

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES
December 21, 2022 Board Meeting Minutes
7:30 PM, Wyckoff Public Library and virtual**

“The December 21st 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, Rudy Boonstra (7:54pm), Peggy Chagares, Lauren Cohen (7:37pm), Tony Donato, Lori Peters, Brian Saxton

Absent: Lauren DeKorte, Kerry Postma

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

Public Comments: None

Open Session

Board Business: Lauren Cohen announced her resignation from the board. The Board and Ms. Leonard thanked her for her services and dedication to the Board of Trustees and previously, The Friends of the Library.

Secretary's Report:

The November 16th, 2022 Wyckoff Library Board of Trustees Meeting Minutes was distributed and Ms. Chagares invited questions or comments.

Motion by Lori Peters seconded by Brian Saxton to approve the November 2022 Secretary's Report.

Voting in favor: Vince Antonacci, Peggy Chagares, Tony Donato, Lori Peters, Brian Saxton

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Treasurer's Report

The November 2022 Treasurer's Report was distributed and Ms. Chagares invited questions or comments.

Motion by Lori Peters seconded by Tony Donato to approve the November 2022 Treasurer's Report.

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

Voucher List

The December 2022 Voucher list was distributed and Ms. Chagares invited questions or comments.

Motion by Brian Saxton seconded by Tony Donato to approve the December 2022 Voucher List.

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

The November 2022 Voucher list was distributed for re-approval and Ms. Chagares invited questions or comments.

Motion by Brian Saxton seconded by Tony Donato to re-approve the November 2022 Voucher List.

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

RESOLUTION # 2022 - 15 : 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

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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).]

Christine Hsiao #25379, \$280.00, Felting class 1/17/23

Motion by Brian Saxton seconded by Lori Peters to approve Resolution 2022-15: Payment of Vendors in Advance.

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

Other Financial Matters

Mr. Saxton explained that there is an excess amount of money that had not been earmarked for capital improvements in the near future so proper procedure will be followed to return the excess funds to the Township.

New Business

Budget Proposal Part 2

The Finance Committee met during December to review the budget. Minor revisions were made.

Motion by Lori Peters second by Tony Donato to approve Part 2 of the 2023 Budget.

Voting in favor: Vince Antonacci, Rudy Boonstra, Peggy Chagares, Lauren Cohen, Tony Donato, Lori Peters, Brian Saxton

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Old Business

RESOLUTION # 2022 - 16 : Payroll Services

WHEREAS, the Board of Trustees of the Wyckoff Free Public Library strives to use shared service agreements for the effective and efficient delivery of services where possible; and,

WHEREAS, the State of New Jersey encourages it's units of local government to enter into shared service agreements as per the State of New Jersey's "Best Practices" initiative; and,

WHEREAS, the Wyckoff Library Board of Trustees (recipient) and the Township of Wyckoff (provider) seek to participate in an Inter-local Services Agreement in order to save taxpayer dollars and/or provide services more efficiently; and,

WHEREAS, the Library Board of Trustees recommend that the Wyckoff Library Board of Trustees renew the Inter-local Services Agreement to receive payroll and payroll related services for one year from the Township of Wyckoff consistent with Resolution #2013-04 and #2018 -2 and the Shared Service Agreement; and,

WHEREAS, the Wyckoff Library Board Treasurer, in accordance with NJAC 5:30-5.3 and 5.4, has executed a Certificate of Available Funds attached to this Resolution indicating that sufficient funds are available for the cost of this service.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Wyckoff Free Public Library that they hereby agree to enter into, in accordance with NJSA 40A:65-1 et seq (Inter-local Services Act), a one (1) year shared service agreement for payroll and payroll related services provided by the Township of Wyckoff to the Board of Trustees of the Wyckoff Free Public Library.

BE IT FURTHER RESOLVED, that the Board President and the Library Director are hereby authorized to sign the Inter-local Service Agreement.

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Motion by Lori Peters seconded by Tony Donato to approve Resolution 2022-16:
Payroll Services

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

Abstain: Rudy Boonstra

Strategic Plan

A staff brainstorming session is scheduled. The survey is ready to be distributed to the public in January.

Director's Report

The winter story walk is out and ready for patrons to enjoy. The teen librarian, Riley McAurthur, is preparing for maternity leave and has already booked programs, scheduled volunteers, designed displays, and set up the winter reading challenge through March. The Friends of the Library held their first Holiday Concert in 3 years. There were over 90 attendees. The Friends are funding a digitization project. This project will include the digital archiving of local history materials. They are currently in phase one of this project. Meeting Owls are being purchased for use in hybrid programs and during small group meetings. Meeting Owls use a video camera and speaker to create a more immersive experience, and allow remote attendees to see the presenter as well as speaking attendees by way of a 360 degree lens. The second Trex bench was delivered early to DPW and will be installed in the spring.

Committee Updates

none

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Adjournment

Motion by Lori Peters second by Vince Antonacci to adjourn the meeting.
All were in favor and the meeting was adjourned at 8:43 pm.

The next meeting will be held on Wednesday, January 18, 2022.

Margaret Chagares, Board President

Laura Leonard, Library Director