

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES**  
**February 19, 2020 Board Meeting Minutes**  
**7:30 PM, Wyckoff Public Library, 200 Woodland Avenue**

“The February 19th 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 DeKorte, Tony Donato, Lauren McCarthy, Lori Peters, Brian Saxton, Timothy Shanley

Absent: Brian Eller

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

**Public Comments:** None

**Open Session**

**Board Business:**

**Oaths of Office:**

Lauren DeKorte and Lauren McCarthy swore the oath of office.

**Review of Trustee Bylaws:**

The Board reviewed their Bylaws. Minor modifications were made. The revision will be sent to the Board prior to the March meeting and voted on during the March 18 meeting.

**Revised Code of Conduct**

The revised Code of Conduct which was discussed at the January 2020 Board Meeting was reviewed by the lawyer. The lawyer found no problem with the changes.

Motion by Lauren DeKorte second by Tony Donato to approve the revised Code of Conduct.

FINAL

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Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Lauren McCarthy, Lori Peters, Brian Saxton, Timothy Shanley

**Secretary's Report:**

The January 22nd, 2020, Wyckoff Library Board of Trustees Meeting Minutes were previously distributed to the Board of Trustees. Ms. Peters invited questions. There were none.

Motion by Tony Donato seconded by Peggy Chagares to approve the January 22nd, 2020 Board of Trustees Regular Meeting Minutes.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Lauren McCarthy, Lori Peters, Brian Saxton, Timothy Shanley

**Treasurer's Report**

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

There was a question about the maturity of the CDs. Ms Leonard will check on the status. The utilities are much less the last year because of the energy efficient lights that were put in this past year.

Motion by Vince Antonacci seconded by Tony Donato to approve the January Treasurer's Report.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Lauren McCarthy, Lori Peters, Brian Saxton, Timothy Shanley

**Voucher List**

The February 2020 Voucher List was distributed and Ms. Peters invited questions or comments.

There was a question about Line 40. This line included an expenditure for unemployment benefits.

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

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Lauren McCarthy, Lori Peters, Brian Saxton, Timothy Shanley

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**RESOLUTION #2020 - 05 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 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).

Joel Zelnik, \$400.00, check #23638, Forever Judy program 2/22  
The Artful Easel, \$375.00, check #23637, Acrylic painting program 3/5

Motion by Peggy Chagares second by Lauren DeKorte to approve Resolution 2020-05.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Lauren McCarthy, Lori Peters, Brian Saxton, Timothy Shanley

**Other Financial Matters**

**General**

**New Jersey State Library Annual Report**

The Report is due March 15th. It was completed by Ms. Leonard and reviewed by Ms. Peters. The report will be submitted tomorrow. Ms. Leonard sent the State Aid Application form to the Township CFO for completion.

**BCCLS Value Report**

The Value Report is something new from the BCCLS office. They have created a report of the services provided to the members libraries including: Integrated Library System, reporting, catalog, telecom, and IT support. They also include the independent BCCLS delivery service which replaced the service that was provided through the State Library. The report included 2019 stats. There was a question about how BCCLS will handle technology advancements in the future. Ms. Leonard explained that BCCLS has a strategic plan as well as a technology plan

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which addresses trends and needs year to year. Ms. Chagares asked how often this was done. Ms. Leonard said this was the first year BCCLS created a Value Report.

**Old Business**

Mr. Donato will keep the Board informed of any updates concerning the mural from the Historical Society.

**Director's Report**

There was an increase in digital borrowing- over 8,000. Computer usage was higher this year than last year but that mostly consists of use by personal devices connected to the library's WiFi. Ms. Leonard suggested looking into increasing bandwidth capability to keep up with the increase. The delivery driver who delivers to our route made a point of letting the staff know that out of all the libraries he delivers to, ours has impeccably prepared books ready for delivery.

Ms. Leonard sent a letter to Mrs. Martone at Ramapo High School to acknowledge her efforts guiding the students who run the Cardboard Challenge.

Ms. Leonard informed the staff about an incident that happened at a Rockland County library where a library staff member was killed. Safety is always a concern. We have had security training. Staff members recently watched a webinar about serving homeless patrons. We will continue to keep the security of staff and patrons of utmost importance.

There was a question about the door counter. Ms. Leonard presented options for replacing the counter. One was agreed upon and will be ordered.

Mr. Shanley reported on updates from the Township Committee. They will be taking bids for the turfing project at Memorial field as soon as March. If they are able to break ground at that time, the project could be completed as soon as 6 weeks. The firework dates have been approved. They will be held on September 12th, rain date on the 13th. The library's closed dates for 2020 were amended to facilitate preparation for the Fireworks. The 2020 census will start next month. It is important to get word out to all the members of the community. This is important for state funding, federal funding, and FEMA. Ms. Leonard is considering teaming up with the Chamber of Commerce to publicize the importance of giving correct information to the census.

**Committee Updates**

None.

**Adjournment**

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Motion by Lauren DeKorte seconded Peggy Chagares to adjourn the meeting.

All were in favor and the meeting was adjourned at 8:35 PM.

The next meeting will be held on March 18th, 2020.

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Lori Peters, Board President

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Laura Leonard, Library Director