

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

October 17, 2018 Board Meeting Minutes

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

"The October 17, 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, Brian Saxton, Brian Scanlan, Grace White (arrived at 7:39 PM)

Absent: Tony Donato, Lori Peters

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

Public Comment – None

Open Session

Construction/Building Update

Other Construction/Building Matters

Mr. Antonacci received a call from HandiLift and reported that they have located a control panel for the chairlift which could possibly fix the issue. The cost for the control panel is \$3,000. If the control panel replacement fixes the problem there may be an additional cost of approximately \$5,000 to replace other parts needed to fulfill the minimum safety and ADA requirements. However, if the control panel replacement does not fix the problem there will be no cost to the Library.

Motion by Lauren DeKorte seconded by Vince Antonacci to proceed with the repairs of the chairlift at a cost not to exceed \$5,000.

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

Ms. Leonard reported that Open Systems Integrators was in to work on various audio visual issues with the equipment. A firmware update was performed in the Monroe Room and all equipment is working correctly.

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Secretary's Report

The September 12, 2018 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 Brian Saxton seconded by Brian Eller to approve the September 12, 2018 Board of Trustees Regular Meeting Minutes with revisions.

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

Abstaining: Brian Scanlan

Treasurer's Report

September 2018 Treasurer's Report– Operating

The September 2018 Treasurer's Report was distributed and Ms. Chagares invited questions or comments.

Mr. Saxton commented on the high increase in revenue for meeting room fees and Ms. Leonard explained that recently there have been a couple of programs with large attendance which required the larger rooms as well as a group that meet on a weekly basis for nearly two months.

Mayor Scanlan commented on the substantial decrease in disbursements year to date compared to last year. Ms. Leonard commented that capital expenditures are not included in the total budget year to date figure.

Mr. Antonacci asked what rate the Library is receiving on the certificates of deposit and Ms. DeKorte replied 2%.

Motion by Brian Saxton seconded by Vince Antonacci to approve the September 2018 Treasurer's Report.

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

October 2018 Voucher List – Operating

The October 2018 Voucher List was distributed and Ms. Chagares invited questions or comments.

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Ms. DeKorte pointed out a change in the amount paid for the Van Gogh Children's Art Program from \$285 to \$295. Ms. Leonard stated that line #1 represents the final payment for pension reimbursement in the yearly schedule.

Motion by Brian Saxton seconded by Brian Eller to approve the October 2018 Voucher List as amended.

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

Resolution #2018-15 Payment of Vendors in Advance

WHEREAS, NJSA 40A:5-16 establishes requirements for local units of government to pay out moneys; and,

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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).

Mike Norris, \$200.00, check #22742, Van Gogh lecture 10/25/18
Kathy Brinkman, \$375.00, check #22781, Van Gogh Art Program 10/24/18

Motion by Brian Saxton seconded by Grace White to approve Resolution 2018-15.

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

Other Financial Matters

There were none.

General

Earned Sick Leave Act and Policy

Ms. Leonard reported that, as of October 29, 2018 the State of NJ is enacting the Earned Sick Leave Act with the following revisions:

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- Part time employees will earn 1 hour of paid sick leave for every 40 hours worked up to a maximum of 40 hours per benefit year.
- Both full time and part time employees are now able to carry over a maximum of 40 hours of unused sick time from one year to the next consecutive year.
- A doctor's note is required after 6 consecutive working days of absenteeism.
- The definition of sick time has been broadened. Some examples include: a child's school snow day, a child's breakdown in transportation to school, as well as the employee's child being sick. Go to: nj.gov/labor for details.

Mr. Antonacci asked how the banked hours will be tracked and Ms. Leonard stated that an excel spreadsheet has been created and will be maintained by the bookkeeper and herself.

The Board had a discussion with regard to the changes in the newly adopted policy. Ms. Leonard explained that the new policy was reviewed by the Library's attorney and that the workshop she attended was conducted by a labor attorney who provided examples of language to use in the Library's policy.

Motion by Brian Scanlan seconded by Lauren DeKorte to approve the amendments to the Earned Sick Leave policy.

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

Professional Development - Veronica Potenza - Laura Leonard

Ms. Leonard announced that Veronica Potenza applied to the NJ Library Association and was selected to "Emerging Leaders".

Ms. Leonard was elected to the BCCLS Executive Board. Mr. Antonacci asked how often the meetings are and Ms. Leonard stated that they are held once a month.

Kanopy Streaming Video

Ms. Leonard announced that the Friends are funding the initial setup with Kanopy. Additional funding is predicated upon the interest of the service.

