leonard, Library Director and Jackie Dwyer, Secretary

Public Comment – None.

Open Session

Construction/Building Update

Chair Lift Repair

With regard to the interpretation of the Ms. Leonard read written responses from the Township Planning Board attorney and the Library’s attorney. The attorney opinion is that the chair lift must be kept in working order.

Mr. Antonacci challenged the opinion and suggested that the Board research the issue further due to the cost of repairs and how often the chair lift is used. He explained that if the area is 3,000 square feet or higher a chair lift is required and that the mezzanine is much smaller.

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Mr. Antonacci suggested that the Board postpone the vote until clarity of the laws are obtained. The Board agreed to have a discussion with the Building Official with regard to interpretation of the law and the cost of repairs before voting.

Other Construction/Building Matters

There were none.

Board Business

2018 Officers of the Board Presentation and Oaths of Office

Brian Saxton and Grace White read the Oaths of Office and the Board congratulated them.

The Board now consists of the following members:

Grace White	December 31, 2018
Brian Scanlan	December 31, 2018
Lori Peters	December 31, 2018
Lauren DeKorte	December 31, 2019
Brian Eller	December 31, 2020
Vince Antonacci	December 31, 2020
Margaret Chagares	December 31, 2021
Anthony Donato	December 31, 2021
Brian Saxton	December 31, 2022

Secretary's Report

The December 13, 2018 Board of Trustees Regular Meeting Minutes were previously distributed to the Board. Ms. Chagares asked if there were any questions or comments on the minutes. There were none.

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Motion by Lori Peters seconded by Brian Eller to approve the December 13, 2018 Board of Trustees Regular Meeting Minutes.

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

Treasurer's Report

December Treasurer's Report - Operating

The December, 2017 Treasurer's Report was distributed and Ms. Chagares invited the Board to ask questions.

Ms. DeKorte reported that the State Farm Grant in the amount of \$25,000 was received in 2014 and placed in the operating account. As of December, 2017, a total of \$21,463 was spent, leaving a balance of \$3,537 to be spent in 2018.

Ms. Leonard mentioned that Line 21 consistently looks as though it is over-budget but that active employee health contributions are included.

Ms. DeKorte gave an explanation as to why Miscellaneous Income for 2017 is considerably higher than 2016.

Ms. Chagares asked about the amount listed on Line #12.

Motion by Lori Peters seconded by Brian Saxton to approve the December, 2017 Treasurer's Report.

Voting in Favor- Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Brian Eller, Lori Peters, Brian Saxton, Grace White

January Voucher List – Operating

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The January 2018 Voucher List was distributed and Ms. Chagares invited the Board to ask questions.

Motion by Lori Peters seconded by Tony Donato to approve the January, 2018 Voucher List.

Voting in Favor- Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Brian Eller, Lori Peters, Brian Saxton, Grace White

Resolution 2018-01 –Inter-local Services

WHEREAS, the Board of Trustees of the Wyckoff Free Public Library strives to use shared service agreements for the effective and efficient delivery of services where possible; and,

WHEREAS, the State of New Jersey encourages it's units of local government to enter into shared service agreements as per the State of New Jersey's "Best Practices" initiative; and,

WHEREAS, the Wyckoff Library Board of Trustees (recipient) and the Township of Wyckoff (provider) seek to participate in an Inter-local Services Agreement in order to save tax payer dollars and/or provide services more efficiently; and,

WHEREAS, the Legal, State and Township Subcommittee of the Library Board of Trustees recommend that the Wyckoff Library Board of Trustees enter into an Inter-local Services Agreement to receive management resource services from the Township of Wyckoff; and,

WHEREAS, the Wyckoff Library Board Treasurer, in accordance with NJAC 5:30-5.3 and 5.4, has executed a Certificate of Available Funds attached to this Resolution indicating that sufficient funds are available for the cost of this service.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Wyckoff Free Public Library that they hereby agree to enter into, in accordance with NJSA 40A:65-1 et seq (Inter-local Services Act), a shared service agreement for management resource services provided by the Township of Wyckoff to the Board of Trustees of the Wyckoff Free Public Library.

