

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

November 15, 2017 Meeting Minutes

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

"The November 15, 2017 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, Tony Donato(arrived at 7:54 PM), Lauren DeKorte, Brian Eller(arrived at 7:34 PM), Lori Peters, Brian Saxton, Grace White

**Absent:** Brian Scanlan

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

**Public Comment** – None

**Open Session**

**Construction/Building Update**

**Other Construction/Building Matters**

Ms. Leonard spoke about the following needed repairs which were addressed over the last month:

- Telephone repair
- Water leak in the Children's Room
- Fish Tank Leak
- Elevator reset

**Secretary's Report**

The October 18, 2017 Wyckoff Library Board of Trustees Meeting Minutes were previously distributed to the Board of Trustees. Ms. Chagares invited questions or comments. There were none.

Motion by Lori Peters seconded by Brian Saxton to approve the October 18, 2017 Board of Trustees Regular Meeting Minutes.

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

Abstaining: Grace White

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**General**

**Budget Proposal - Salaries**

Ms. Leonard excused herself from the meeting so the Board could discuss her performance as Library Director over the last year. The Board discussed and agreed upon a salary increase to offer Ms. Leonard.

Ms. Leonard returned to the meeting and accepted the proposed salary increase.

Ms. Leonard reviewed the proposed staff salary increases with the Board and a discussion ensued with regard to how Ms. Leonard arrived at her figures. The Board asked Ms. Leonard to make one small adjustment.

Motion by Lori Peters seconded by Vince Antonacci to approve the adjusted Salary Budget Proposal as presented to the Board of Trustees.

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

Abstaining: Tony Donato

**Payroll Shared Services - Rate Adjustment**

Ms. Leonard spoke about a rate increase of 17.5% for the 2018 fiscal year which will be passed on to the Library by the Township for shared payroll services. She explained that the payroll company, Paylocity has had substantial increases over the last four years, however the Township charged the Library a rate of 2% over the last four years.

The Board asked to see the shared services contract as well as data depicting the ratio of Township employees versus Library employees.

**Rochelle Park Library Municipalization**

Ms. Leonard announced that, at the November election, the residents of Rochelle Park voted in favor of municipalizing the Rochelle Park Library. Once an ordinance is passed by the Rochelle Park council and a resolution is adopted by the Rochelle Park Library Board of Trustees the library will be reintegrated into BCCLS.

**Library Construction Bond Act**

Ms. Leonard announced that New Jersey voters approved the New Jersey Construction Bond Act which allows the State to offer construction matching funds to libraries for capital improvements. The State Library hired a consultant to oversee the construction grants. Ms. Leonard stated that she will update the Board on the specifics of the program as soon as she receives additional information.

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**Treasurer's Report**

**October Treasurer's Report**

The October 2017 Treasurer's report was distributed and Ms. Chagares invited questions or comments.

Mr. Saxton asked why the figures in Miscellaneous income and BCCLS income are higher than usual and Ms. Leonard explained that the library was reimbursed for an overpayment to a vendor and Wyckoff received a "net lender" check from BCCLS because Wyckoff loaned more materials to other libraries than were borrowed for our patrons.

Mr. Saxton also asked why income from Meeting Room Use was down from last year and Ms. Leonard explained that there were cancellations due to public lack of interest in a particular program.

Mr. Saxton asked why health insurance costs for 2017 are trending a little over budget and Ms. Leonard explained that personnel changes are the cause of the overage.

Motion by Lori Peters seconded by Tony Donato to approve the October 2017 Treasurer's Report.

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

**November Voucher List**

The November 2017 Voucher List was distributed and Ms. Chagares invited questions or comments.

Ms. Leonard mentioned that the only line that there will be an overage is Buildings and Grounds. Mr. Saxton asked what the Buildings and Grounds projection is for the next month. Ms. Leonard explained that there is only one outstanding annual contract for automatic Doors in the amount of \$1,500.

Motion by Lori Peters seconded by Tony Donato to approve the November 2017 Voucher List.

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

**Resolution 2017-15 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,

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**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, \$300.00, check #22189, Tai Chi 11/20, 11/27, 11/29 classes  
Robin Becker, \$176.95 check #22160, 11/30 Jewelry Making program  
Suzanne Stoll, \$180.00, check #22187, 12/5 Children's Watercolor Workshop

Motion by Lauren DeKorte seconded by Lori Peters to approve Resolution 2017-15.

