

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

February 17, 2016 Meeting Minutes

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

“The February 17, 2016 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 Chagrares, Lauren DeKorte, Anthony Donato (arrived at 7:33 PM), Lori Peters, Tom Madigan for Mayor Rooney, and Brian Saxton

Absent: Grace White

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

Public Comment – None.

Open Session

Construction /Building Update

Hand Rail – Ms. Leonard reported that the hand rail has been constructed and is being galvanized. Scott Fisher, Wyckoff DPW is trying to obtain an installation date.

Other Construction/Building Matters

Ms. Leonard mentioned that the bearings assembly, pump 1 of the HVAC system, broke and needed replacement. Mr. Madigan asked what caused the bearings assembly to break and Ms. Leonard stated that the seal was broken.

Secretary's Report

December 14, 2015 – Board of Trustees Regular Meeting Minutes

Motion by Brian Saxton seconded by Tony Donato to approve the December 14, 2015 Board of Trustees Regular Meeting Minutes.

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Voting in favor: Vince Antonacci, Tony Donato, Lori Peters, Tom Madigan for Mayor Rooney, and Brian Saxton

Abstaining: Peggy Chagares, Lauren DeKorte

January 20, 2016 – Board of Trustees Regular Meeting Minutes

Motion by Brian Saxton seconded by Vince Antonacci to approve the January 20, 2016 Board of Trustees Regular Meeting Minutes, with revisions.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Lori Peters, Tom Madigan for Mayor Rooney, and Brian Saxton

Treasurer's Report

January Treasurer's Report - Operating

The January, 2016 Treasurer's Report was distributed and Ms. Peters invited the Board to ask questions.

Mr. Saxton asked what caused the higher insurance cost in 2016 even though there was a recent decrease in participation. Ms. Leonard explained that the figure on the January Treasurer's Report reflects December's insurance costs. The decrease in participation due to a status change was not yet reflected. A credit will be issued in February and shown on the February Treasurer's Report. Ms. Peters asked that the statements from the insurance provider are reviewed and that Ms. Leonard keeps track of credits for monies already paid out.

Motion by Peggy Chagares seconded by Brian Saxton to approve the January, 2016 Treasurer's Report.

Voting in Favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Lori Peters, Tom Madigan for Mayor Rooney, and Brian Saxton

February Voucher List – Operating

The February Voucher List was distributed and Ms. Peters invited the Board to ask questions.

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Ms. DeKorte quickly pointed out that costs on line #23 are due to the HVAC pump repairs.

Ms. Chagares asked if the database subscription in the amount of \$1,500 was a total cost for the year and Ms. Leonard replied affirmatively.

Ms. DeKorte pointed out the cost on line #47 and Ms. Leonard explained that the amount represents the hardware costs for the new wireless access points. She went on to explain that 2 access points are currently installed but the network has not been switched over yet.

Ms. Peters asked why Blue Host was being paid in advance and Ms. Leonard explained that the cost is for the domain registration and a discount is offered if a two year subscription is purchased.

Motion by Vince Antonacci seconded by Brian Saxton to approve the February, 2016 Voucher List.

Voting in Favor- Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Lori Peters, Tom Madigan and Brian Saxton

Resolution 2016-06-To Authorize Payment for Performer 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).

Bluehost – Host Renewal 4/1/16 – 4/1/18, \$275.76, check #21064

Miss Teri Music – 2/27/16 Children’s program, \$150.00, check #21089

Joey Gilligan – 3/6/16 Sinatra program, \$300.00, check #21088

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Mosaic Glassworks – 3/14/16 Children’s program, \$465.00, check #21092

Motion by Lauren DeKorte seconded by Tony Donato to approve Resolution 2016-06.

Voting in Favor- Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Lori Peters, Tom Madigan and Brian Saxton.

Other Financial Matters – There were none.

General

New Strategic Plan

The Board discussed the necessity of hiring a consultant to assist with the New Strategic Plan. Ms. Leonard reported that she sent out a survey to the BCCLS and only received 7 responses.

Ms. Leonard stated that the State Library strongly suggested that a consultant be hired. She went on to say that she will double check the requirements when she attends part 2 of the New Director’s Training.

