

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES
February 17, 2021 Board Meeting Minutes
7:30 PM, Wyckoff Public Library (virtual)

“The February 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, Lauren DeKorte, Lori Peters, Brian Saxton

Absent: Tony Donato, Lauren McCarthy, Melissa Rubenstein

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

Public Comments: None

Open Session

Board Business:

Secretary’s Report:

The January 20th, 2021 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 Peggy Chagares to approve the January 20th, 2021 Board of Trustees Regular Meeting Minutes.

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

Treasurer’s Report

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The January 2021 Treasurer's Report was distributed and Ms. Peters invited questions or comments. Ms. DeKorte, and Ms. Leonard pointed out that there were several gifts/ donations made to the library. Ms. Antonacci asked how they would be used. Ms. Leonard said that most of the gifts were undesignated and allocation will be decided at a later date depending on need, some gifts were designated to be used for the purchase of books. Line 28A Digital Streaming was added so that digital service providers would not be lumped into audio visual expenses. The name of line 37 was changed from Computerization to BCCLS Annual Bill for clarity.

Motion by Brian Saxton seconded by Lauren Cohen to approve the January 2021 Treasurer's Report.

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

Voucher List

The February Voucher list was distributed and Ms. Peters invited questions or comments. Ms. Leonard pointed out that Line 21 which refers to Midwest Tape is actually the company that owns Hoopla. Mr. Saxton asked about the line for non-Wyckoff lost and paid items. Ms. Leonard explained that these are payments made to other libraries for items lost by Wyckoff patrons after an extended amount of time.

Motion by Brian Saxton seconded by Lauren Cohen to approve the February 2021 Voucher List.

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

Resolution 2021:04 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

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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).

Richard Feingold, check #24217, The Famine Irish 19th C. Zoom Lecture, 3/11

Motion by Laruen DeKorte seconded by Peggy Chagares to approve Resolution 2021-04: Payment of Vendors in Advance.

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

Other Financial Matters

General

BCCLS update- PPP Loan

The BCCLS office applied for and received a PPP Loan which was initially a grant. Once the loan was approved the total monies were divided equally and checks were sent to each of the 77 member libraries in the amount of \$2,605.

New Jersey State Library Annual Report

The State Library is requiring the completion of the Annual State Report due March 15. There is an optional section that can be used to report with virtual programs. Ms. Leonard will complete that section as well. The draft will be shared with Ms. Peters for approval. It will be completed before the next board meeting.

100th Anniversary

This year is the 100th Anniversary of the library. The library first opened its doors on May 14th, 2021. The PR committee has been involved in brainstorming ways that the library can celebrate this occasion considering COVID restrictions. More Ideas will be shared with the whole Board as well.

New Business

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As part of the reopening of the library, policies that were updated to incorporate recommendations by the CDC and the state of NJ regarding quareting after travel need to once again be updated. On January 28th New Jersey updated their guidance. If an employee travels out of the direct region, they must quarantine for 7 days and provide a negative test result or quarantine for 10 days without a Covid test. Ms. Leonard has outlined an updated policy that would reflect the new shorter quarantine period. Staff would now be asked to specify a location for their vacation request. Staff could request working from home during their quarantine time. This would be decided on a case by case basis based on the library's Telework policy. Employees will be notified before they take vacation. The major change to the policy is guided by recommendations of the CDC which allow for a quarantine shorter than 14 days. Travel to New York, Connecticut, Pennsylvania, and Delaware do not require quarantine. This would not exempt anyone who already has received vaccination already, but that could be updated in the future dependent on state and federal guidance.

Motion by Lauren DeKorte seconded by Lauren Cohen to approve changes to the COVID policy regarding quareting after travel.

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

Old Business

COVID-19 Response Reopening Plan

Only update to the reopening plan is the new executive order by the Governor which raises indoor capacity from 25% to 35%.

Director's Report

Baker and Taylor has been the library's main book vendor for many years. They no longer have a warehouse in NJ as they once did. Service has suffered. Ms. Leonard has discussed this matter with representatives from Baker and Taylor. They will be hosting a virtual meeting with BCCLS directors next week to discuss what changes they will be making to improve service.

The Personnel Subcommittee was notified that staff member Ylva Mann is retiring in April after 25 years of service. It will be sad to see her go, but the staff wishes her well. Because no gatherings are recommended, the staff will be working on alternative ways to celebrate her career and commemorate her retirement.

Ms. Leonard pointed out that January 2021 circulation was not far off from January 2020. It is hoped that is a good sign of things to come.

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Committee Updates

Ms. Chagares, Lauren McCarthy and Ms. Leonard attended a virtual strategic planning workshop. It provided useful information, but also covered topics and practices that were learned during their previous experience writing a strategic plan.

Adjournment

Motion by Lauren DeKorte seconded by Brian Saxton to adjourn the meeting.

All were in favor and the meeting was adjourned at 8:10 P.M.

The next meeting will be held on Wednesday, March 17, 2021.

Lori Peters, Board President

Laura Leonard, Library Director