

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

December 13, 2017 Meeting Minutes

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

"The December 13, 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, Lauren DeKorte, Tony Donato (arrived at 7:37 PM), Lori Peters, Brian Saxton, Grace White (arrived at 7:34 PM)

Absent: Brian Eller, Brian Scanlan

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

Public Comment – None

Open Session

Construction/Building Update

Chair Lift Repair

Ms. Leonard reported that the chair lift is broken. The panel is 25 years old and can not be repaired. Ms. Leonard stated that she received an estimated quote of approximately \$35,000 from a the installer for replacement of everything but the tower and rails.

Mr. Saxton asked if there are any grants available for such repairs/replacements. Ms. Leonard stated that there is not but that the funds were set aside for the chair lift repairs in the Capital Plan.

Mr. Antonacci asked how many patrons use the lift and Ms. Leonard said that there has been 1-2 people in 2 years requiring the lift. Mr. Antonacci suggested that the Board obtain an interpretation of the ADA compliance requirements before investing \$35,000 to replace the chair lift. The Board agreed.

Other Construction/Building Matters

There were none.

Secretary's Report

The November 15, 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.

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Motion by Brian Saxton seconded by Tony Donato to approve the November 15, 2017 Board of Trustees Regular Meeting Minutes.

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

Treasurer's Report

November Treasurer's Report

The November 2017 Treasurer's report was distributed and Ms. Chagares invited questions or comments. There were none.

Ms. Leonard stated that the amount on line #13 is for reissuance of lost checks.

Motion by Brian Saxton seconded by Tony Donato to approve the November 2017 Treasurer's Report.

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

December Voucher List

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

Ms. Leonard gave explanations for the amounts on several of the line #'s, specifically, Line #36 which she explained is for the purchase of 2 new laptops, a wireless speaker and an HDMI adaptor.

Mr. Saxton asked about the amount listed on Line #52 and Ms. Leonard explained that it is for the BCCLS 2018 computerization bill. The Board discussed renaming BCCLS related lines on the Voucher List and the Treasurer's report.

Motion by Brian Saxton seconded by Tony Donato approve the December 2017 Voucher List.

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

Payroll Shared Services

Ms. Leonard received clarification from Diana McLeod, Wyckoff Township CFO with regard to the rates listed on the proposed Payroll Shared Services Agreement between the Library and the Township.

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Mr. Saxton stated that the Township has been itemizing all along and the proposed percentages will bring the Library in line to where it should be. The impact on the budget will be less than \$2,000. The proposed percentages are as follows:

2018	17.4 %	2019	3.56%	2020	3.5%	2021	3.39%
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Motion by Lori Peters seconded by Tony Donato to approve the Payroll Shared Services Agreement between the Wyckoff Free Public Library and the Township of Wyckoff.

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

2018 Budget Presentation

Ms. Leonard gave an informative presentation on the 2018 Budget. She reported that the 2018 budget is \$1,578,997, reflecting an increase of \$7,341 from the 2017 budget.

Ms. Leonard spoke about adjustments to staff cost, minimal collection variation and she mentioned that she added specific breakouts under Buildings and Grounds for maintenance and repairs needed in 2018.

The Board had a discussion with regard to 2017 and 2018 budget comparisons and Ms. Leonard fielded questions from the Board.

Motion by Lori Peters seconded by Grace White to approve the 2018 Wyckoff Library Budget.

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

CD Renewals

Ms. Leonard and Ms. DeKorte reported that one of the two certificates of deposit was changed from 12 months to 18 months due to a better rate. The smaller of the two certificates was renewed for 12 months.

Other Financial Matters

There were none.

General

Library Board Officers Nominations

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Mr. Brian Saxton and Ms. Grace White both stated that their intentions are to extend their terms as Board Member and School Representative, respectively.

Revision of Capital Plan

Ms. Leonard mentioned that, due to the chair lift repairs it is necessary to revise the Capital Plan which was approved at the November Board of Trustees Meeting. Ms. Leonard will wait to see what the interpretation is with regard to ADA compliance before revising.

Old Business

Library Advocacy Services for Library Staff and Board of Trustees

Ms. Leonard spoke about the Library Advocacy Services provided for Library Staff and the Board of Trustees. She mentioned that the Board has received 4 hours of professional development for Grace White's and Brian Scanlan's participation. Ms. Peters mentioned that additional professional development hours were earned due to Board Members reviewing the online version of the presentation.

