

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

April 18, 2018 Meeting Minutes

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

The April 18, 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, Tony Donato, Brian Eller, Brian Saxton, Brian Scanlan (arrived at 8:03 PM), Grace White

Absent: Lori Peters

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 the following minor repairs were performed since the March 2018 Board of Trustees Meeting:

- Screen in Shotmeyer Room was repaired and cleaned
- 1 input plate was sent out for repair
- 4 flushometers were replaced

Secretary's Report

The March 28, 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 Tony Donato seconded by Brian Saxton to approve the March 28, 2018 Board of Trustees Regular Meeting Minutes.

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

FINAL

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Treasurer's Report

The March 2018 Treasurer's Report was distributed and Ms. Chagares invited the Board to ask questions.

Mr. Antonacci asked about the rates on the Certificates of Deposit. Ms. DeKorte stated that the 12 month CD rate is 1.41% and the 18 month CD rate is 1.77%.

Motion by Tony Donato seconded by Brian Saxton to approve the March 2018 Treasurer's Report.

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

April Voucher List – Operating

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

Ms. Chagares asked what the amount on line 31 is for and Ms. Leonard stated that it is for the web domain and hosting service which was recently renewed for a 24 month period.

Mr. Donato asked what the amounts on lines 36 and 37 represent and Ms. Leonard explained that when a Wyckoff patron loses an item that belongs to another Library, the patron is billed. If the Wyckoff patron does not pay for the item that Library needs to be reimbursed for the cost of the item.

Motion by Brian Saxton seconded by Tony Donato to approve the April 2018 Voucher List.

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

Resolution 2018-09 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,

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April 18, 2018 Meeting Minutes

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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).

Rosemarie Crabtree, \$325.00, check #22442, Watercolor Workshop 5/01/18

Jamie Novak, \$250.00, check #22421, Sorting & Organizing Lecture, 4/24/18

Motion by Lauren DeKorte seconded by Brian Eller to approve Resolution 2018-09.

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

2018 Audit

Ms. Leonard stated that the 2018 Audit has been completed and the report is pending.

Mr. Donato asked if there were any problems and Ms. Leonard assured the Board that there were none and that she should have the report for the Board at the May Board of Trustees Meeting.

Other Financial Matters

Ms. Leonard announced that the Library received a gift in the amount of \$2,000 from Atlantic Stewardship Bank as part of their Tithing Program.

Mr. Antonacci asked what the gift will be used for and Ms. Leonard stated that the funds will be utilized for programs in Library.

General

OCI Yearbook Digitization Project

Ms. Leonard spoke about about a program being offered by Oklahoma Correctional Industries whereby the inmates learn to digitize yearbooks for various libraries throughout the United States at no cost.

Ms. Leonard polled several NJ Libraries who have used the service and all were pleased with the program. She spoke about the amount of shelf space that local yearbooks take up and about the damage that the yearbooks endure.

The Board discussed the pros and cons of utilizing the program and it was agreed to send one box of yearbooks as a trial.

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

April 18, 2018 Meeting Minutes

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

Old Business

Chair Lift Repair

Ms. Leonard mentioned that she is attempting to get additional quotes for the chair lift repair.

Mr. Antonacci mentioned that he recently attended a code seminar and asked the speaker if it was possible to remove the lift and the answer was that it could be removed but the employee lounge would have to be moved downstairs.

The Board had a discussion about the logistics of removing the lift and agreed to continue to get vendor quotes and rely upon the opinions of the professionals.

Capital Plan Revision

Tabled.

Delivery Service - BCCLS and Statewide

Ms. Leonard reported that all "floating collections" have been returned to their respective Libraries.

She stated that the vendor providing supplemental service for BCCLS hired has requested termination of their contract as of April 27th. From April 28th to May 29th Expak will be the only delivery service. Due to the limited service Ms. Leonard stated that patrons will be limited to only three items per library card.

Director's Report

Ms. Leonard stated that the Teen Librarian is currently out on medical leave for approximately 3 months but that her duties have been distributed among a few staff members and herself.

Ms. Leonard spoke about the Children's Librarian's visit to Lincoln School.

Ms. Leonard reported that CloudLibrary is going to be replaced with Overdrive which has a new, user friendly app. The app will have the capability for additional ebook content to be purchased by the library and the patrons of the purchasing library will get priority.

Ms. Leonard updated the Board on the streaming video services that are offered by Kanopy. She met with a representative from Recorded Books and stated that based on cost and ease of use,

FINAL

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April 18, 2018 Meeting Minutes

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Kanopy is the preferred vendor of the two. She will have a discussion with the Friends to see if they have an interest in paying for Kanopy for the year.

Ms. Leonard spoke about the many things that have recently been funded by the Friends. Mayor Scanlan mentioned that the Friends have been very generous to the Library and all agreed.

Committee Updates and Current Action Items

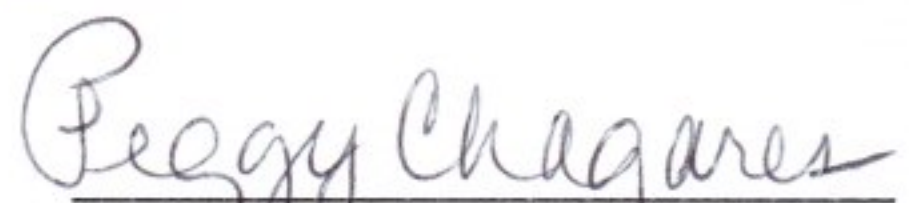
Nothing to report.

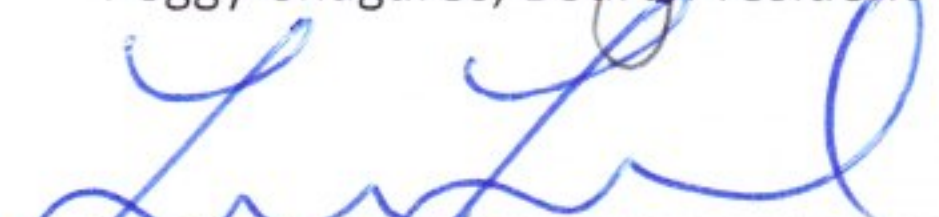
Ms. Leonard spoke about an email that Mayor Scanlan received from a Wyckoff resident with regard to installing a "Free Little Library" in town.

Adjournment

Motion by Brian Scanlan to adjourn the meeting.

All were in favor and the meeting adjourned at 8:26 PM.


Peggy Chagares, Board President


Laura Leonard, Library Director