BE IT FURTHER RESOLVED, that the Board of Trustees of the Wyckoff Free Public Library agree to enter into a shared service agreement with the Township of Wyckoff for this shared service as described in the Inter-local Service Agreement as follows but not limited to:

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1. This Agreement shall be effective, retroactively, commencing on January 1, 2018 and continuing through December 31, 2018. Either party has the right to cancel as per signed agreement by providing ninety (90) days written notification.
2. The Wyckoff Free Public Library shall receive from the Township of Wyckoff, management resource services as per the agreement.
3. In consideration for this service, the Wyckoff Free Public Library shall pay the Township of Wyckoff a fee in 2018 of \$5,500.00; payable in two (2) equal installments each due on May 26, 2018 and October 20, 2018.
4. All other services as described in the Inter-local Service Agreement between the Township of Wyckoff and the Wyckoff Library Board of Trustees.

BE IT FURTHER RESOLVED, that the Board President and the Library Director are hereby authorized to sign the Inter-local Service Agreement.

Motion by Lauren DeKorte seconded by Lori Peters to approve the Resolution 2018-01.

Voting in Favor- Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Brian Eller, Lori Peters, Brian Saxton, Grace White

Resolution 2018-02 – Authorize Professional Service for 2018 Inter-local Payroll Services

WHEREAS, the Board of Trustees of the Wyckoff Free Public Library strives to use shared service agreements for the effective and efficient delivery of services where possible; and,

WHEREAS, the State of New Jersey encourages it's units of local government to enter into shared service agreements as per the State of New Jersey's "Best Practices" initiative; and,

WHEREAS, the Wyckoff Library Board of Trustees (recipient) and the Township of Wyckoff (provider) seek to participate in an Inter-local Services Agreement in order to save tax payer dollars and/or provide services more efficiently; and,

WHEREAS, the Legal, State and Township Subcommittee of the Library Board of Trustees recommend that the Wyckoff Library Board of Trustees renew the past three (5) five Inter-local Services Agreement to receive payroll and payroll related services from the Township of Wyckoff consistent with Resolution #2013-04 and the Shared Service Agreement; and,

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WHEREAS, the Wyckoff Library Board Treasurer, in accordance with NJAC 5:30-5.3 and 5.4, has executed a Certificate of Available Funds attached to this Resolution indicating that sufficient funds are available for the cost of this service.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Wyckoff Free Public Library that they hereby agree to enter into, in accordance with NJSA 40A:65-1 et seq (Inter-local Services Act), a five (5) year shared service agreement for payroll and payroll related services provided by the Township of Wyckoff to the Board of Trustees of the Wyckoff Free Public Library.

BE IT FURTHER RESOLVED, that the Board President and the Library Director are hereby authorized to sign the Inter-local Service Agreement.

Motion by Tony Donato seconded by Lori Peters to approve the Resolution 2018-02.

Voting in Favor- Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Brian Eller, Lori Peters, Brian Saxton, Grace White

Resolution 2016-03 – Authorize Professional Service for 2018 Auditor

Ms. Leonard reported that the annual fee of the audit is \$3,100 and the individual auditors fees have increased \$10.00.

WHEREAS, the Wyckoff Library Board of Trustees has a real need and requires the professional services of an Auditor for the current year; and,

WHEREAS, the Wyckoff Library Board of Trustees has determined to appoint Gary Higgins, CPA, RMA of Lerch, Vinci & Higgins, LLP as its Board Auditor due to his significant accounting and library compliance experience with municipal library law, the Local Fiscal Affairs Law and the Local Public Contracts Law and its practical application relative to libraries and library accounting compliance. Mr. Higgins possesses broad and extensive knowledge of NJ accounting requirements, skill and professional acumen as both a CPA and RMA. Mr. Higgins and his firm possess the breath and knowledge of a full service accounting firm if required; and,