Technology/Social Media Update

Ms. Leonard reported that the Library is in the process of switching over access points which will allow monitoring of wireless usage within the Library as well as increasing the speed. Ms. Leonard mentioned that she will keep the Board updated on the progress of the conversion.

Notary Policy and Service Guidelines

Ms. Leonard distributed guidelines for the public with regard to the Library offering notary services. A discussion ensued with regard to the details of Notary Policy, the cost to become a notary, fees versus donations as well as hours that the service would be offered. In addition, the need for a witness was discussed and Mr. Madigan suggested that the policy and guidelines read such that the library will not provide one.

Bereavement Policy

The Board reviewed the Bereavement Policy and Ms. Peters gave a few scenarios and what the outcome would be in each situation.

Makerspace Tools Request

Ms. Leonard presented a Tools Wish List with a total cost of \$2,358 and asked the Board’s

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permission to purchase the tools now. The Board reviewed the list and had a discussion with regard to which account the cost of the tools would come from. It was further mentioned that the Friends be approached about possibly purchasing a few of the items on the list.

Mr. Madigan asked if the list was constructed by activity or by age. He also asked if Ms. Leonard was planning on purchasing any 3-D printers and she voiced her hesitation in doing so as Eisenhower Middle School will have several 3D printers for the students to use.

Meeting Room Request – Miss Deb’s Math Boot Camp

The Board had a discussion with regard to a room request received and after reviewing the nature of the program and its fees it was agreed that the program does not fit the criteria based on the Library’s policy and the request is denied.

Old Business

Investment Plan

Ms. Peters gave a review of the bequest funds, both restricted and non restricted. She reported that funds will continue to go to the Rizzo Art Series. In addition, \$1,000,000 will be deposited into a long term CD investment and an approximate amount of \$86,000 will be deposited into shorter term investments.

A discussion ensued with regard to different investment options that may offer a higher return on investment.

The Board also discussed the possibility of creating an area in the library memorializing the contributors to the Library’s Bequest Funds.

Lost or Damaged Materials Policy Revision – Nothing to report.

Security Cameras Vendor

Ms. Leonard stated that she has the name of another vendor and will ask them for a 2nd quote.

Homebound Delivery

Ms. Leonard spoke with “The Friends” and they currently visit Eastern Christian Healthcare

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Center and don't currently have an interest to take on homebound delivery. Ms. Leonard is going to talk to Meals on Wheels to see if there is an interest.

Director's Report

The report was previously emailed to the Board Members and Ms. Peters encouraged questions or comments from the Board.

Ms. Peters announced the retirement of Roberta Knauer.

The Board had a discussion with regard to the Staff Appreciation Luncheon, hosted by The Friends of the Wyckoff Library, which is being held on April 13th. Ms. Leonard asked if the Library could close for two hours for the luncheon.

Ms. Peters asked Ms. Leonard to give a review of the New Director's Training which she attended earlier in the day. Ms. Leonard spoke about the various topics covered in the training.

Ms. Peters also announced that Ms. Leonard will be attending as well as co-chairing the NJLA State Conference which will be held in May. Ms. Leonard stated that the conference is on the same day as the May Board of Trustees Meeting and asked that the date for the May Meeting be changed. It was agreed that the May Meeting will be take place on Wednesday, May 25th at 7:30 PM.

Committee Updates

Makerspace Committee – Ms. Leonard reported that she received the proposal from the architects and Mr. Madigan spoke with the Township and the Board will not have to apply to the NJCDA for the alterations to the History Room. Mr. Madigan requested that Ms. Leonard write a letter requesting a waiver of permit and inspection fees for the History Room alterations as well as any projects taking place in 2016.

Ms. Leonard stated that the estimated cost for the Makerspace is between \$25,000 and \$35,000 and will need to be submitted to NJCDA for approval. In addition, the History Room alteration budget is a maximum of \$17,499 and estimated fees will cost approximately \$15,000.

Ms. Leonard gave a quick update on various programs being held at the library during the month of February as well as an update on the Smithsonian Exhibit, "Exploring Human Origins".

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Adjournment

Motion by Tony Donato seconded by Brian Saxton to adjourn the meeting.

All were in favor and the meeting adjourned at 9:05 PM.

Lori Peters, Board President

Laura Leonard, Library Director