

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

April 19, 2017 Meeting Minutes

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

“The April 19, 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, Tony Donato, Lauren DeKorte (arrived at 7:51 PM), Brian Eller, Lori Peters, Brian Saxton, Brian Scanlan, Grace White (arrived at 7:35 PM)

Absent: None

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

Public Comment – None

Open Session

Construction/Building Update

Makerspace

Ms. Leonard reported that construction is progressing. New electrical and fire sprinkler installations passed inspection. Tables, chairs, and cabinetry are scheduled for late April delivery. Mr. Antonucci asked if the countertop had been ordered and Ms. Leonard stated that it had not but once ordered it should arrive in mid-May.

The Board discussed the possibility of delaying the Makerspace Grand Opening to the last week of June, 2017. It was agreed to contact State Farm Insurance and find out what their availability is.

Other Construction/Building Matters

Ms. Leonard mentioned that the front walk pavers are once again beginning to shift. It was agreed that Ms. Leonard will obtain quotes for repairs/maintenance.

Secretary's Report

Motion by Brian Saxton seconded by Lori Peters to approve the March 22, 2017 Board of Trustees Regular Meeting Minutes.

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

Abstaining: Tony Donato

Treasurer's Report

March Treasurer's Report – Operating

Moved to the latter part of the meeting.

April Voucher List – Operating

Moved to the latter part of the meeting.

Resolution 2017-08 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,

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).

Wyckoff Family YWCA, \$50.00, check #21797, Wyckoff Day 6/3/17

Faronics, \$132.00, check #21792, Deep Freeze Mac

Motion by Tony Donato seconded by Lori Peters to approve Resolution 2017-08.

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

Other Financial Matters

Ms. Leonard mentioned that the Audit Report draft has been received and it will be distributed to the Board of Trustees next month.

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General

HVAC Remote Access Proposal

Ms. Leonard spoke about issues logging into the HVAC remote access system, which are presumably caused by java. She stated that Environmental Climate Control has been contacted and will need to upgrade the system's software at a cost of \$450.

Music in May – Rizzo Arts Series

Ms. Leonard announced that 3 performances are scheduled for May, as follows:

Thursday, May 4 th	Opera Theatre of Montclair
Sunday, May 7 th	Broadway Review
Sunday, May 21 st	"While You Were Away" – a concert and lecture series from the author

Summer Reading – Food for Fines

Ms. Leonard presented the "Food for Fines Program" in which, during a specific time frame, patrons could donate food in lieu of paying fines for late materials.

The Board had a discussion with regard to tying in the Library's summer theme, how to implement the program, and how to best advertise.

Several comments were made by Board Members with regard to what a great opportunity the program would give the Library to instill good public relations and volunteerism within the community.

Mr. Scanlan confirmed that the food donations would be given to the Center for Food Action and would be recognized as donations from the Wyckoff Public Library.

A discussion ensued with regard to the impact the program would have on revenues and how the losses would be tracked.

The Board agreed that if the Library were to sponsor such a program patrons should be advised at least one month in advance and the press should be contacted.

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Old Business

Wyckoff Day

Ms. Leonard announced that the Library will once again be participating in Wyckoff Day, which will be held on Saturday, June 3rd from 10:30 AM to 4:00 PM. Wyckoff residents will have an opportunity to register for a library card and will have access to information with regard to the Summer Reading Program. There will be some type of a game as a draw. She mentioned that she is looking for both staff and trustee volunteers to man the booth.

Treasurer's Report

March Treasurer's Report – Operating

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

Ms. Chagares asked about the amount on income line #5 and Ms. Leonard stated that the amount represents account interest and not actual gifts.

Ms. Antonacci asked what the cost under Maker Space was for and Ms. Leonard stated that it was for Maker Space supplies.

Motion by Lori Peters seconded by Tony Donato to approve the March, 2017 Treasurer's Report.

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

April Voucher List – Operating

The April, 2017 Voucher List was distributed and Ms. Chagares invited the Board to ask questions.

Ms. Leonard mentioned that the Voucher List does not reflect any disbursement for telephone service because the library's telephone system was "hacked" and thus has to be investigated. Ms. Leonard is working with the long distance carrier to resolve the billing issues and if necessary, she will contact the Library's insurance company and file a claim for the long distance costs that were wrongfully incurred.

Motion by Lori Peters seconded by Tony Donato to approve the April, 2017 Voucher List.

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

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Director's Report

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

Ms. Leonard mentioned that she will be in Atlantic City at the NJLA Conference on April 24th, 25th and 26th. Mr. Donato asked who the emergency contact will be in Ms. Leonard's absence.

Ms. DeKorte asked about Children's Librarian, Denise Marchetti's visit to Washington School and Ms. Leonard reported that the visit was very well received.

Ms. Peters asked for a BCCLS/Rochelle Park update. Ms. Leonard reported that the injunction hearing date was set for April 28th however Rochelle Park's attorney asked for an extension. The hearing will most likely take place in May and she will update the Board as soon as there is new information.

Committee Updates and Current Action Items

Mr. Donato asked if there was a plan in place for the Maker Space Grand Opening and Ms. Leonard stated that the Maker Space Committee will be meeting to discuss.

Mr. Antonacci asked if there were any staffing issues to retirements that needed to be discussed. Ms. Leonard stated that there are 2 staff members that are eligible for retirement. Mr. Antonacci asked how much notice is required to be given and Ms. Leonard stated that non-professional staff must give two weeks' notice and professional staff must give one month's notice.

Ms. Saxton asked about the status of the new Maker Mentor and Ms. Leonard reported that he started 2 weeks ago and works 8 hours per week.

Mr. Scanlan asked about the circulation report figures to date and Ms. Leonard stated that the Library ordered less material this year.

With regard to room use, Mr. Scanlan asked why there was such a decline in Meeting Room rentals. Ms. Leonard replied that the Library lost a group that frequently rented the rooms.

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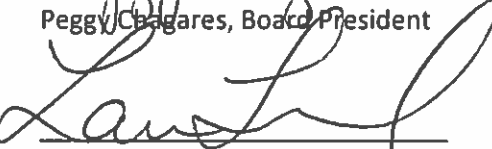
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Adjournment

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

All were in favor and the meeting adjourned at 8:20 PM.


Peggy Chagares, Board President


Laura Leonard, Library Director