She spoke about the various benefits to the service and presented the website to the Board. She mentioned that she shared the environmental sciences section to the FLOW Green Committee for their use at the Green Film Festival.

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Mr. Antonacci asked how much of the Library's square footage is used for audio books, movies and music and if there was a possibility of minimizing the space used for such collections. Ms. Leonard stated that although there is a steady decline of those types of offerings she does not anticipate being able to discontinue them for at least 5 years.

Poster Printer

Ms. Leonard reported that the Friends purchased a color poster printer which creates 18" x 24" posters at a cost of \$5.00 per poster, which covers the cost of the ink and paper. The printer is compatible JPEG, PNG, and TIFF formats.

The Board had a discussion with regard to the Library's liability for copyrighted images that are created by a patron and if there is a need for a usage policy. It was agreed to observe the use of printer by the patrons.

Old Business

Rizzo Art Series

Ms. Leonard reported that they are two adult programs being run in the upcoming week and that the children's programs that were previously held were successful.

Air Duct Cleaning

Ms. Leonard confirmed that the air duct cleaning has been scheduled to take place on Friday, November 23rd and Saturday, November 24th.

OverDrive's Advantage Plus

Ms. Leonard stated that the Library will have their own account as of January 2019 which will enable 6 month exclusivity of materials to Wyckoff patrons.

Policy Review - Township Social Media

Ms. Leonard stated that the Library's Social Media Policy revisions will be finalized and presented at the November 12th Board of Trustees Meeting.

Director's Report

Ms. Leonard shared pictures of the Lincoln School first grade students visiting the Library. She announced that additional visitations are scheduled for next week and the final two visits will be held in

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November. Wyckoff resident, Mr. David Radney donated framed prints of the Library, which were among several photos that were displayed at the Library in the month of September.

Ms. Leonard announced that Denise Marchett and Dolores Goetchius attended a training entitled "Leap into Science", which offered additional resources to their existing STEAM related programs for children.

Ms. Leonard thanked the Friends for their donation of a new exterior bench as well as the Wyckoff DPW for the installation. Additionally, the Friends added two museum passes to the existing program.

Mr. Antonacci mentioned that one of the trees located in the front of the building looks like it is dead and should be cut down.

Mr. Scanlan asked about the Wyckoff Living column. Ms. Leonard stated that the Library had submissions for the November and December issue. Ms. Leonard explained that the Library was asked to contribute to a column entitled "Book Corner" as well as a "Spotlight on Events" for the October and November issues.

Ms. Chagares spoke about two complaints received with regard to the Library as follows:

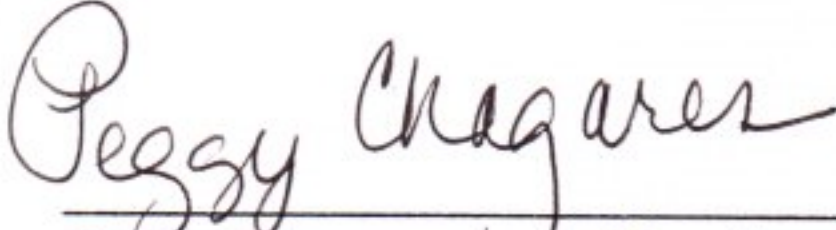
- The drive up book drop being removed.
- The noise level in the Library.

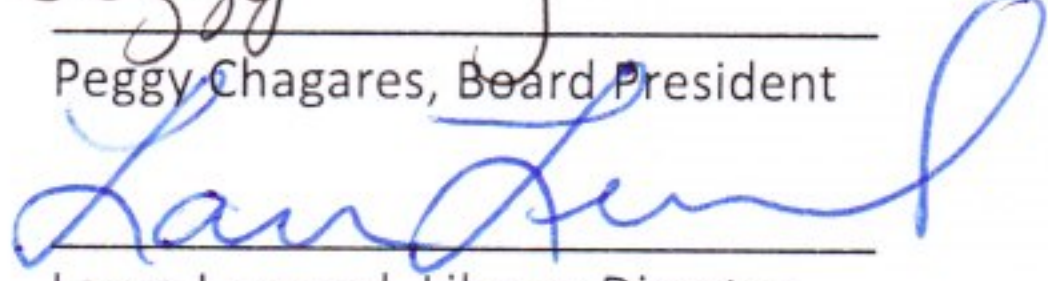
The Board had a discussion with regard to the noise levels and possible remedies. Ms. Chagares shared the idea of providing a basket of disposable ear plugs for patrons and the Board agreed to try it.

Adjournment

Motion by Brian Eller to adjourn the meeting.

All were in favor and the meeting adjourned at 8:50 PM.


Peggy Chagares, Board President


Laura Leonard, Library Director