

# **FINAL**

## **WYCKOFF LIBRARY BOARD OF TRUSTEES**

**June 21, 2017 Meeting Minutes**

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

“The June 21, 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, Lauren DeKorte, Brian Eller, Lori Peters, Brian Eller, Brian Scanlan,

**Absent:** Tony Donato, Brian Saxton, Grace White

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

**Public Comment** – None

### **Open Session**

#### **Construction/Building Update**

##### **Makerspace**

Ms. Leonard reported that Mr. Donato will be meeting with Ed from State Farm Insurance on Friday and they will discuss the particulars of the ribbon cutting ceremony. She gave a quick rundown of what will take place at the ceremony. In addition, Ms. Leonard announced that a reporter from the Bergen Record is going to interview her prior to the ribbon cutting ceremony.

Ms. Leonard mentioned that a new Maker mentor has been hired and programs have been set up for the summer.

##### **Other Construction/Building Matters**

Ms. Leonard gave an update on an email she sent to the Board with regard to a fallen tree limb which is located on the side of the Library and was removed by the Wyckoff DPW earlier in the day. She mentioned that there is a dead tree at the far end of the parking lot which the DPW will remove as well.

#### **Secretary's Report**

The May 17, 2017 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 Brian Eller to approve the May 17, 2017 Board of Trustees Regular Meeting Minutes.

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Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Lauren DeKorte, Brian Eller, Lori Peters, Brian Scanlan,

### **Treasurer's Report**

#### **May Treasurer's Report – Operating**

The May Treasurer's report was distributed and Ms. Chagares invited questions or comments.

Ms. Leonard spoke about the \$1,000 donation that the Library received from Atlantic Stewardship Bank.

Ms. Leonard mentioned that the considerable balance in Capital Reserve is due to the completion of Makerspace and the disbursement for same.

Motion by Lori Peters seconded by Brian Eller to approve the May 2017 Treasurer's Report.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Brian Eller, Lori Peters, Brian Scanlan

#### **June Voucher List – Operating**

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

Ms. Leonard explained that the amount on Line #19 on the voucher list is considerably higher this month due to the charges incurred because of the telephone hacking incident.

Mr. Scanlan asked if Ms. Leonard is looking into a new long distance provider and she stated that the contract with Metropolitan Communications will be ending soon and she intends to replace them with a different provider.

Motion by Brian Eller seconded by Vince Antonacci to approve the June, 2017 Voucher List.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Brian Eller, Lori Peters, Brian Scanlan

#### **Resolution 2017-10 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,

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**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).

Whatergy, \$990.00, check #21898, 6/28 Children's program  
Mosaic Glassworks, \$465.00, check #21895, 7/5 Children's program  
Juggling Hoffman's, \$550.00, check #21893, 7/6 Children's program  
Encore Performing Arts, \$730.00, check #21927, 7/13 Children's program  
Art Kids Academy, \$285.00, check #21926, 7/17 Children's program  
Jamie Sporn, \$150.00, check #21897, 7/19 Children's program  
Rebecca Ziobro, \$100.00, check #21892, 7/18 Children's program  
Donna Atkins, \$200.00, check #21899, 7/11 Lifestory Workshop

Motion by Lauren DeKorte seconded by Lori Peters to approve Resolution 2017-10.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Brian Eller, Lori Peters, Brian Scanlan

### **Other Financial Matters**

Ms. Leonard stated that third copies of the audit were distributed to the Board of Trustees and she invited questions or comments. There were none.

### **General Matters**

#### **2018 Board Meeting Dates**

The Board reviewed the 2018 Board Meeting Schedule and discussed changing the September and November Board Meetings due to Yom Kippur and Thanksgiving. It was agreed to hold off on changing the February Board Meeting until it gets closer.

#### **2018 Closing Dates**

The Board reviewed the 2018 Library Holiday Schedule and Ms. Leonard mentioned that this year the proposed closing dates are straightforward. Ms. Leonard also mentioned that she is awaiting the date for the ECC Fair.

### **Old Business**

#### **Wyckoff Day**

Ms. Leonard stated that three staff members manned the Library's booth at Wyckoff Day. She verbally thanked the

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staff members for their extra service and mentioned to the Board that she would like to place a written acknowledgement in each of their files.

Additionally, Ms. Leonard mentioned that the craft sticks, which were decorated by people attending Wyckoff Day, are on display in the Library.

### **Front Walk**

Ms. Leonard stated that the pavers were leveled off by the Wyckoff DPW and there is no further action required at this time.

### **Director's Report**

Mr. Scanlan asked about the Reference Desk transactions. Ms. Leonard explained that the increase is most likely due to Tech Help.

### **Committee Updates and Current Action Items**

**Personnel Committee** – Ms. Leonard reported that there will be some upcoming Personnel changes. The Board had a discussion with regard to the changes and what plan is in place to fill any open positions. Mr. Antonacci mentioned that this could be an ideal opportunity to change job descriptions.

**Buildings and Grounds Committee** – Mr. Antonacci gave an update on the meeting he attended for the Township Field renovations and said that he will update the Board as new information is made available. Mr. Scanlan mentioned that two advocates for the renovations gave a presentation to the Township Committee and a significant amount of funds will need to be raised in order to follow through with the renovations as proposed.

### **Adjournment**

Motion by Brian Eller to adjourn the meeting.

All were in favor and the meeting adjourned at 8:09 PM.

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Peggy Chagares, Board President

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Laura Leonard, Library Director