

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

October 21, 2015 Meeting Minutes

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

I. OPEN PUBLIC MEETING ACT

“The October 21, 2015 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.

II. CALL TO ORDER AND ATTENDANCE

The Board Meeting was called to order at 7:30 PM, Board President, Lori Peters presiding,

Board Member Attendance: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Brian Eller, Lori Peters, Mayor Rooney, Grace White

Absent: Brian Saxton

Staff Attendance: Lauren Leonard, Library Director, Caroline Brown, Interim Library Director, Jackie Dwyer, Secretary

III. PUBLIC COMMENT

Ms. Peters opened the floor to the public and invited their questions and/or comments.

A group of patrons who participated in the Yoga classes offered at the Library expressed their disappointment in the class being cancelled due to insurance requirements and requested that the Board revisit the issue and consider adjusting the requirements.

Mayor Rooney gave an explanation of why the library must require certain insurance limits.

Ms. Peters thanked the group and stated that the Board will give consideration to the issue.

A patron asked to donate a portion of her collectible cookie jar collection to the Library. Ms. Chagares thanked the patron for her generous gift and asked if there were any stipulations attached to the donation. There are none.

The Board had a discussion with regard to the current placement of the cookie jars and it was agreed that Ms. Leonard will come back to the Board with her recommendations on other possible locations to display the cookie jars.

A discussion ensued with regard to policy on accepting gifts and Ms. Peters asked the Policy Committee to review same.

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At 7:48 PM, Ms. Peters closed the public session.

OPEN SESSION

IV. CONSTRUCTION/BUILDING UPDATE

a. Lighting Project Status

Ms. Brown reported that the change order has been received from the contractor and Mr. Antonacci recommended that the order be signed and the project closed out. Ms. Brown also reported that the O & M Manuals were given to Mr. Shannon.

b. Hand Rail Project

Mr. Antonacci reported that he has received the names of two contractors and will discuss alternates with them and Mr. Shannon and report back to the Board.

c. Other Construction/Building Matters

Ms. Brown stated that fluctuations in the heat were detected by ECC. A loose wire was repaired,

Ms. Brown also reported that there were alarm system issues pertaining to a battery and connection and it was found that the panic button at the circulation desk was not working. All issues were resolved.

V. SECRETARY'S REPORTS

a. Secretary's Report – Regular Meeting – September 16, 2015

Motion by Tony Donato seconded by Grace White to approve the September 16, 2015 Regular Meeting Minutes.

Voting in favor: Vince Antonacci, Peggy Chagares, Tony Donato, Brian Eller, Lori Peters, Mayor Rooney, Grace White

Abstaining: Lauren DeKorte

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Secretary's Report – Special Meeting – September 22, 2015

Motion by Peggy Chagares seconded by Vince Antonacci to approve the September 22, 2015 Special Meeting Minutes.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Brian Eller, Lori Peters, Mayor Rooney, Grace White

Abstaining: Tony Donato

VI. TREASURER'S REPORTS

a. September Treasurer's Report

The September Treasurer's Report was distributed and Ms. Brown invited the Board to ask questions.

Ms. DeKorte gave an explanation for line #12 (interest on cd) and line # 30 (Professional Fees – over budget).

Mayor Rooney asked if there was anticipation of going over budget on Buildings and Grounds and Ms. DeKorte said no.

Motion by Tony Donato seconded by Peggy Chagares to approve the September, 2015 Treasurer's Report.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Brian Eller, Lori Peters, Mayor Rooney, Grace White

b. October Voucher List - Operating

Ms. Peters distributed the October Voucher List and asked the Board for their questions or comments.

Ms. White asked why there were staff member names under "Programs". It was agreed that a specific item or specific program will be listed going forward.

Motion by Peggy Chagares seconded by Tony Donato to approve the October, 2015 Voucher List.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Brian Eller, Lori Peters, Mayor Rooney, Grace White

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c. Resolution #2015-11 (Payment to Vendor in Advance)

WHEREAS, NJSA 40A:5-16 establishes requirements for local units of government to pay out monies; 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).

