

# **FINAL**

## **WYCKOFF LIBRARY BOARD OF TRUSTEES**

**April 17, 2019 Meeting Minutes**

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

“The April 17, 2019 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, Lauren McCarthy, Lori Peters, Brian Scanlan

Absent: Tony Donato, Brian Eller, Brian Saxton

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

**Public Comment** – None

**Open Session**

**Board Business**

**Financial Disclosure Forms**

Ms. Leonard reminded the Board members to complete their Ethics Disclosure forms online.

**Construction/Building Update**

**Chair Lift Repair**

Ms. Leonard reported that the chair lift will be shipped on May 10th and will take about a week to arrive. Installation is tentatively scheduled for mid-May and prior to the Library opening so that patrons are not disturbed by noise factors during the repairs.

**Other Construction/Building Matters**

Ms. Leonard updated the Board on the status of the restroom project. She reported that she spoke with the Township Code Official again and his opinion is that what is existing cannot be diminished, therefore the restrooms will need to remain as is. She stated that there is very little space to add an additional restroom.

Committeeman Scanlan asked about obtaining two quotes from an architect.

Mr. Antonacci asked if a list of architects was sent to the Board and Ms. Leonard stated that the list was sent to

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the Buildings and Grounds Committee. The Board considered the advantages of hiring a local architect.

Ms. Chagares asked if there is a state statute requiring non-gender restrooms in public spaces.

A discussion ensued with regard to civil law versus building code enforcement. It was agreed that Ms. Leonard will reach out to the attorney with regard to the current laws on the subject and the Board will procure an architect to see what can be done with the existing space.

### **Secretary's Reports**

The February 2019, Wyckoff Library Board of Trustees Meeting Minutes were previously distributed to the Board of Trustees and tabled until the May 15th Board of Trustees Meeting.

The March 20, 2019, Wyckoff Library Board of Trustees Meeting Minutes were previously distributed to the Board of Trustees. The Board reviewed the minutes and Ms. Chagares invited questions or comments. Small revisions were requested.

Motion by Lori Peters seconded by Brian Scanlan to approve the March 20, 2019 Board of Trustees Regular Meeting Minutes, with revisions.

Voting in favor: Peggy Chagares, Lauren DeKorte, Lauren McCarthy, Lori Peters, Brian Scanlan

Abstaining: Vince Antonacci

### **Treasurer's Report**

#### **March 2019 Treasurer's Report-- Operating**

The March 2019 Treasurer's Report was distributed and Ms. Leonard invited questions or comments.

Ms. DeKorte asked why disbursements on Line #24 are slightly higher than last year and Ms. Leonard explained that the increase was due to ice and snow removal.

Committeeman Scanlan asked about the revenue and expenses, comparing 2019 to 2018 year to date figures.

Mr. Antonacci asked what the interest rate for the certificates of deposit are and Ms. DeKorte stated that the rates was renewed in September, 2018 at 2.00% for 12 months.

Motion by Lori Peters seconded by Vince Antonacci to approve the March 2019 Treasurer's Report.

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

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### **April 2019 Voucher List – Operating**

The April 2019 Voucher List was distributed and Ms. Chagares invited questions or comments.

Ms. DeKorte asked why gift money was used to perform a deep cleaning.

Motion by Brian Scanlan seconded by Lori Peters to approve the April 2019 Voucher List.

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

### **Resolution #2019-07 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).

Jody Rubel, \$405.00, check #23082, Tai Chi classes 5/1, 5/8, 5/15  
Jamie Novak, \$200.00, check #23092, Organizing Program 4/23

Motion by Lori Peters seconded by Lauren DeKorte to approve Resolution 2019-07.

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

### **Audit**

Ms. Leonard reported that the annual audit was completed in two and a half days this year and she is pending receipt of the draft. She thanked Pat Gioe for her efforts put forth in preparing various spreadsheets and gathering information in preparation for the audit.

### **Other Financial Matters**

There were none.

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### **General**

#### **Energy Audit**

Ms. Leonard spoke about an energy inspection and audit which was performed by the NJ Office of Clean Energy. She spoke about the Direct Install Program. The audit results were that the HVAC system is too new and not eligible. Some of the lighting is eligible and would be converted to LED lights. The cost to library to convert would be \$6,569 and the anticipated savings would be over \$9,000 per year on utilities. 70% of the costs are covered by the state as part of the NJ Direct Install program.

Ms. DeKorte asked about the quality of the lighting. Ms. Leonard explained that during that the quality was taken into account during the audit/inspection.

Ms. Peters asked if other libraries have taken advantage of the program.

Ms. Leonard pointed out that, although the LED bulbs are a little more expensive they will last longer resulting in less money going towards bulb recycling and less money being spent on someone to replace the bulbs more frequently.

Ms. Peters asked how long it would take to swap the bulbs out and Ms. Leonard responded that it would take 2 to 3 days and the Library would stay open.

Ms. Peters asked where the funds would come from and Ms. Leonard stated that allocations would need to be adjusted and a new line would be added to the capital plan. It was agreed that Ms. Leonard will rework the budget allocations and a resolution will be passed at the May Board of Trustees Meeting to earmark the funds for the Energy Savings Program. Furthermore, Ms. Leonard will send information on the program to all Board Members.

### **Old Business**

#### **New Jersey Makers Day**

Ms. Leonard reported that this year the programs were held in the early afternoon as opposed to the morning and there was a big turnout. Both participating and non-participating patrons enjoyed the event.

### **Director's Report**

Denise Marchetti and Dolores Goetschius attended Franklin Institute Training and will be doing additional activities relating to balance throughout the year.

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Well known children's book author, Beverly Cleary celebrated her 103rd birthday on April 12th which was also D.E.A.R. Day (Drop Everything and Read). Ms. Leonard reported that, in celebration, the Library served refreshments and encouraged all who attended to read.

The Staff Appreciation Lunch was hosted by the Friends last week. The library stayed open and was run via a rotating shift of staff so everyone could attend the luncheon without disrupting the patrons.

The Friends are having a Book Sale next week and are partnering with students from Ramapo High School Honor Society to set up and take down the sale.

"Food for Fines" is running and 4 boxes of food have been collected, thus far. Bookmarks were made of the "wishlist" in order to remind people to donate. Ms. Chagares asked if it was possible to submit a press release.

The FLOW Film Festival is over. Before the last event there were several electric cars parked in the parking lot for the patrons to see.

Ms. Leonard reported that circulation has been increasing on a monthly basis in comparison to last year. She attributed the increase to the delivery issues which were experienced in 2018 and added digital offerings.

Ms. Chagares asked if the Museum Program is still popular and Ms. Leonard responded that the Natural History Museum is still very popular as well as the Intrepid. Committeeman Scanlan asked if the Tenement Museum participated in the program.

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

### **Policy**

Ms. Leonard spoke about the Social Media Policy and stated that the Township's policy, which was shared with the Committee was lengthy and the Committee feels as though there a workable Social Media Policy would be a balance between the Township's policy and other Library policies that were reviewed.

### **Personnel**

Ms. Leonard reported that there have been no staffing changes at this time.

Ms. Chagares asked for status on the tutoring issue. Ms. Leonard stated that there was a small issue which was handled by staff who offered good options.

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### **Adjournment**

Motion by Lori Peters to adjourn the meeting.

All were in favor and the meeting adjourned at 8:37 PM.

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Peggy Chagares, Board President

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Laura Leonard, Library Director