

**FINAL**

**WYCKOFF LIBRARY BOARD OF TRUSTEES**

**December 19, 2018 Board Meeting Minutes**

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

"The December 19, 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, Tony Donato, Lauren DeKorte, Brian Eller, Lori Peters, Brian Saxton (arrived at 7:58 P.M.), Grace White

Absent: Brian Scanlan

**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 A/V repairs in the Shotmeyer Room were made and equipment is working.

**Secretary's Report**

The November 14, 2018 Wyckoff Library Board of Trustees Meeting Minutes were previously distributed to the Board of Trustees. Ms. Chagares invited questions or comments. There were none.

Motion by Lori Peters seconded by Tony Donato to approve the November 14, 2018 Board of Trustees Regular Meeting Minutes.

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

**Treasurer's Report**

**November 2018 Treasurer's Report– Operating**

The November 2018 Treasurer's Report was distributed and Ms. Chagares invited questions or comments.

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Ms. Leonard mentioned that the BCCLS bill listed on Line #37 is over budget, due to delivery service costs, as previously reported.

Mr. Donato asked why the amount on line #1 is over budget and Ms. Leonard responded that she is waiting for a breakdown of the amount from the Township.

Motion by Lori Peters seconded by Tony Donato to approve the November 2018 Treasurer's Report.

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

**December 2018 Voucher List – Operating**

The December 2018 Voucher List was distributed and Ms. Chagares invited questions or comments.

Mr. Donato asked about the voucher listed on line #74 and Ms. Leonard explained that a check in the amount of \$30,332 will be issued to the Township of Wyckoff for the chairlift repair and the Township will issue a Purchase Order to HandiLift.

Ms. White asked about line #33 and Ms. Leonard explained that video games were purchased for the library's circulating collection.

Ms. Chagares asked Ms. Leonard if she noticed a difference in the air quality since the duct work was completed. Ms. Leonard spoke about the work performed and mentioned that the company provided before and after pictures of the ducts to show the results of the cleaning.

Motion by Lori Peters seconded by Brian Eller to approve the December 2018 Voucher List.

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

**Resolution #2018-17 Payment of Vendors in Advance**

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

**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).

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The Artful Easel, \$375.00, check #22883, Acrylic painting class 1/24/19

Motion by Tony Donato seconded by Lauren DeKorte to approve Resolution 2018-17.

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

**Resolution #2018-18 Transfer of Funds to Capital Account**

Ms. Chagares reported that a total of \$99,083 will be transferred from the operations account to the capital funds account for the purpose of paying for the completion of capital projects.

Mr. Antonacci inquired about the \$76,000 in architect fees. Ms. Leonard is going to get a breakdown of the fees to share with the Board at the January Board Meeting.

Mr. Donato asked if the restroom drawings have been done and Ms. Leonard stated that they have not.

**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 of \$99,083 be designated and hereby restricted for the completion of the Capital Projects listed on Attachment 1, attached as if set forth at length.

Motion by Lori Peters seconded by Tony Donato to approve Resolution 2018-18.

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

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**Other Financial Matters**

There were none.

**General**

**Budget Proposal - Part 2**

Ms. Leonard distributed a report which gave a line by line explanation of the 2019 proposed budget. She gave a detailed explanation of changes that resulted in a \$13,536 increase from last year's budget.

Brian Saxton arrived at 7:58 PM.

Motion by Lori Peters seconded by Tony Donato to approve the proposed 2019 Library Budget.

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

**Library Board Officers Nominations**

Mr. Donato announced that Ms. Lori Peters wishes to extend her term as a Board Member.

Motion by Tony Donato seconded by Lori Peters to approve the following nominations for a one year term:

Peggy Chagares	Board President
Brian Eller	Board Secretary
Lauren DeKorte	Treasurer

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

Grace White announced her resignation as the School Representative and spoke about her replacement on the Board, Ms. Barbara Sharer. The Board thanked Ms. White for her many years of service to the Wyckoff Library.

**Old Business**

**Chair Lift**

Ms. Leonard reported that the Purchase Order for the chair lift upgrade will be issued shortly. Once received, Handilift will order the required materials and the work is tentatively scheduled to begin in February, 2019.

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**Heart2Heart Associates**

Ms. Leonard requested permission from the Board to delay the opening of the Library by 1 to 2 hours so that the staff can participate in a training workshop on serving patrons with autism, presented by Heart 2 Heart Associates. She explained that no workshops are available prior to 9:00 a.m. The Board agreed to the delayed opening.

**Director's Report**

Ms. Leonard reported that Denise Marchetti and Dolores Goetschius attended a Leap Into Science training with the Franklin Institute and held the first workshop at the Library, which was a great success. The next workshop is scheduled for January 2019.

The Children's Winter Reading Club is scheduled to begin on January 2nd.

With regard to Overdrive, Ms. Leonard reported that she has begun to purchase eaudio and ebooks to meet the demands of the patrons.

A new BCCLS wide online calendar will be available to all libraries so all programs can be shared.

Ms. Leonard announced the following professional development staff accomplishments:

Susan Valenta was accepted in the BCCLS Super Supervisor Training Program.  
Riley McArthur has been accepted to the Rutgers Master of Information Program

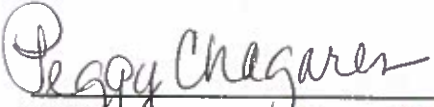
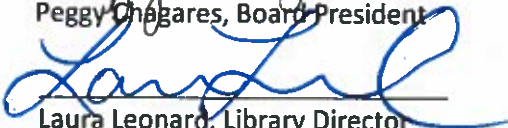
**Committee Updates**

There were none.

**Adjournment**

Motion by Brian Eller to adjourn the meeting.

All were in favor and the meeting adjourned at 8:15 PM.

  
Peggy Chagares, Board President  
  
Laura Leonard, Library Director