

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

March 22, 2017 Meeting Minutes

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

“The March 22, 2017 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, Brian Eller, Lori Peters, Brian Saxton (arrived at 7:48 PM), Brian Scanlan, Grace White

Absent: Lauren DeKorte, Tony Donato

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

Public Comment – None.

Open Session

Construction/Building Update

Makerspace

Ms. Leonard reported that the Fire and Sprinkler permit application has been submitted and will take a few weeks to be approved. Once the permits are received Salazar will start the construction. Ms. Peters asked how long the construction will take and Ms. Leonard answered that the job will take 3 to 4 weeks to complete.

The Board had a brief discussion with regard to dates for the ribbon cutting and agreed that the Public Relations Committee will arrange the Grand Opening.

Other Construction/Building Matters

There were none.

Secretary's Report

Motion by Lori Peters seconded by Brian Eller to approve the February, 15, 2017 Board of Trustees Regular Meeting Minutes.

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

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES
March 22, 2017 Meeting Minutes
7:30 PM, Wyckoff Public Library, 200 Woodland Avenue

Abstaining: Brian Scanlan

Treasurer's Report

February Treasurer's Report - Operating

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

Mr. Scanlan asked about the certificate of deposit and commented on the income increase. He also asked if there were any variances in the budget that were cause for concern.

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

Voting in favor: Vince Antonacci, Peggy Chagares, Brian Eller, Lori Peters, Brian Scanlan, Grace White

March Voucher List – Operating

The March, 2017 Voucher List was distributed and Ms. Chagares invited the Board to ask questions. Mr. Antonucci asked what the amount on Line #20 represents and Ms. Leonard stated that it is the cost of the alarm system contract.

Ms. Leonard explained that due to issues with a pension transfer which took 1 year to resolve, Line #2 in the amount of \$18,932.32 represents a back pension payment.

Mr. Scanlan inquired about lines 36 through 39 and Ms. Leonard explained that those lines represent monies due to other libraries for items lost by Wyckoff patrons.

Motion by Lori Peters seconded by Brian Scanlan to approve the March, 2017 Voucher List.

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

Resolution 2017-07 Advance Payment to Vendors

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,

FINAL

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March 22, 2017 Meeting Minutes
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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).

Marilyn Force, \$140.00, check #21737, Book Expo registration 6/1/17
NJLA, \$140.00, check #21738, V. Potenza NJLA conference 4/26/17
Susan Steele, \$515.00, check #21766, Calligraphy program 4/4

Motion by Lori Peters seconded by Grace White to approve Resolution 2017-07.

Voting in favor: Peggy Chagares, Brian Eller, Lori Peters, Brian Saxton, Brian Scanlan, Grace White

Other Financial Matters –

Ms. Leonard mentioned that the auditors are on site and should be finished with the audit within the next day.

Lastly, Ms. Leonard reported that the Reimbursable Schedule has been approved by Township Treasurer, Diana McLeod.

General

Rochelle Park Library Association

Ms. Leonard relayed that the BCCLS Executive Board voted to restrict Rochelle Park Library's privileges due to non-compliance of the BCCLS policies and bylaws. Ms. Leonard stated that the Township of Rochelle Park has brought a lawsuit against BCCLS and has received an injunction.

eBCCLS Migration

Ms. Leonard gave a brief background of two main eBook providers, Overdrive and Cloud Library and announced that in May the library will be working exclusively with Cloud Library. Ms. Leonard stated that the only drawback is that text only devices will not be supported.

New Jersey State Library Annual Report

Ms. Leonard mentioned that the NJSL Annual Report was filed prior to its March 15th deadline.

Wyckoff Day

Ms. Leonard announced that this year's Wyckoff Day will be held on Saturday, June 3rd and the cost for a booth is \$50. Mr. Saxton asked what the Library will be offering at the booth and Ms. Leonard replied that staff will be available for library card registration for Wyckoff residents, distribution of summer reading program information,

FINAL

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and demonstration of digital collections. Mr. Eller suggested that the Makerspace be promoted at the booth. Mr. Scanlan suggested an eBlast be sent out.

Joint Insurance Fund Special Recognition

Ms. Chagares mentioned that Laura Leonard received special recognition for their participation in the Joint Insurance Fund.

Old Business

Staff Appreciation Luncheon

Ms. Leonard spoke about National Library Week, which is always the third week of April and stated that the Friends of the Wyckoff Library historically hold a Staff Appreciation Luncheon during that week. She went on to explain that this year National Library Week will run consecutively with Wyckoff School District's Spring Break and suggested that the luncheon be held on April 19th from 12:00 PM to 2:00 PM. Additionally, she asked the Board's permission to close the library for two hours while the luncheon is being held. All agreed to close the library down for the luncheon.

Revised Strategic Plan

Ms. Leonard reported that the Strategic Plan Revision is completed and will be posted on the Library website and distributed to the staff. Ms. Chagares and Ms. White commended Laura for all of her hard work which she put forth to complete the plan. Ms. Leonard graciously thanked them and mentioned that the revision was a group effort between the public, staff and Strategic Planning Committee.

Motion by Lori Peters seconded by Brian Eller to approve the 2017-2019 Strategic Plan Revision.

Voting in favor: Peggy Chagares, Brian Eller, Lori Peters, Brian Saxton, Brian Scanlan, Grace White

Maker Mentor Position

Ms. Leonard reported that she made an offer to a candidate and will know if the candidate accepts the position by the end of the week. Ms. Peters asked how many hours per week the position requires and Ms. Leonard stated that the position requires 9 hours per week.

Director's Report

The Director's Report was previously distributed and Ms. Chagares invited the Board to ask questions.

FINAL

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Mr. Scanlan asked why the borrowing of items from other BCCLS libraries by Wyckoff patrons has declined. Ms. Leonard explained that there are a variety of reasons, one of which is that Wyckoff is purchasing more copies of bestsellers and in demand titles, therefore meeting more of our own patron demand. She mentioned that due to the library being a net lender, it received a quarterly check in the amount of \$1,700 from BCCLS.

Ms. Leonard mentioned that Wyckoff Library has a new morning custodian beginning next week.


Committee Updates and Current Action Items

There were none.

Adjournment

Motion by Vince Antonacci seconded by Brian Eller to adjourn the meeting.

All were in favor and the meeting adjourned at 8:34 PM.


Peggy Chagares, Board President


Laura Leonard, Library Director