

# **FINAL**

## **WYCKOFF LIBRARY BOARD OF TRUSTEES**

**July 19, 2017 Meeting Minutes**

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

“The July 19, 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, Brian Eller, Lori Peters, Brian Eller, Brian Scanlan, Grace White (arrived at 7:39 PM)

**Absent:** Tony Donato, Brian Saxton

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

**Public Comment** – None

**Open Session**

**Construction/Building Update**

**Other Construction/Building Matters**

Ms. Leonard reported that birds are accessing the inside of the building via the attic and the big window in the Children’s Room. Ms. Leonard received a quote of \$1,700 from Horizon Pest Control.

Ms. Chagares asked about the warranty and Ms. Leonard stated that the warranty does not cover pest damage.

Ms. Scanlan asked if the Library was covered under the warranty if the pest problem persists. Ms. Leonard stated that she will get the specifics of the warranty and report back to the Board.

**Secretary’s Report**

The June 21, 2017 Library Board of Trustees meeting minutes were previously distributed to the Board of Trustees. Ms. Chagares invited questions or comments.

Mr. Antonacci requested a revision.

Motion by Lori Peters seconded by Brian Eller to approve the June 19, 2017 Board of Trustees Regular Meeting Minutes with revisions.



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

### **Treasurer's Report**

#### **June Treasurer's Report – Operating**

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

Ms. DeKorte pointed out that the amount on Line #2 represents a miscalculation of State Aid. Mr. Antonacci asked about the capital fund balance.

Motion by Lori Peters seconded by Brian Scanlan to approve the June 2017 Treasurer's Report.

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

#### **July Voucher List – Operating**

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

Ms. Leonard mentioned that the amount on line #2 represents the 2<sup>nd</sup> of 3 pension payments and the amount on line #20 represents the 2<sup>nd</sup> of 2 payments to the Township for Buildings and Grounds.

Motion by Brian Eller seconded by Vince Antonacci to approve the July, 2017 Voucher List.

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

#### **Resolution 2017-11 Authorize payments to vendors in August when a board meeting is not scheduled**

**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 2017;

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



# FINAL

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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 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.

#### Vendors

1) Amazon	\$1,500.00
2) Rockland Electric	\$5,800.00
3) PSE&G	\$500.00
4) Optimum	\$150.00
5) Readyfresh	\$150.00
6) Horizon Pest	\$55.00
7) Jackie Dwyer	\$550.00
8) Library Store	\$200.00
9) Metropolitan Communications	\$400.00
10) Petty Cash	\$300.00
11) R&S Landscaping	\$900.00
12) Ridgewood Water	\$251.00
13) Pitney Bowes	\$325.00
14) Staples Advantage	\$1,200.00
15) Xerox	\$380.00



# FINAL

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July 19, 2017 Meeting Minutes

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

16) Cartridge World	\$300.00
17) Showcases	\$700.00
18) John's Aquarium	\$190.00
19) Demco	\$600.00
20) Gale Group/Cengage	\$500.00
21) Baker & Taylor	\$10,000.00

Motion by Brian Scanlan seconded by Lori Peters to approve Resolution 2017-11.

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

### **Resolution 2017-12 Advance Payment to Vendors**

**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).

Jennifer Ingle, \$1,800.00, check #21968, 7/11-8/1/17, Children's program  
Tech Roots, \$350.00, check #22003, 7/20, 7/27/17, Children's program  
Encore Performing Arts, \$645.00, check #21980, 7/20/17, Children's program  
Wallaby Tales, \$295.00, check #21979, 7/26/17, Children's program  
Franklin Institute, \$435.00, check #21983, 7/27/17, Children's program  
Art Kids Rule, \$285.00, check #21981, 7/31/17, Children's program  
City Winds Trio, \$350.00, check #21975, 8/2/17, Children's program  
The Creativity Caravan, \$400.00, #22007, 8/5/17, Tiny Books, big ideas program  
Brian Richards, \$295.00, check #21984, 8/10/17, Children's program  
Rosemarie Crabtree, \$325.00, check #21948, 8/15/17, Watercolor program  
Dinosaurs Rock, \$550.00, check #21982, 8/16/17, Children's program



## **FINAL**

### **WYCKOFF LIBRARY BOARD OF TRUSTEES**

**July 19, 2017 Meeting Minutes**

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

Motion by Brian Scanlan seconded by Lori Peters to approve Resolution 2017-12.

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

#### **Other Financial Matters**

There were none.

#### **General Matters**

##### **Memorial Field Complex**

Ms. Leonard gave a report on a meeting which took place on Friday, July 14, 2017 between Mr. Bob Shannon and Township Department heads with regard to proposed plans for the Memorial Field Complex.

