

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

September 16, 2015 Meeting Minutes

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

I. OPEN PUBLIC MEETING ACT

"The September 16, 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, Peggy Chagares, Lauren DeKorte (arrived at 7:43 pm)
Tony Donato, Brian Eller, Lori Peters, Mayor Rooney, Brian Saxton, Grace White

Absent: none

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

Mr. Bob Shannon from the Township of Wyckoff was present.

Ms. Peters introduced Troop 89 Eagle Scout, Chris Miller, who gave a presentation on his Eagle Scout project. The presentation included a breakdown of the funds required to complete the project.

Ms. Peters thanked Chris for his presentation and stated that the Board will follow up with their decision.

III. PUBLIC COMMENT

There were no members of the public present.

Ms. Peters suggested that, while the entire Board was present at the meeting, the Director Search Committee should give the report on the candidate interview process for the Library Director position.

Ms. Peters distributed a list of questions which will be posed to the final candidates. The Committee gave a report on the interview process used for the Library Director's open position.

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Ms. Peters asked that the Board hold a Special Meeting on September 22, 2015 for the Board to have an opportunity to interview the final three candidates. She asked the Board to review the candidate questions list and solicited comments.

Grace White commended the hard work put forth by Lori Peters as part of the Director Search Committee.

At 7:50 PM, Ms. DeKorte and Mr. Saxton excused themselves from the meeting.

OPEN SESSION

IV. CONSTRUCTION/BUILDING UPDATE

a. Lighting Project Status

Mr. Shannon reported that, after speaking with Chris Sepp, he would advise the Board to take Mr. Sepp's recommendation to close out the project less architect's and attorney's fees.

Mr. Shannon went on to say that upon authorization from the Board he will have a memo drawn up and sent to Mr. Sepp authorizing him to close out the project.

b. Hand Rail Project

Mr. Shannon reported that 4 requests for proposal were sent out of which 3 contractors responded but said that the project is too small. Previously, the Board received a quote from HGS Services.

Mayor Rooney mentioned that he would look into a contractor in Clifton that customizes and installs handrails.

It was agreed that Mr. Shannon would reach out to Mr. Harry Scheck, owner of HGS Services to see if he could change the quality of the materials to the Board's satisfaction.

c. Sprinkler System Project

Lori Peters reported that the sprinkler system has been installed but that there is currently a water restriction and it had to be turned off. Mayor Rooney suggested that, at this point, the system be blown out for the winter.

d. Other Construction/Building Matters

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Mr. Shannon spoke about the quote received from Environmental Climate Control in the amount of \$569.01 to replace pulleys. It was agreed that it is a reasonable quote and he recommended that the Board proceed with the repairs.

Mr. Shannon stated that he would like to work with Caroline on redesigning the Library's Purchase Orders to include terms and conditions.

Ms. Brown reported that she went on a walkthrough with Greenway Irrigation to ensure that the sprinkler system was working.

With regard to the security system, Ms. Brown reported that there was a security system malfunction. She spoke with the security company and the system is back up and running.

Ms. Brown met with R & S Landscaping with regard to previously discussed plantings but it was agreed to wait until Spring, 2016 to plant anything due to the water restrictions.

V. SECRETARY'S REPORTS

a. Secretary's Report – Regular Meeting – July 15, 2015

Motion by Tony Donato seconded by Brian Eller to approve the July 15, 2015 Regular Meeting Minutes.

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

Abstaining: Peggy Chagares

Secretary's Report – Special Meeting – July 23, 2015

Motion by Vince Antonacci seconded by Tony Donato to approve the July 23, 2015 Special Meeting Minutes.

Voting in favor: Vince Antonacci, Tony Donato, Lori Peters, Mayor Rooney, Grace White

Abstaining: Peggy Chagares, Brian Eller

Secretary's Report – Special Meeting – July 30, 2015

Motion by Peggy Chagares seconded by Vince Antonacci to approve the July 30, 2015 Special Meeting Minutes.

Voting in favor: Vince Antonacci, Peggy Chagares, Lori Peters, Mayor Rooney, Grace White

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Abstaining: Tony Donato, Brian Eller

Secretary's Report – Special Meeting – August 5, 2015

Motion by Tony Donato seconded by Peggy Chagares to approve the August 5, 2015 Special Meeting Minutes.