WHEREAS, the Library Director and the Board Treasurer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et.seq.; and,

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WHEREAS, Lerch, Vinci & Higgins, LLP has completed and submitted a Business Entity Disclosure Certification which certifies that this business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit this business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

WHEREAS, the Wyckoff Library Board of Trustees awards a one year contract for Library Auditor services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

WHEREAS, the Board Treasurer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the current year Library Budget for fees reasonably required in the line item – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Wyckoff Library Board of Trustees that a one year contract for this calendar year is hereby awarded Gary Higgins, CPA, RMA of Lerch, Vinci & Higgins, LLP, 17-17 Route 208, Fair Lawn, NJ 07410 for Library Auditor services, for the complete compliance of the mandate requiring the preparation and submission of the annual audit and to establish fees for any additional work as may be needed on an as-needed basis, but only when authorized by the Wyckoff Library Board of Trustees at a public meeting and when vouchers are approved by the Wyckoff Library Board of Trustees as follows:

Audit fee: \$3,100

Rates for additional work requested beyond the scope of the audit, expenditure
To be approved by the Wyckoff Library Board of Trustees in advance of the task to be performed:

Partner: \$150-\$175 per hour; Manager: \$125-\$140 per hour; Senior Accountant/
Supervisor: \$90-\$115 per hour; Staff Accountant: \$75-\$85 per hour; Other
Personnel: \$45 per hour

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1. The Board President and Library Director are hereby authorized and directed to execute contracts with each of said professionals and to take all other steps necessary to carry this resolution into effect.
2. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5 alternate process.
3. The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are in the professional services files.
4. The Library Director shall execute a public notice of said appointments in the official newspaper of the Township as required by law.

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 *et seq.* As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

Motion by Lori Peters seconded by Tony Donato to approve the Resolution 2018-03.

Voting in Favor- Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Brian Eller, Lori Peters, Brian Saxton, Grace White

Resolution 2017-04 – Authorize Professional Service 2018 Attorney

Ms. Leonard reported that there has no rate change.

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WHEREAS, the Wyckoff Library Board of Trustees has a need and requires the professional services of a Board Attorney for the current year and,

WHEREAS, the Wyckoff Library Board of Trustees has determined to appoint Joseph C. Perconti, Esq. as its' Library Attorney due to his significant legal experience with municipal law in New Jersey, his skill and legal acumen as an attorney licensed to practice law in New Jersey and the practical, thorough and complete legal advice he has rendered to the Wyckoff Planning Board in previous years: Mr. Perconti has also managed and resolved complex legal matters in previous years; and,

WHEREAS, the Library Director and the Board Treasurer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et.seq.; and,

WHEREAS, Joseph C. Perconti, LLC, has completed and submitted a Business Entity Disclosure Certification which certifies that this business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit this business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

WHEREAS, the Wyckoff Library Board of Trustees awards a contract for Library Attorney services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

WHEREAS, the Board Treasurer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2018 Library Budget for fees reasonably required in the line item, legal services and costs – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Wyckoff Library Board of Trustees that a one year contract for this calendar year is hereby awarded to Joseph C. Perconti, Esq., 999 Riverview Drive, Totowa, NJ 07512 for Library Attorney services, on an as-needed basis, when authorized by the Wyckoff Library Board of Trustees of \$150.00 per hour, compensation up to \$5,000.00 when vouchers are approved by the Wyckoff Library Board

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of Trustees.

1. The Board President and Library Director are hereby authorized and directed to execute contracts with each of said professionals and to take all other steps necessary to carry this resolution into effect.
2. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5 alternate process.
3. The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are in the professional services files.
4. The Library Director shall execute a public notice of said appointments in the official newspaper of the Township as required by law.

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 *et seq.* As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

Motion by Lori Peters seconded by Tony Donato to approve the Resolution 2018-04 .