Mr. Antonacci, who was present at the meeting, along with Ms. Leonard gave a synopsis of the meeting and stated that it was agreed that the Library will be involved in the process and plans for the turf, bleachers, concession stand and gazebo.

Mr. Antonacci mentioned that the Buildings and Grounds Committee met prior to the meeting to address the concerns of the Board with regard to the plans.

##### **Mobile Hot Spots**

Ms. Leonard spoke about a government program offered by Teen Mobile for 10 mobile hotspots for \$8.25 per hot spot, per month with the first two months being free. The concept is to be able to take your wifi with you on vacation, etc. Ms. Leonard would like to offer these as loaners to the patrons but policies and procedures need to be put in place before lending of these units can take place.

The Board had a discussion with regard to age requirements, whether or not to allow renewals, and replacement costs.

Ms. Scanlan suggested that the rental of the units could be approved on a trial basis.



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**WYCKOFF LIBRARY BOARD OF TRUSTEES**  
July 19, 2017 Meeting Minutes  
7:30 PM, Wyckoff Public Library, 200 Woodland Avenue

## **Old Business**

### **Makerspace Grand Opening**

Ms. Leonard announced that the grand opening was a success, with many in attendance, including the Board of Trustees. State Farm posted the event on Facebook.

Ms. Peters asked if there has been an increase in activity. Ms. Leonard reported that 118 people have used Makerspace since the grand opening.

Ms. Antonucci wanted to know which equipment is the most popular and Ms. Leonard stated that the sewing machine is very popular.

A staff member's son volunteered to teach a class on 3D Tinker CAD and it was well received.

### **Tree Removal**

Ms. Leonard reported that the Department of Public Works took down the dead tree in the back parking lot.

## **Director's Report**

Ms. Leonard reported that there have been several Personnel changes. She gave specifics with regard to the various position changes and retirements. Ms. Leonard said that there is now an opportunity to reorganize the staff, and adjust tasks and workloads.

Ms. DeKorte asked about the notary activity. Ms. Leonard stated that the Library does have notary appointments but the activity is manageable.

## **Committee Updates and Current Action Items**

Nothing to report.

The Board had a discussion with regard to rescheduling the September Board of Trustees Meeting. It was agreed to change the meeting to Wednesday, September 6, 2017.

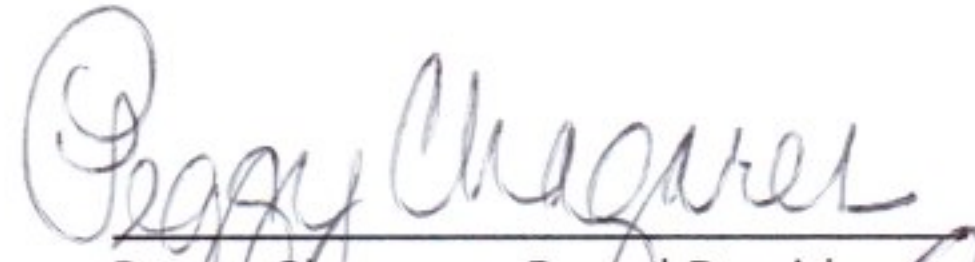
**FINAL**

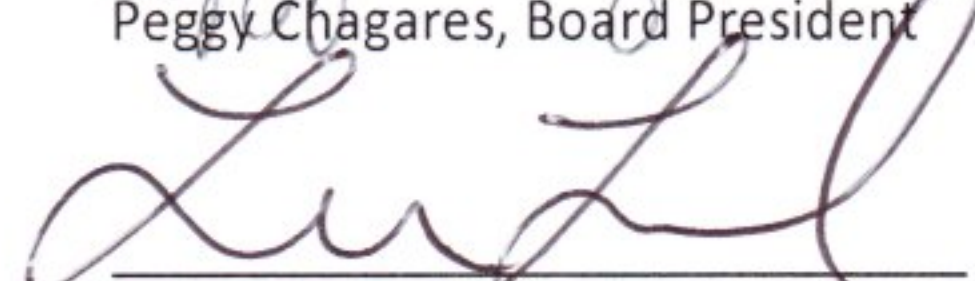
WYCKOFF LIBRARY BOARD OF TRUSTEES  
July 19, 2017 Meeting Minutes  
7:30 PM, Wyckoff Public Library, 200 Woodland Avenue

**Adjournment**

Motion by Lori Peters to adjourn the meeting.

All were in favor and the meeting adjourned at 8:30 PM

  
Peggy Chagares, Board President

  
Laura Leonard, Library Director