

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES
December 16th, 2020 Board Meeting Minutes
7:30 PM, Wyckoff Public Library (virtual)**

“The December 16th 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: Peggy Chagares, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Lauren McCarthy Lori Peters, Brian Saxton
Vince Antonacci arrived at 7:37
Tim Shanley arrived at 7:52

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

Public Comments:

Open Session

Board Business:

Trustee Education

Trustees are in the process of completing an online training, Protecting Children from Abuse.

Secretary’s Report:

The November 18th, 2020 Wyckoff Library Board of Trustees Meeting Minutes were previously distributed to the Board of Trustees. Ms. Peters invited questions.

Motion by Brian Saxton seconded by Peggy Chagares to approve the November 18th, 2020 Board of Trustees Regular Meeting Minutes.

Voting in favor: Vince Antonacci, Peggy Chagares, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Lauren McCarthy Lori Peters, Brian Saxton

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES
December 16th, 2020 Board Meeting Minutes
7:30 PM, Wyckoff Public Library (virtual)**

Treasurer's Report

The November 2020 Treasurer's Report was distributed and Ms. Peters invited questions or comments.

Motion by Brian Saxton seconded by Peggy Chagares to approve the November 2020 Treasurer's Report.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Lauren McCarthy, Lori Peters, Brian Saxton

Voucher List

The November Voucher list (revised) was distributed and Ms. Peters invited questions or comments. Ms Leonard noted the additional change for an automatic renewal in the amount of \$106.62 for Norton antivirus software.

Motion by Lauren Dekorte seconded by Brian Saxton to approve the November 2020 Voucher List.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Lauren McCarthy, Lori Peters, Brian Saxton

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

Ms Dekorte noted several fees including State of NJ filing fee, unemployment fee and BCCLS annual fee. The charge on line 36 was for the maintenance of the fish tank.

Motion by Peggy Chagares seconded by Brian Saxton to approve the December Voucher List.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Lauren McCarthy, Lori Peters, Brian Saxton

Other Financial Matters

CDs were renewed but no substantial interest was accrued.

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES
December 16th, 2020 Board Meeting Minutes
7:30 PM, Wyckoff Public Library (virtual)**

General

New Business

Budget Proposal- Part 2

Ms. Leonard presented the budget for approval. There were some rates that were posted very late by the state resulting in some numbers being estimates. Income projections for 2021 have been adjusted based on anticipated lower circulation of physical items resulting in less opportunity for fines. Additionally, meeting rooms will not be a reliable source of revenue because of COVID-19 health protocols and the library's phased reopening plan. Once meeting rooms are reopened they may be limited regarding how many people are allowed in, so the estimated revenue from that is very conservative. Realized income from fines, printing, lost items and meeting rooms for 2020 was more than \$10,000 under budget due to the impact of COVID-19. Health insurance costs were reduced based on staffing changes. At the time of the meeting the pension numbers were an estimate. The Director based this amount on staffing and previous increase patterns. An update with the final amount will be provided in January.

Ms. Leonard recommends the Board approve the budget including estimates and review in January. Ms. Leonard said we will have more actual numbers by January

Motion by Vince Antonacci second by Lauren DeKorte to approve Part 2 of the 2021 Budget.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Lauren McCarthy Lori Peters, Brian Saxton

Old Business

COVID-19 Response Reopening Plan

No changes have been made to the plan. Some libraries have reverted to doormat service as a result of rising COVID-19 infections. If an issue arises that requires a change to service before the next meeting, the Board will be notified by the Director.

Director's Report

Virtual programming is going well. Grab and Go is well received. Friends of the Library will meet again until February. They are donating a piano in memory of longtime Friends Treasurer, Diane Ulrich. The current piano will be replaced because of multiple cracks in the sound board. The Friends did a fantastic job researching options for a replacement.

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES
December 16th, 2020 Board Meeting Minutes
7:30 PM, Wyckoff Public Library (virtual)**

Committee Updates

Adjournment

Motion by Vince Antonacci to adjourn the meeting.

All were in favor and the meeting was adjourned at 8:37 P.M.

The next meeting will be held on January 20th, 2021.

Lori Peters, Board President

Laura Leonard, Library Director