Strategic Plan Meeting - Active Shooting and Emergencies

Ms. Leonard gave an overview and key points with regard to Sgt. Kellogg's Active Shooter and Emergencies presentation. She stated that Sgt. Kellogg walked the building with the group, which consisted of 23 staff members and 3 Board Members. The board earned 6 hours of professional development for the participation of Lauren DeKorte, Tony Donato, and Brian Saxton.

The Board had a discussion with regard to the use of texting 911 in an emergency. Ms. Leonard stated that Sgt. Kellogg said it could be done but it not as reliable as a telephone call and in that situation it would be better to text a friend to call 911.

Director's Report

Ms. Leonard spoke about a science program presented by two Ramapo High School students in conjunction with the Children's Librarian.

Ms. Leonard reported that circulation for print is up from last year and the only segment that is not performing as well is media.

Ms. Peters asked about the Rizzo Series for the upcoming year and Ms. Leonard stated that she will be working on that very soon.

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Mr. Donato asked what the most common patron complaint is. Ms. Leonard stated that last year the biggest complaint was the noise level of tutor study but that has been mitigated by allowing the History Room to be used as a Quiet Study.

Ms. DeKorte asked about the popularity of Makerspace. Ms. Leonard stated that it would not be as popular as it is if there wasn't a dedicated staff member assigned to that area and that mostly teens are utilizing the program.

Lastly, Ms. Leonard announced that the BCCLS delivery service is changing at the end of this year. There will be no online holds accepted until January 8th. The staff will be trained on the procedures. She mentioned that the new company is promising quicker delivery.

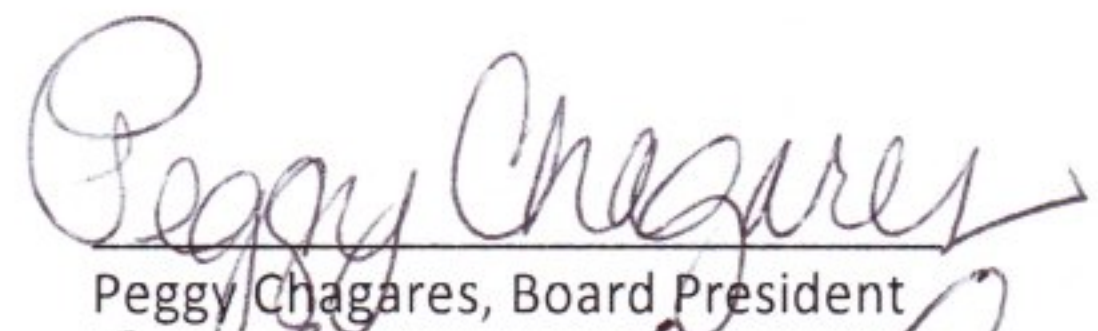
Committee Updates and Current Action Items

Nothing to report.

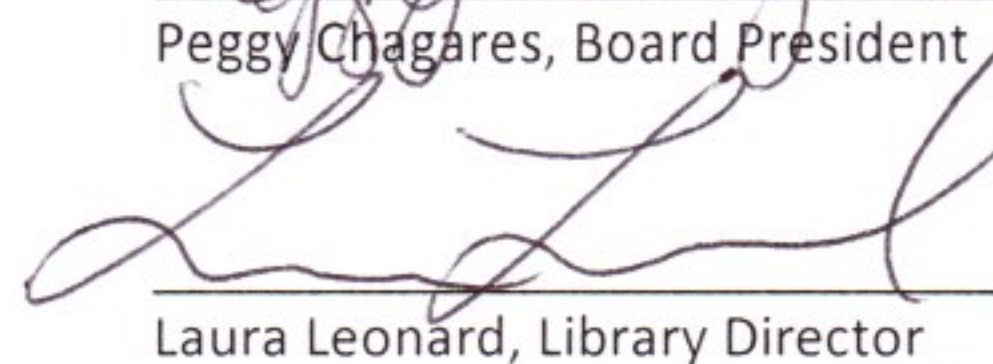
Adjournment

Motion by Lori Peters to adjourn.

All were in favor and the meeting adjourned at 8:33 PM.



Peggy Chagares, Board President



Laura Leonard, Library Director