

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

March 20, 2019 Meeting Minutes

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

“The March 20, 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: Peggy Chagares, Lauren DeKorte, Tony Donato (arrived at 7:39 PM), Brian Eller, Lauren McCarthy, Lori Peters, Brian Scanlan

Absent: Vince Antonacci, Brian Saxton

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

Public Comment – None

Open Session

Board Business

Oath of Office

Lauren McCarthy read the Oath of Office and the Board congratulated her.

The Board now consists of the following members:

Lauren McCarthy	December 31, 2019
Brian Scanlan	December 31, 2019
Lauren DeKorte	December 31, 2019
Brian Eller	December 31, 2020
Vince Antonacci	December 31, 2020
Margaret Chagares	December 31, 2021
Anthony Donato	December 31, 2021
Brian Saxton	December 31, 2022
Lori Peters	December 31, 2023

Ms. Leonard thanked Ms. McCarthy for attending the New Board Member Training and asked Ms. McCarthy to give a brief overview of the training.

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Construction/Building Update

Chair Lift Repair

Ms. Leonard reported that the permit paperwork for the chair lift repair has been submitted to the Township and she is pending approval from the Township Inspector. The repair is tentatively scheduled to take place within 4 to 6 weeks.

Ms. Chagares asked if there have been any patrons asking to utilize the chair lift and Ms. Leonard stated that there was one patron who would have needed the lift but Ms. Leonard moved the meeting to the lower level which is accessible via the elevator.

Other Construction/Building Matters

Ms. Leonard stated that, aside from a few small HVAC repairs there is nothing to report.

Treasurer's Report

February 2019 Treasurer's Report– Operating

The February 2019 Treasurer's Report was distributed and Ms. De Korte invited questions or comments.

Committeeman Scanlan asked what effect, if any, the minimum wage increase will have on the Library budget.

Ms. Leonard explained that this year the minimum wage increases from \$8.85 per hour to \$10.00 an hour on July 1, with little effect, however, in January 2020 the minimum wage increases to \$11.00. She spoke about the possible impact on the budget in future years.

Motion by Lori Peters seconded by Brian Eller to approve the February 2019 Treasurer's Report.

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

March 2019 Voucher List – Operating

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

Committeeman Scanlan asked why several BCCLS libraries were receiving checks from the Wyckoff Library and Ms. Leonard explained that if an item belonging to another library is damaged or lost by a Wyckoff patron and not paid for by the patron, the cost of the item is the responsibility of Wyckoff Library.

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Committeeman Scanlan asked why there was no voucher for Kanopy and Ms. Leonard explained that the Friends of the Wyckoff Library pay Kanopy directly. She explained that the Library only paid Kanopy one time, which occurred in February 2019.

The Board had a lengthy discussion with regard to the success of Kanopy.

Motion by Lori Peters seconded by Brian Eller to approve the March 2019 Voucher List.

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

Secretary's Report

The January 16, 2019, Wyckoff Library Board of Trustees Meeting Minutes were previously distributed to the Board of Trustees and tabled at the February 27, 2019 Board Meeting. The Board reviewed the minutes and Ms. Chagares invited questions or comments. There were none.

Motion by Tony Donato seconded by Brian Scanlan to approve the January 16, 2019 Board of Trustees Regular Meeting Minutes.

Voting in favor: Peggy Chagares, Tony Donato, Brian Eller, Lori Peters, Brian Scanlan
Abstaining: Lauren DeKorte, Lauren McCarthy

The February 27, 2019, Wyckoff Library Board of Trustees Meeting Minutes was tabled and will be approved at the April 17, 2019 Board of Trustees Meeting.

Resolution #2019-06 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).

Patty Deangelo, \$450.00, check #23019, Children's Ukrainian Egg Program 3/26/19
Patty Deangelo, \$400.00, check #23018, Pysanky Workshop 4/7/19
Richard Feingold, \$250.00, check #23033, Mets Lecture 4/15/19

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Motion by Tony Donato seconded by Lori Peters to approve Resolution 2019-06.

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

Other Financial Matters

Ms. Leonard reported that the audit is scheduled to take place from April 4th to April 7th.

General

BCCLS Advocacy Day

Ms. Leonard spoke about BCCLS Advocacy Day which was held at the Rochelle Park Senior center on March 15th. She explained that the focus of the day was to educate library staff, trustees and members of Friends groups on how to advocate for their local libraries through legislation. She spoke about the need for state aid for libraries to be restored.

Committeeman Scanlan spoke about the Open Space Ballot Initiative and a discussion evolved with regard to researching possible grant opportunities for the Library to apply for a grant. It was agreed that blueprints of the outside of the library, which were previously prepared will be shared again at the April Board Meeting and a further discussion will ensue with regard to applying for available grants.

Mr. Eller asked about the status of the township turf project.

NJ Makers Day

In celebration of NJ Makers Day, Ms. Leonard spoke about the various programs being offered on Saturday, March from 10:30 AM to 1:30 PM.

Food for Fines - National Library Week, April 7 - 13

Ms. Leonard asked the Board's permission to run the Food for Fines program beginning on April 7th. She explained that the program entitles anyone who owes a library fine to donate canned foods, etc. at the Library in lieu of paying their existing fine. (maximum fine \$5.00 - lost items do not qualify) The donations will then be sent to Oasis - A Haven for Women and Children or the Center for Food Action.

The Board gave Ms. Leonard permission to run the Food for Fines program for a two week period.

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Old Business

Trustee Training

Ms. Leonard mentioned that the Board currently has 4.50 training hours logged and 7.00 training hours per Board are required each year. She gave examples of online trainings that Board Members can complete to fulfill the annual training requirement.

Director's Report

Ms. Leonard reported that the Children's Room has been quite busy and the staff recently attended a Summer Reading Workshop.

Denise Marchetti hosted groups from the Wyckoff YMCA preschool.

With regard to professional development, Ms. Leonard announced that Veronica Potenza recently completed the Emerging Leaders program and Susan Valenta completed the BCCLS Supervisor training class.

Ms. Leonard announced that May is Mental Health Awareness month and she has been working with the Stigma Free Committee.

Ms. Leonard announced that volunteers from Ramapo High School will assist with the Book Sale, scheduled to be held on April 25th, 26th and 27th.

The Board spoke about the BCCLS survey which was distributed by the BCCLS Strategic Plan Committee to three different groups - Directors, Trustees and the public, and Non-Director Library staff. Ms. Leonard gave an explanation of how the survey works and mentioned that it is still available on the Library's Facebook page.

Ms. Leonard reported that there were 45 people at the first film of the FLOW Green Film Festival.

Committee Updates and Current Action Items

There were no Committee updates to report.

Mr. Eller asked about the status of the restroom project and Ms. Leonard reported that she spoke to the Township engineer and it is his opinion that the Library must have Men's and Women's restrooms.

Ms. Chagares mentioned the Ms. McCarthy will be on the MakerSpace Committee and the Technology Committee. She stated that adjustments can be made to the Committees should a need arise during the year.

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Adjournment

Motion by Brian Scanlan seconded by Lori Peters to adjourn the meeting.

All were in favor and the meeting adjourned at 8:40 PM.

Peggy Chagares, Board President

Laura Leonard, Library Director