Voting in Favor- Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Brian Eller, Lori Peters, Brian Saxton, Grace White

Resolution 2017-05 – Authorize Professional Service 2018 Architect

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Ms. Leonard reported that there is no rate change.

WHEREAS, the Wyckoff Library Board of Trustees has a real need and requires the professional services of an Architect on an as-needed basis when authorized by the Wyckoff Library Board of Trustees for the current year; and,

WHEREAS, the Wyckoff Library Board of Trustees has determined to appoint Beatty, Harvey, Coco Architects, LLP of 325 Wireless Blvd., Hauppauge, NY 11788 due to their record of providing significant architectural services with public libraries, the service they have provided to the Wyckoff Library Board of Trustees as the Architect of Record with the recent library expansion and their extensive experience and acumen as a full service architectural firm in general and particularly with public libraries; and,

WHEREAS, the Library Director and the Board Treasurer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et.seq.; and,

WHEREAS, Beatty, Harvey, Coco Architects, LLP has completed and submitted a Business Entity Disclosure Certification which certifies that this business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit this business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

WHEREAS, the Wyckoff Library Board of Trustees awards a one year contract for Library Architect services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

WHEREAS, the Board Treasurer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the current year Library Budget for fees reasonably required in the line item – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Wyckoff Library Board of Trustees that a contract to be activated on an improvement by improvement basis as determined by the Board of Trustees is hereby awarded Beatty, Harvey, Coco Architects, LLP of 325 Wireless

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Blvd., Hauppauge, NY 11788 for Library Architect services on an as-needed basis when authorized by the Wyckoff Library Board of Trustees as follows: Christopher Sepp, RA, Senior Associate-\$248.06 per hour; Project Architect-\$192.94 per hour up to \$17,000 when previously authorized, before work begins and when vouchers are approved by the Wyckoff Library Board of Trustees for payment.

1. The Board President and Library Director are hereby authorized and directed to execute contracts with each of said professionals and to take all other steps necessary to carry this resolution into effect.
2. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5 alternate process.
3. The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are in the professional services files.
4. The Library Director shall execute a public notice of said appointments in the official newspaper of the Township as required by law.

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 et seq. As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

Motion by Lauren DeKorte seconded by Tony Donato to approve the Resolution 2018-05 .

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Resolution 2017-06 Payment of Vendors in Advance

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).

Elizabeth Nuti, \$125.00, check #22291, Children's Music Program 2/17/18
Genealogical Society of Bergen County, \$50.00, check #22266, Ancestry Lecture 2/8/18

Motion by Lori Peters seconded by Grace White to approve the Resolution 2018-06.

Voting in Favor- Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Brian Eller, Lori Peters, Brian Saxton, Grace White

Other Financial Matters

There were none.

General

BCCLS Certification

Ms. Leonard spoke about the BCCLS Certification, which certifies that member libraries are in compliance with policies and procedures.

Mr. Donato asked if BCCLS has a library ranking system. Ms. Leonard stated that there are many statistics available to rank BCCLS libraries. The Wyckoff Public Library is currently ranked 15 out of 76 libraries with regard to total circulation.

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Old Business

Capital Plan Revision

It was agreed that a revision of the Capital Plan will be put on hold until a decision is made with regard to the chair lift repairs.

Director's Report

Ms. Leonard mentioned that the February Board of Trustees Meeting, scheduled for February 21st is the same week as Winter Break in the school district. It was agreed to change the meeting to Thursday, February 15th.

Ms. Leonard spoke about the Children's Room Collections being shifted to make browsing easier.

Ms. Leonard announced that an Art Show was coordinated with a Ramapo teacher and the artwork can be viewed in the Children's Room.

New laptops and chromebooks have been purchased and eBccls refresher courses are being offered.

Makerspace has been utilized by 765 patrons thus far.

Committee Updates and Current Action Items

Nothing to report.

Adjournment

Motion by Tony Donato to adjourn the meeting.

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All were in favor and the meeting adjourned at 8:41 PM.

Peggy Chagares, Board President

Laura Leonard, Library Director