Thomas Duncan – Dr. Dubious and the Agnostics, \$1,416.00, check #20859, 11/6 Rizzo Program

Bill Gent – Lincoln Assassination Conspiracy, \$100.00, check #20860, 11/12 Adult Program

Careertrack – HR Law and Practices, \$99.00, check #20861m 11/10 Seminar

Motion by Lauren DeKorte seconded by Vince Antonacci to approve Resolution # 2015-11.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Brian Eller, Lori Peters, Mayor Rooney, Grace White

d. Other Financial Matters

There were none.

VII. GENERAL

a. Technology/Social Media Update

Ms. Brown reported that a Wireless Use Survey was conducted in October and that Ms. Witherell had previously contacted IT Radix and asked them to come up with a way in which to measure wireless use. Ms. Brown went on to say that Ms. Leonard also has resources on how to measure wireless use.

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b. **Comp Time Update**

Ms. Chagares asked Ms. Brown how she is keeping the comp time down. Ms. Brown explained that comp time is being used right away.

VIII. **OLD BUSINESS**

a. **Holiday Closing**

Ms. Peters reported that per policy if a holiday falls on a Saturday the library will be closed on the Friday before. Looking ahead, in 2016 the library will be closed on Friday and Monday during Christmas.

b. **Investment Plan**

Ms. Peters stated that the committee has to schedule a meeting.

c. **Lost or Damaged Policy Revision**

Ms. Leonard will be reviewing the policy revision.

d. **Certificate of Insurance/Liability Waiver Form Policy**

Ms. Peters reported that the less demanding Hold Harmless agreement has been distributed, however there are still complaints.

The Board had a discussion about the requirements and the Mayor reminded everyone that it is important to protect the taxpayers liability. It was agreed that the matter will be presented to the Board's attorney.

IX. **INTERIM DIRECTOR'S REPORT**

The Director's Report was previously emailed to all Board Members. Ms. Peters asked if there were any questions or comments.

X. **COMMITTEE UPDATES AND CURRENT ACTION ITEMS**

a. Bequest Planning – Nothing to report.

b. Building and Grounds – Nothing to report.

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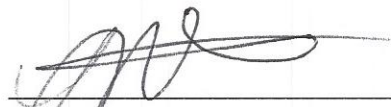
- c. Finance, Budget Audit, Insurance – Nothing to report.
- d. Friends of the Library – Nothing to report.
- e. Legal, State and Township - Mayor Rooney reported that, after contacting several attorneys with regard to becoming the new attorney for the Board, the Legal, State and Township Committee recommends Joseph C. Perconti based on the needs of the Board and Mr. Perconti's fees and reputation. It was agreed that Mayor Rooney will contact Mr. Perconti and he will be appointed at a Special Meeting.
- f. Makerspace – Mr. Donato reported that the committee will schedule a meeting with Ms. Leonard to discuss the status of Makerspace. Ms. Leonard stated that she signed the Committee up for NJ Makers Day and that she would like to take some time to see how the proposed space is currently being utilized.
- g. Nominating – Nothing to report.
- h. Personnel – Ms. Peters welcomed Laura Leonard to the Library and thanked Caroline Brown for filling in as Interim Director.
- i. Policy- Nothing to report.
- j. Public Relations – Nothing to report.
- k. Technology – Nothing to report.

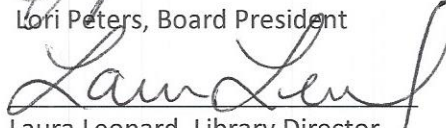
XI. ADJOURNMENT

Motion by Tony Donato seconded by Brian Eller to adjourn.

All were in favor.

The meeting adjourned at 8:35 PM.


Lori Peters, Board President


Laura Leonard, Library Director