

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

June 17th, 2020 Board Meeting Minutes

7:30 PM, Wyckoff Public Library, online meeting hosted via Zoom

“The June 17th 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:

Present: Vince Antonacci, Peggy Chagares, Lauren Cohen, Tony Donato, Lauren McCarthy, Lori Peters, Brian Saxton, Timothy Shanley

Absent: Lauren DeKorte

Staff Attendance: Laura Leonard, Library Director and Giulia Bombace, Recording Secretary

Public Comments: None

Open Session

Board Business:

Secretary’s Report:

The May 20th, 2020, Wyckoff Library Board of Trustees Meeting Minutes were previously distributed to the Board of Trustees. Ms. Peters invited questions.

Motion by Vince Antonacci seconded by Brian Saxton to approve the May 20th, 2020 Board of Trustees Regular Meeting Minutes.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Cohen, Tony Donato, Lauren, McCarthy, Lori Peters, Brian Saxton, Timothy Shanley

Treasurer’s Report

The May 2020 Treasurer’s Report was distributed and Ms. Peters invited questions or comments.

Ms. Leonard explained that there were three checks from April that were voided and line 34 and 39 will be different from the original voucher list.

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Motion by Brian Saxton seconded by Tony Donato to approve the May Treasurer's Report.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Cohen, Tony Donato, Lauren, McCarthy, Lori Peters, Brian Saxton, Timothy Shanley

Voucher List

The June 2020 Voucher list was distributed and Ms. Peters invited questions or comments.

Plexiglass and rope & stanchion were charged to the Capital Budget. These items will be used to mitigate germ spread and encourage social distancing.

Motion by Brian Saxton seconded by Tony Donato to approve the June Voucher List.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Cohen, Tony Donato, Lauren, McCarthy, Lori Peters, Brian Saxton, Timothy Shanley

RESOLUTION #2020 - 09 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).

Page Turner Adventure, \$500, check #23801, Virtual Children's program 6/22

Chris Flynn Magical Melodies, \$120.00, check #23819, Virtual Children's program 6/25

Christine Hsiao Felting, \$273.00, check #23818, Virtual Children's program 7/13

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Brian Richards Magic & Comedy, \$275, check #23820, Virtual Children's program 7/15

The Writers Circle, \$190, check #23812, Virtual writers program 7/16

Artful Easel, \$300, check #23811, Virtual sketch classes 7/9, 7/21

Artful Easel, \$300, check #23810, Virtual sketch classes 8/4, 8/11

Motion by Peggy Chagares second by Brian Saxton to approve Resolution 2020-09.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Cohen, Tony Donato, Lauren, McCarthy, Lori Peters, Brian Saxton, Timothy Shanley

Other Financial Matters

None

General

Covid-19 - Reopening Plan

This week we were moved into Phase 3. Doorside pickup is underway and going well. 20-25 people came to pick up items today. There are 5 parking spaces plus a handicap spot for patrons to park in while waiting to pick up their items. They are notified when their items are ready for pick up. They call to let staff know that they are outside and we confirm their library card number at that time. Their items are then placed on the table outside. A staff member, wearing a mask and gloves, puts the items on a table to be picked up. The books are checked out by manually typing in the patrons library card number when they call. Only Wyckoff library patrons are being served at our library at this time. We are encouraging people to request books online though some are requesting via phone. Both staff and patrons are excited to be able to provide and receive services. The majority of libraries are starting curbside pickup on June 22nd. The maximum number of staff at the building has been 5. Staff members' jobs consist of checking in the book drop, preparing books for doorside delivery, program planning, collection development, PR and virtual programming.

The majority of staff will be in for most of their hours. Doorside pickup will start an hour after opening and continue until one hour before closing. Staff members that can complete their work from home will continue to do so in order to limit the number of people in the library at any given time. Staff was given the opportunity to voice any concerns about coming back to the library because of personal health issues. No employee voiced any hesitancy regarding coming back into the library.

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BCCLS Updates

Delivery via BCCLS was available to start last week. Our library resumed delivery service at that time. Items were returned to the warehouse from our library and books have been sent back to us and are being quarantined just like the books returned in the books drop. Tomorrow there is a System Council meeting where a vote will be made on self checkout software. This software is called Meescan. BCCLS is being offered a discount on this software. We will be taking advantage of this though it will not be utilized until patrons are able to enter the building. Interlibrary loans will not start any time soon because of health concerns. If a Wyckoff patron requests material that is not available from our library, they are sent a notification, via BCCLS, that explains only items from their home library are available at this time. If a patron asks for an item that is not owned by our library it will be considered for purchase based on copyright/ release date and demand. Patrons will be informed if our library is buying the item or not.

Election Day

Because NJ is allowing vote by mail, only two locations are going to be used for in person polling and one will be the library. Because people can mail in votes, it is anticipated that we will not have an overwhelming amount of voters. For this election, ADA voting booths are only for people with disabilities. All others are to vote via mail. If anyone who is not handicap comes in to vote they will be given a provisional ballot. If there are capacity limits still in place in November, we will make a decision about keeping the library open on Election Day.

Letter from Christian Health Center

A letter was received from the President and CEO of Christian Health Center thanking us for 3D printing mask extenders that were made and donated for their staff.

2021 Closed Dates

The only dates that may be different from last year are regarding December 24th and 25th of 2021. Per policy, if a holiday falls on a Saturday (December 25, 2020) the library is to be closed the Friday before. The library is scheduled to be closed Friday, December 24. Because both days are holidays, it was recommended that full time staff be offered a floating holiday. The Board agreed with this decision.

Old Business

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Director's Report

This coming Monday, the Summer Reading Program will kick off. While we are super excited, it will be very different. Online logging of books is available. Online programs will be available as well. We will be publicizing via email and social media. Staff has prepared a robust and exciting series of programs. The digital collection is going strong, it was a little less used than last month but not much. Before staff was allowed back, our water system was flushed to ensure that the water was clean and safe. The HVAC system was adjusted to allow for more outside air to be brought in and circulated. The adult programs on Zoom are doing well. Some lectures have been attended by anywhere from 25-40 patrons.

A staff member, Mary Collato, has announced that she will be retiring in August. She is a full-time member of our Circulation Department, coordinates meeting room books and helps manage the 1st grade library applications as well as other responsibilities. A decision regarding filling the position has not yet been made and will depend on staffing needs and budget.

Committee Updates

Lauren Cohen will fill in for Brian Eller on the committees he was assigned to for the remainder of the year.

Adjournment

Motion by Tony Donato seconded by Vince Antonacci to adjourn the meeting.

All were in favor and the meeting was adjourned at 8:22 PM.

The next meeting will be held on July 22nd, 2020.

Lori Peters, Board President

Laura Leonard, Library Director