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

**Resolution 2017-16 Transfer of Funds to Capital Account**

WHEREAS, the Wyckoff Library Board of Trustees and the Library Director govern and manage the business affairs of the Wyckoff Free Public Library with economy and efficiency following established best practices; and,

WHEREAS, the Wyckoff Library Board of Trustees has undertaken an analysis of the capital improvement needs of the Wyckoff Free Public Library; and,

WHEREAS, the Library Board of Trustees has identified several needed capital improvement projects more specifically set forth on the attached Schedule 1, titled "Capital Purchase Schedule"; and,

WHEREAS, the Wyckoff Library Board of Trustees have determined that the Capital Projects will contribute to the provision of efficient and effective library services to the public; and,

WHEREAS, the Wyckoff Library Board of Trustees have determined it is necessary to restrict certain capital funds to provide for future Capital Projects.

**NOW, THEREFORE, BE IT RESOLVED**, by the Wyckoff Library Board of Trustees that the amount of \$61,111.00 be designated and hereby restricted for the completion of the Capital Projects listed on Attachment 1, attached as if set forth at length.

Motion by Lori Peters seconded by Brian Eller to approve Resolution 2017-16.

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

**Other Financial Matters**

There were none.

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Old Business

**Library Advocacy Services**

Ms. Leonard reminded the Board about the Library Advocacy Services begin held at the Library on November 16th and 17th. She mentioned that Brian Scanlan is attending November 16th and Grace White will accompany her on November 17th. The Board will collectively be credited with 4 of the 8 professional development hours which are required by the State on an annual basis.

**Strategic Plan Meeting - Active Shooting and Emergencies**

Ms. Leonard announced that the Wyckoff Police Department will be training staff on active shooter and emergency procedures at the November 29th Strategic Plan Meeting. The meeting will begin at 8:00 AM and Board Members are invited to attend. Grace White, Tony Donato and Lauren DeKorte volunteered to attend the meeting and the Board will receive an additional 6 hours of professional development which will satisfy the State's requirement for 2017.

Director's Report

Ms. Leonard reported that she attended the 3R's Day at Eisenhower Middle School and found it to be an amazing event. A speaker from 3R's offered to speak at the Library and was very well received.

Ms. Leonard mentioned that tickets are on sale for the Zabriskie House "Candlelight House Tour", scheduled to be held on Saturday, December 16th from 3:30 PM to 8:00 PM and that The Friends of the Wyckoff Library Holiday Concert is scheduled to be held on Sunday, December 3rd at 2:00 PM.

Committee Updates and Current Action Items

Ms. Leonard asked the Board's permission to close the Library 1 hour early on Friday, December 22nd so that the staff can participate in the Holiday Party.

A discussion ensued with regard to funding the holiday party and it was agreed that Mr. Donato will speak to the Friends of the Wyckoff Library.

Mr. Antonacci asked about the status of the funding for the Memorial field project and Ms. Leonard stated that no further progress has been made.

The Board agreed to move the December Board of Trustees Meeting from Wednesday, December 20th to Wednesday, December 13th at 7:30 PM.

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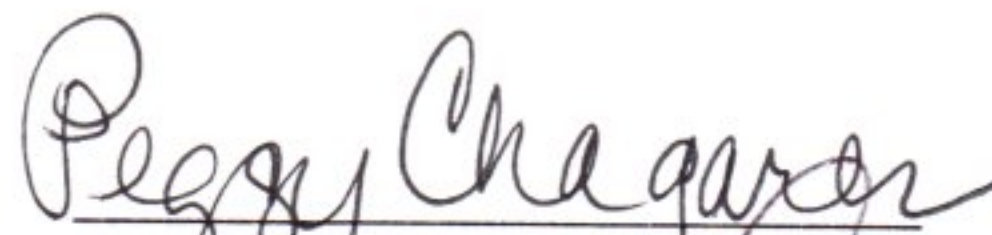
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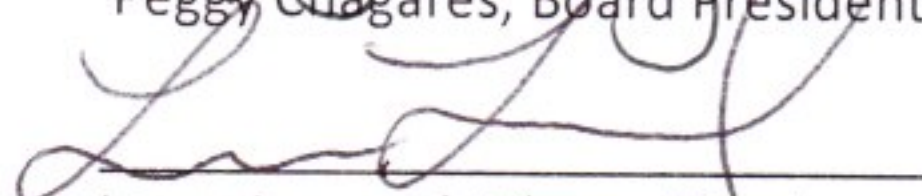
Adjournment

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

All were in favor and the meeting adjourned at 8:55 PM.



Peggy Chagares, Board President



Laura Leonard, Library Director