

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

March 28, 2018 Meeting Minutes

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

“The March 28, 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: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Lori Peters, Brian Saxton (arrived at 8:05 PM), Brian Scanlan, Grace White (arrived at 7:39 PM)

Absent: Brian Eller

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

Public Comment – None.

Open Session

Construction/Building Update

Other Construction/Building Matters

Ms. Leonard reported that, based on the formal opinion of Chris Sepp, Board of Trustees attorney, the chairlift must be repaired and kept in working order. Mr. Antonacci asked if materials were brought downstairs would the repair still be necessary and Ms. Leonard stated that Mr. Sepp advised that moving the materials would not change the necessity to repair the chairlift.

Mr. Antonacci asked about the exorbitant costs associated with repairing the chairlift and Ms. Leonard said that she is in the process of getting proposals from other companies.

FINAL

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March 28, 2018 Meeting Minutes

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The board talked about contacting the Department of Community Affairs and/or filing with the Construction Board of Appeals. It was agreed that Mr. Antonacci will review the issue with Mr. Shannon, Township of Wyckoff, prior to contacting Community Affairs.

Secretary's Report

The February 15, 2018 Board of Trustees Regular Meeting Minutes were previously distributed to the Board. There were none.

Motion by Lori Peters seconded by Tony Donato to approve the February 15, 2018 Board of Trustees Regular Meeting Minutes.

Voting in favor: Peggy Chagares, Lauren DeKorte, Tony Donato, Lori Peters, Brian Scanlan

Abstaining: Vince Antonacci

Treasurer's Report

The February 2018 Treasurer's Report was distributed and Ms. Chagares invited the Board to ask questions. There were none.

Motion by Lori Peters seconded by Grace White to approve the February 2018 Treasurer's Report.

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

March Voucher List – Operating

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

Ms. Leonard reported the costs listed on line 16 of the voucher list are for snow removal from the sidewalks and the paths to the emergency exits.

FINAL

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Mr. Antonacci asked if there have been any issues with the railing which was previously installed.

Peggy Chagares asked if any trees fell down during the recent snowstorm and Ms. Leonard replied that there were none.

Motion by Lori Peters seconded by Brian Scanlan to approve the March, 2018 Voucher List.

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

Resolution 2018-08 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).

Patty DeAngelo, \$450.00, check #22413

Pysanky Workshop 3/25/18

Bracco Farms, \$150.00, check #22387

Organic Farming & Gardening lecture 4/12/18

Motion by Lauren DeKorte seconded by Brian Scanlan to approve the Resolution 2018-08.

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

2018 Audit

Ms. Leonard announced that the 2018 Audit is almost complete and that the auditors are scheduled for one last visit on March 29th at 2:00 PM.

FINAL

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Other Financial Matters

There were none.

General

Delivery Service - BCCLS and Statewide

Ms. Leonard reported that BCCLS has opted to contract a delivery service for BCCLS deliveries only and that it has been great success. She mentioned that the new statewide contract was awarded to T-Force which is the company that was previously delivering.

Firewall

Ms. Leonard spoke about obtaining a new firewall, hardware, software and licensing and mentioned that she received two quotes as follows:

IT Radix	\$ 5600
Jersey Connect	\$ 500 - \$775

Mayor Scanlan asked if the firewalls were comparable and Ms. Leonard stated that IT Radix is more extensive but there is not a need for such an extensive program.

Wyckoff Day

Ms. Leonard announced that this year's Wyckoff Day will be held on Saturday, June 2nd from 12:00 PM to 4:00 PM and will include a Block Party from 5:00 PM to 8:30 PM.

Ms. Chagares asked about volunteers to man the Library's booth.

Old Business

There was none.

FINAL

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Capital Plan Revision

It was agreed to table discussion on the Capital Plan revision until there is a resolution with regard to the chair lift repairs.

NJ Makers Day

Ms. Leonard reported that NJ Makers Day was well received with over 100 people participating in the many age appropriate activities offered.

Director's Report

Ms. Leonard spoke about the live version of "Candyland" which was held on February 2nd. She reported that the activity was a great success thanks to the Children's department staff and the Ramapo School Interact Club volunteers who assisted the children through the game.

Ms. Leonard gave an update on usage of the new phone charges and Hotspots and mentioned that many patrons used the service to charge their phones and computers during the recent power outages.

The 2017 Snapshot of the Library was distributed showing computer usage, number of programs run and the attendance as well as the number of items loaned and how many questions were answered.

Mayor Scanlan asked if there were any statistics on the ancestry program.

Ms. Leonard mentioned that next year's Snapshot will include notary data.

Ms. Chagares distributed a "Team Up to Tidy Up" flyer and invited everyone to participate in the event, which is scheduled for April 28th.

Committee Updates and Current Action Items

The Policy Sub-Committee has reviewed the Food and Drink Policy and recommends that the policy be revised to eliminate food and drink by the public computers and the Makerspace area.

FINAL

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Motion by Lauren DeKorte seconded by Tony Donato to approve the revisions to the Food and Drink Policy.

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

The Sub Committee also reviewed the Internet Use Policy and recommends that the following language is stricken from the policy:

“Downloading information onto the hard drive of the library computers is prohibited.”

In addition, the Sub Committee recommends that the following verbiage be added to the policy:

“All documents will be deleted once the computer is restarted.”

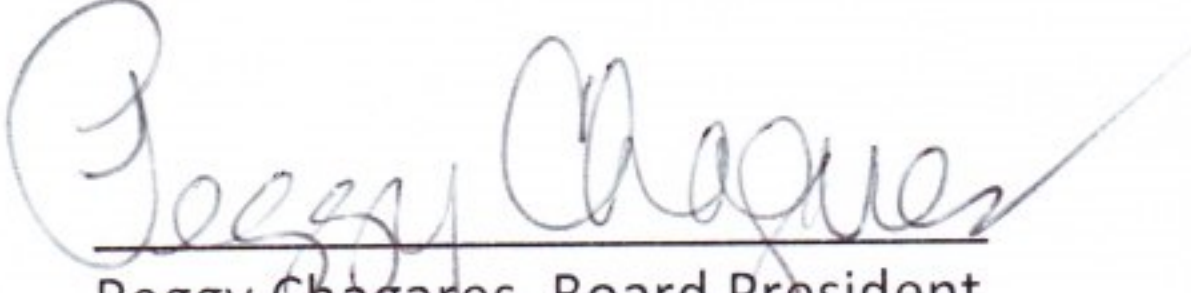
Motion by Brian Scanlan seconded by Lauren DeKorte to approve the revisions to the Internet Use Policy.

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

Adjournment

Motion by Tony Donato to adjourn the meeting.

All were in favor and the meeting adjourned at 8:13 PM.


Peggy Chagares, Board President

Laura Leonard, Library Director