

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

November 14, 2018 Board Meeting Minutes

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

"The November 14, 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, Tony Donato, Lauren DeKorte, Brian Eller, Lori Peters, Brian Saxton,

Absent: Brian Scanlan, Grace White

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

**Public Comment** – None

**Open Session**

**Construction/Building Update**

**Other Construction/Building Matters**

Ms. Leonard reminded the Board that the library will be closed on Friday, November 23 and Saturday, November 24 for HVAC maintenance. Signs have been posted onsite and on the website.

**Secretary's Report**

The October 17, 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 Tony Donato seconded by Brian Saxton to approve the October 17, 2018 Board of Trustees Regular Meeting Minutes.

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

Abstaining: Lori Peters

**Treasurer's Report**

**October 2018 Treasurer's Report– Operating**

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

Ms. DeKorte mentioned that expenditures have tracked very well and are within budget as of the end of this year.

Ms. DeKorte asked about the increase on meeting room income and Ms. Leonard explained that there were multiple rentals from the same organization.

Motion by Lori Peters seconded by Tony Donato to approve the October 2018 Treasurer's Report.

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

**November 2018 Voucher List – Operating**

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

Ms. Leonard noted that three items from the October voucher list which were listed under programs were moved to Rizzo Art Series but the amounts did not change.

Ms. De Korte asked about the increases in utilities, books and computerization costs. Ms. Leonard gave explanations for all. Additionally, she stated that the overage in the BCCLS line is because of a \$9,000 charge for the new delivery service to begin in 2019.

Motion by Lori Peters seconded by Brian Eller to approve the November 2018 Voucher List.

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

**Resolution #2018-16 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,

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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, \$675.00, check #22829, Tai Chi 11/19, 11/26, 12/3, 12/10, 12/17

Mr. Donato asked about Tai Chi attendance.

Motion by Tony Donato seconded by Brian Saxton to approve Resolution 2018-16.

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

### **Other Financial Matters**

There were none.

### **General**

#### **Background Check Vendor**

Ms. Leonard reported that the Township of Wyckoff recently changed their background check vendor to Verify Volunteers and stated that the new vendor conducts a federal check which includes drugs, smuggling, and embezzlement charges. The cost is \$6.00 more than the Township's previous vendor.

Ms. Chagares asked how many background checks are conducted in a year and Ms. Leonard explained that the number is based on how many new hires there are.

After a brief discussion, the Board agreed to switch from Instant Verification to Verify Volunteers for the library's background checks.

#### **Budget Proposal - Part 1**

On behalf of the Finance Committee, Mr. Saxton gave a presentation on the salary proposal and the variables that were considered while working on the proposal for the 2019 salary budget.

At 7:56 PM Ms. Leonard excused herself from the meeting. The Board of Trustees had a discussion with regard to Ms. Leonard's many accomplishments over the last year. The Board discussed and agreed upon a salary increase to offer Ms. Leonard.

Ms. Leonard returned to the meeting at 8:07 PM. and accepted the proposed salary increase and thanked the Board for their continued support.

Old Business

**Chair Lift Repair**

Ms. Leonard reported that the attempt by HandiLift to repair the existing chair lift with parts previously located was not successful and now a decision whether to replace the chair lift is at hand. She mentioned that there was no charge for the attempt and a new quote that is approximately \$2,000 less than the original quote has been received.

The Board had a lengthy discussion with regard to potentially replacing the chair lift with an elevator and where the money will come from to cover the cost of installation for either option.

Mr. Antonacci asked if the chair lift quote from HandiLift included warranties and Ms. Leonard stated that she will confirm.

Motion by Tony Donato seconded by Lori Peters to accept the chair lift upgrade proposal from HandiLift in the amount of \$30,322, pending confirmation of warranties with no exclusions. Furthermore, the cost of the upgrade will be paid through Capital Funds.

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

Abstaining: Vince Antonacci

Director's Report

Ms. Leonard reported that over 230 people attended the Rizzo Art Series programs in November.

Ms. Chagares noted the circulation increase of over 1,800.

Ms. Leonard spoke about the following events which recently took place at the library:

- First Grade Visitations
- Math event which was held during Teacher's Convention in partnership with Mathnasium and coordinated by Denise Marchetti.

Ms. Leonard reported that on Election Day the Library conducted demonstrations on Kanopy, Hoopla, Hotspots, and 3D printers and assisted patrons with new cards and renewals.

Ms. Leonard mentioned that she and Mayor Scanlan attended a training entitled "Future-proofing Your Library".

She announced that the Friends Holiday Concert is being held on December 9th at 2:00 PM.

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Ms. Leonard reviewed the dates 2019 date for the Eastern Christian Fair and reminded the Board that the Library will be closed on the day of the fair (or rain date).

Ms. Leonard stated that the Library received its first check for online credit card payments from BCCLS. Quarterly checks will be sent to the Library. Forty patrons paid online in the first quarter.

Mr. Antonacci asked about the staff Holiday Part and Ms. Leonard asked the Board's permission to close the Library one hour early on Friday, December 14th in order to have a staff Holiday party. All agreed.

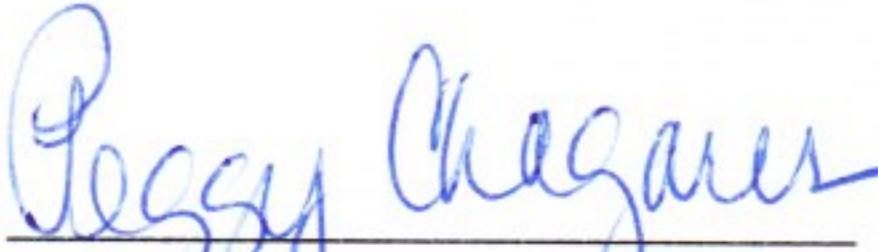
Committee Updates

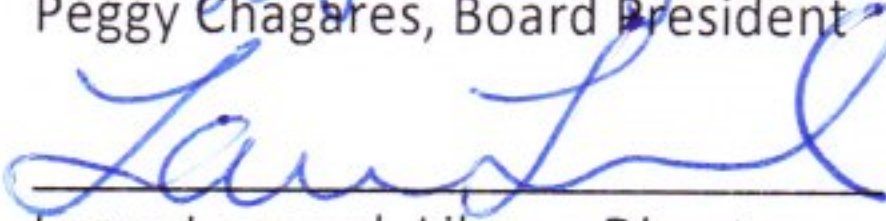
There were none.

Adjournment

Motion by Lori Peters to adjourn the meeting.

All were in favor and the meeting adjourned at 8:46 PM.

  
Peggy Chagares, Board President

  
Laura Leonard, Library Director