Voting in favor: Vince Antonacci, Peggy Chagares, Tony Donato, Lori Peters, Grace White

Abstaining: Brian Eller, Mayor Rooney

VI. TREASURER'S REPORTS

a. July Treasurer's Report

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

Ms. Peters pointed out an expense in the amount of \$4,035.84 and explained that it is a "Selected Shorts" expense of which BCCLS paid 50%.

Mr. Donato asked about the mileage expense.

Motion by Vince Antonacci seconded by Peggy Chagares to approve the July, 2015 Treasurer's Report.

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

August Treasurer's Report

The August Treasurer's Report was distributed and Ms. Peters asked if there were any questions. Tony Donato asked if there were any big programs coming up before the end of the year. Ms. Brown stated that the Rizzo Program is scheduled in November.

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

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

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b. July Voucher List - Operating

Ms. Peters reminded the board that a Craig's List expense of \$25.00 was added to the list, thus the July, 2015 Voucher List must be reapproved.

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

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

September Voucher List – Operating

Lori Peters announced that former employee, Ms. Helen Lawton passed away and mentioned that no further health insurance payments will appear on the voucher list.

Ms. Peters gave a quick overview of the voucher list items.

Mayor Rooney asked for confirmation on the total cost for irrigation. Ms. Brown recalled that half of the cost was paid in July and the remaining half was paid in September.

Motion by Brian Eller seconded by Peggy Chagares to approve the September, 2015 Voucher List

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

d. Other Financial Matters

Ms. Peters stated that a motion was previously made to move all certificates of deposit into one bank, however, one certificate was making a higher interest rate than was being offered so more research needs to be done.

Ms. Brown interjected that Connect One came back with a higher rate.

VII. GENERAL

a. Strategic Plan Quarterly Update

Lori Peters asked if everyone received the report and if there were any questions or comments. There were none.

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b. Technology/Social Media Update

Ms. Brown mentioned that there will be a link on the Library's website to access the website that Eagle Scout Chris Miller is creating.

c. Comp Time Update

Ms. Brown reported that there were no significant changes.

d. Custodians

Ms. Peters announced that a second part time Custodian has been hired.

e. Library Holiday Schedule and Board Meeting Schedule

The Holiday and Board Meeting Schedules were distributed and Ms. Peters asked the Board for their questions and/or comments.

A discussion ensued with regard to whether the Library will be open on Christmas Eve.

Motion by Tony Donato seconded by Peggy Chagares to approve the Holiday Schedule.

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

Motion by Peggy Chagares seconded by Brian Eller to approve the 2016 Board of Trustees Meeting Schedule.

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

Mr. Shannon discussed protocol for the September 22nd Special Board Meeting.

VIII. OLD BUSINESS

a. Investment Plan

Nothing to report.

b. Lost or Damaged Policy Revision

Nothing to report.

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c. Logo Project

Ms. Brown mentioned that the new library cards are now in circulation and a discussion ensued with regard to the potential for a current cardholder to replace their old library card with a new one.

d. Library Pay Cards Policy

Nothing to report.

e. Flag Pole Light

Ms. Brown stated that the Custodian is currently working on the light.

f. Security Cameras Vendor

Nothing to report.

g. Certificate of Insurance/Liability Waiver Form Policy

Ms. Peters stated that the attorney is working on changing the language of the policy.

h. Background Checks

Ms. Brown stated that the new background check procedure was followed when the new custodian was hired. She went on to say that the whole process takes approximately three days to complete and costs \$38.00 per background check.

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.

Mayor Rooney commented about Chris Miller's project and asked the Board to file a motion this evening to authorize him to proceed with his project so he can go forward with locating the funding.

Motion by Vince Antonacci seconded by Grace White to authorize Eagle Scout, Chris Miller to proceed with the digitization of local history photographs on the library's website for his Eagle Scout project.

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

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

There were no updates.

XI. **ADJOURNMENT**

Motion by Tony Donato seconded by Peggy Chagares to adjourn.

All were in favor.

The meeting adjourned at 8:45 PM.



Lori Peters, Board President

Caroline Brown, Interim Library Director