

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

July 15, 2015 Meeting Minutes

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

I. OPEN PUBLIC MEETING ACT

“The July 15, 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 7:31 PM, Board President, Lori Peters presiding,

Board Member Attendance: Vince Antonacci, Lauren DeKorte, Brian Eller, Lori Peters, Mayor Rooney, Brian Saxton

Absent: Peggy Chagares, Tony Donato (arrived at 8:03 PM), Grace White (arrived at 7:37 PM)

Staff Attendance: Mary Witherell, Library Director, Jackie Dwyer, Secretary

III. PUBLIC COMMENT

Ms. Peters opened the meeting for public comment. There were no public in attendance.

OPEN SESSION

IV. CONSTRUCTION/BUILDING UPDATE

a. Lighting Project Status

Ms. Witherell distributed a letter she received from the library’s architect and explained that, under the advisement of the architect, the lighting project should be closed out without obtaining the Underwriter’s Certificate.

After a brief discussion it was agreed that Ms. Witherell will contact the insurance company as well as legal counsel to determine what the library’s liability would be if the Board opts to close out the job without the Certificate and a mishap occurs.

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

July 15, 2015 Meeting Minutes

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

b. Hand Rail Project

Ms. Witherell stated that Bob Shannon is currently looking for another vendor to submit a proposal and that he wants to speak to Macjka Railing Company about the two proposals the Board received from them for railings and installation.

c. Sprinkler System Project

Ms. Witherell stated that she received an invoice from Green-Way Irrigation for 50% of the proposed cost of the sprinkler system project, She went on to explain that Green-Way will obtain the permits and handle the mark outs while Scott Fisher from the Township procures a new meter from Ridgewood Water.

Grace White arrived at 7:37 P.M.

d. Other Construction/Building Matters

Brian Eller asked what the plan will be should the handrail project not be completed by the winter and Ms. Witherell reviewed the safety measures that were taken last year.

V. **SECRETARY'S REPORTS**

a. **Secretary's Report – Regular Meeting – June 17, 2015**

Motion by Brian Saxton seconded by Grace White to approve the June 17, 2015 Regular Meeting Minutes.

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

VI. **TREASURER'S REPORTS**

a. **June Treasurer's Report**

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

Vince Antonacci asked what the figures on lines 39 and 40 of the Treasurer's Report represent. Ms. Witherell explained that the funds are expenditures for Beatty, Harvey and Coco for services pertaining to the lighting project.

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

July 15, 2015 Meeting Minutes

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

Lauren DeKorte mentioned that she and Mary Witherell reviewed the year to date income and disbursements versus the budget and it is on track however books, periodicals and databases are trending low.

Vince Antonacci asked what "computerization" encompassed and Ms. Witherell stated that it is the BCCLS bill which is paid in the Fall.

Motion by Vince Antonacci seconded by Brian Eller to approve the June, 2015 Treasurer's Report.

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

b. **June Voucher List - Operating**

Ms. Witherell reported that there was an error on the June Voucher List as previously discussed at the previous Board of Trustees Meeting and that an additional vendor invoice was added under emergent purposes after that meeting therefore the revised June Voucher List must be approved.

Motion by Laurent DeKorte seconded by Grace White to approve the revised June, 2015 Voucher List.

Voting in favor: Vince Antonacci, Lauren DeKorte, Brian Eller, Lori Peters, Brian Saxton, Grace White

Abstaining: Mayor Rooney

Tony Donato arrived at 8:03 PM.

c. **July Voucher List – Operating**

Ms. Witherell gave a summary on Petty Cash procedures and asked the Board for their questions or comments. There were none.

Ms. White asked about expenses incurred for the Rizzo Art Series and Ms. Witherell gave an explanation of all expenses.

Mr. Saxton asked if there was a way to make the Petty Cash funds more detailed on the voucher list. The Board discussed various ways of making Petty Cash expenses more transparent.

MS. Peters suggested that Petty Cash expenses have a short description of what the funds were used for and for which program and all were in agreement.

Motion by Brian Saxton seconded by Brian Eller to approve the July, 2015 Voucher List.

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

July 15, 2015 Meeting Minutes

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

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

d. **Resolution #2015-08- Payment Authorization prior to next Board Meeting**

Motion by Vince Antonacci seconded by Grace White to approve Resolution #2015-08:

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).

Art Kids Academy, \$275.00, check #20758, 7/20 Children's program

Art Kids Academy, \$275.00, check #20757, 8/3 Children's program

Dragonfly, \$150.00, check #20762, 7/22 Teen program

Dragonfly, \$200.00, check #20731, 7/29 Teen program

Encore Performing Arts, \$600, check #20726, 7/23 Children's program

Franklin Institute, \$325.00, check #20714, 7/130 Children's program

Jessica Telesmanich, \$1,800.00, check #20732, July & August Children's publishing program

Jonathan Kruk, \$400.00, check #20724, 7/29 Children's program

Juggling Hoffmans, \$530.00, check #20721, 8/4 Children's program

Lester & Barbara Smith, \$350.00, check #20725, 8/18 Children's program

Little Maker Square, \$200.00, check #20751, 7/23 Children's program

Little Maker Square, \$200.00, check #20752, 8/6 Children's program

Louise Nordyk, \$220.00, check #20747, 8/13 Children's program

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

July 15, 2015 Meeting Minutes

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

Mayer's Karate, \$300.00. check #20735, 7/22 Children's program

Melissa Canter, \$200.00, check #20717, 7/20 Adult program

Mosaic Glassworks, \$465.00, check #20733, 8/13 Children's program

Vincent Tillona, \$250.00, check #20745, 7/16 Adult program

Wallaby Tales, \$325.00, check #20723, 8/12 Children's program

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

f. **Resolution #2015-09 – Payment Authorization August, 2015**

Motion by Tony Donato seconded by Brian Eller to approve Resolution # 2015-09:

WHEREAS, the Wyckoff Free Public Library has a real need to pay its bills every month without delay or omission to keep the Library operating without interruption; and

WHEREAS, the procedure requires the Board of Trustees to review and approve all bills before the Director is authorized to release payment of claims and this review occurs at the Board's regular monthly meeting; and

WHEREAS, the Board has decided not to meet during the month of August 2015;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Wyckoff Free Public Library as follows:

1. The Library Director is hereby authorized to pay all August bills that cannot be held until September after acquiring signatures from two trustees, one of whom will be the Treasurer, without first presenting these checks to the full Board.
2. The Administrative Assistant/Bookkeeper will follow her usual and customary procedure and not release any checks without first obtaining vendor signatures on the vouchers.
3. These payments will be added to an August Voucher List that will be approved by the Board at their September meeting after these payments have been made, and therefore included in the Library's permanent financial records.
4. The list of all vendors who have submitted valid claims that will be paid in August and the Bookkeeper's estimate of what these bills may amount to is attached to this resolution. The Board understands and accepts that these are only estimates

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES July 15, 2015 Meeting Minutes 7:30 PM, Wyckoff Public Library, 200 Woodland Avenue

and the actual amounts may vary.

5. The Treasurer shall certify that funds are available for each claim to be paid prior to the Library Director's authorizing payments.

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

g. **2014 Audit**

A copy of the 2014 Audit was previously distributed to the Board.

Ms. Witherell announced that the 2014 audit is complete and there are no recommendations for changing any procedures.

Mr. Antonacci asked about the unreserved accounts and Ms. Witherell explained that the figures represent the balance at the end of the fiscal year.

Mr. Donato asked about the compensation for absences and if the library's policy is accurately stated in the audit.

Motion by Grace White seconded by Tony Donato to approve the 2014 Audit.

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

h. **Other Financial Matters**

There were none.

VII. **GENERAL**

a. **Technology/Social Media Update**

Ms. Witherell reported that she is learning about wireless and will be conducting a webinar on wireless printing in the near future. She went on to explain how wireless printing works.

With regard to the State Library's requirement of how many patrons access the library's Wifi, Ms. Witherell commented that she will be working with IT Radix and the Technology Committee to come up with an effective way to capture the required data.

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

July 15, 2015 Meeting Minutes

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

b. Makerspace Update

Ms. Witherell and the Makerspace Committee to meet with the library's architect during the week to discuss the Makerspace plan. Mr. Donato commented that the meeting is more for informational purposes. He went on to say that there should be an idea of how many hours the job will take, and the architect should be able to begin construction drawings so the job can go out to bid. Furniture Modification drawings are also needed.

c. Comp Time Update

The Compensation Report was previously distributed to the Board.

Mr. Antonacci made a suggestion to simplify the report deleting any staff member's name that does not carry a balance.

Mr. Saxton spoke about a timeline for the payout.

d. Custodians

Ms. Witherell announced that there is a custodial position available in the Library. The Board reviewed the longevity of previous custodians and the possibility of making the position a full time position. It was agreed to keep the position as part time, 20 hours a week and hire 1 more custodian at a new pay rate not to exceed \$15.00 per hour.

Mayor Rooney asked how the library advertises for employment opportunities and suggested that the custodial position be posted on the Library's website.

Motion by Lauren DeKorte seconded by Tony Donato to approve the employment of 2 part time custodians, 20 hours per week, per custodian at a pay rate not to exceed \$15.00 per hour.

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

VIII. OLD BUSINESS

a. Investment Plan

Ms. Peters stated that the Committee has not met.

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES July 15, 2015 Meeting Minutes 7:30 PM, Wyckoff Public Library, 200 Woodland Avenue

b. Lost or Damaged Policy Revision

Nothing to report.

c. Logo Project

Ms. Witherell mentioned that she is moving ahead with the design for new library cards as well as a design with both the Library's logo and the "Friends" logo.

d. Library Pay Cards Policy

Nothing to report.

e. Flag Pole Light

Nothing to report.

f. Security Cameras Vendor

Nothing to report.

g. Certificate of Insurance/Liability Waiver Form Policy

Ms. Witherell spoke about the possibility of The Friend's of the Wyckoff Library being able to offer their Certificate of Insurance and Liability Waiver Form for programs that do not have their own insurance.

h. Background Check

Ms. Witherell stated that she made contact with Instant Verification to discuss the possibility of them conducting employee/volunteer background checks for the Library.

IX. DIRECTOR'S REPORT

The Director's Report was previously emailed to all Board Members. Ms. Peters asked if there were any questions or comments. There were none.

X. COMMITTEE UPDATES AND CURRENT ACTION ITEMS

There were no updates.

XI. ADJOURNMENT

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

July 15, 2015 Meeting Minutes

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

Motion by Lauren DeKorte seconded by Tony Donato to adjourn. All were in favor.

The meeting adjourned at 9:02 PM.

Lori Peters, Board President

Mary Witherell, Library Director