

## **FINAL**

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

**June 20, 2018 Meeting Minutes**

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

The June 20, 2018 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 Saxton, Grace White (arrived 7:46 PM)

Absent: Tony Donato, Brian Scanlan

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

Public Comment – None.

### **Open Session**

#### **Construction/Building Update**

##### **Other Construction/Building Matters**

Mr. Antonacci spoke with a representative from Handilift, with regard to repairing or replacing the chairlift. The representative explained that the existing lift is an old model and that parts are becoming increasingly difficult to find. Replacement of lift would cost approximately 30% more than repairs.

Ms. Leonard spoke with Bob Shannon, Township of Wyckoff with regard to using the old lift that was located at Town Hall, however Mr. Shannon stated that it was removed when the elevator was installed.

Ms. Leonard also asked Mr. Shannon about applying for an ADA Access Grant and he said that he would contact Bergen County Community Development Board and see if it would be possible. He mentioned that it would be a 2019 grant as the application period for 2018 grants has closed.

The Board talked about repairs versus replacement, based on the age of chair lift. Ms. Leonard reminded the Board that repairs would consist of replacing all mechanical and electrical parts with brand new parts.

The Board agreed to continue the discussion and explore other options.

### **Secretary's Report**

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The May 17, 2018 Board of Trustees Regular Meeting Minutes were previously distributed to the Board. Ms. Chagares asked if there were any questions or comments from the Board. There were none.

Motion by Lori Peters seconded by Brian Eller to approve the May 17, 2018 Board of Trustees Regular Meeting Minutes.

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

Abstaining: Vince Antonacci

#### **Treasurer's Report**

The May 2018 Treasurer's Report was distributed and Ms. Chagares invited the Board to ask questions. There were none.

Motion by Lori Peters seconded by Brian Saxton to approve the May 2018 Treasurer's Report.

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

#### **June Voucher List – Operating**

The June 2018 Voucher List was distributed and Ms. Chagares invited the Board to ask questions.

Ms. DeKorte mentioned that there are many programs over the summer. She asked about the Wizard of Oz and Ms. Leonard shared the summer Rizzo Arts Series with the Board.

Motion by Lori Peters seconded by Vince Antonacci to approve the May 2018 Voucher List.

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

#### **Resolution 2018-11 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,

**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).

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Marian Gehman, \$575.00, check #22526, Children's performance, 7/11/18

Joe Lustica, \$200.00, check #22527, Guitar seminar, 7/10/18 & 7/17/18

Brightstar Children's Theatre, check #22525, Wizard of Oz, 7/5/18

Flow Circus, \$450.00, check #22530, Children's performance 6/27/18

Sterling Hill Mining Museum, \$150.00, check #22523 Rock Talk, 7/12/18

Jody Rubel, \$405.00, check #22537, Tai Chi, 6/21, 6/28, 7/5

Art Kid's Rule, \$285.00, check #22533, 7/11/18

Art Kid's Rule, \$285.00, check #22534, 7/25/18

Education Explorer's, \$200.00, check #22528, Children's program, 7/17/18

Shakespeare Theatre of NJ, \$455.00, check #22529, Theatre program 6/27

LHVCC, \$150.00, check #22531, Children's Lego program, 7/16

Franklin Institute, check #22536, Children's Science program, 7/18

Motion by Lauren DeKorte seconded by Lori Peters to approve Resolution 2018-11.

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

### **Other Financial Matters**

There were none.

### **General**

#### **2019 Board Meeting Dates**

Ms. Leonard previously distributed a list of the proposed 2019 Board of Trustees meeting dates. She pointed out that the February 20, 2019 meeting is during the Wyckoff School District's winter break and asked the Board if they would like the date changed. The Board agreed to leave the meeting date as is until it gets closer.

Mr. Saxton mentioned that he would not be available on February 20th.

Motion by Lori Peters seconded by Brian Eller to approve the 2019 Board Meeting Dates.

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

#### **2019 Closing Dates**

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Ms. Leonard previously distributed a list of the proposed 2019 closing dates and mentioned that the holiday closing dates were relatively easy to designate this year because of Christmas and New Year's falling during the middle of the week.

She mentioned that the Library will be closed on the Saturday of the ECC Fair but a date has not been set for the Fair.

Motion by Lori Peters seconded by Brian Eller to approve the 2019 Closing Dates.

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

### **Old Business**

#### **Audit**

Ms. Leonard mentioned that copies of the annual audit were distributed.

#### **Wyckoff Day**

Ms Leonard spoke about the Library's presence at Wyckoff Day. Three Staff members were present to run the booth. Information on the Summer Reading Program and the eBcls collection were offered. Music Trivia and Singo were played at the booth to promote the

### **Director's Report**

Ms. Leonard reported on the Summer reading program and mentioned that the Makerspace anniversary is on June 29th.

Ms. Chagares asked about the status of deliveries. Ms. Leonard reported that the holds have been increased from 3 to 10 per patron and delivery has been good.

Ms. Leonard announced that the Librarylink 2019 Budget was approved and amended so that participating libraries will be assessed no more than a \$500 cost share fee for utilizing the delivery service.

Ms. Leonard also announced that the Rochelle Park Library has been reinstated as a BCCLS library and had their grand re-opening two weeks ago.

Ms. Leonard gave report on the Friends Meeting and mentioned that there was a discussion with regard to deleting some of the current museum passes and adding others.

Lastly, Ms. Leonard spoke about a library visit by a West Virginia family whose last name is Wyckoff.

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**Committee Updates and Current Action Items**

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Nothing to report.

**Adjournment**

Motion by Lori Peters to adjourn the meeting.

All were in favor and the meeting adjourned at 8:03 PM. \_\_\_\_\_

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Peggy Chagares, Board President

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Laura Leonard, Library Director