

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

February 15, 2018 Meeting Minutes

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

“The February 15, 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: Peggy Chagares, Lauren DeKorte, Tony Donato, Lori Peters, Brian Saxton, Brian Scanlan

Absent: Vince Antonacci, Brian Eller, Grace White

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

Public Comment – None.

Open Session

Board Business

Oath of Office

Brian Scanlan read the Oath of Office and the Board congratulated him.

Construction/Building Update

Chair Lift Repair

Ms. Chagares reported that the Building & Grounds Sub-Committee had a conference call and recommends that the Board obtain a formal opinion from the Board’s architect regarding the square footage and use of the mezzanine and if a chair lift from the main floor to the mezzanine is required.

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Mayor Scanlan asked if there is an upstairs meeting space which is used by the public. Ms. Leonard stated that there is, but there are other meeting spaces that are handicap accessible within the library.

Other Construction/Building Matters

There were none.

Secretary's Report

The January 17, 2018 Board of Trustees Regular Meeting Minutes were previously distributed to the Board. Ms. Chagares asked if there were any questions or comments on the minutes. Mr. Saxton requested a revision.

Motion by Lori Peters seconded by Tony Donato to approve the revised January 17, 2018 Board of Trustees Regular Meeting Minutes.

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

Abstaining: Brian Scanlan

Treasurer's Report

January Treasurer's Report - Operating

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

Mayor Scanlan asked why medical insurance increased and Ms. Leonard explained that it was due to personnel changes.

Motion by Lori Peters seconded by Brian Scanlan to approve the January, 2018 Treasurer's Report.

Voting in Favor- Peggy Chagares, Lauren DeKorte, Tony Donato, Lori Peters, Brian Saxton, Brian Scanlan

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February Voucher List – Operating

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

Mr. Donato asked about line #41 - Joseph C. Perconti, Esq.

Ms. Chagares asked about the library bags from Promotional Concepts, Line #43

Mr. Saxton asked what was sent out via certified mail and Ms. Leonard stated that 1099 tax forms were sent to the Internal Revenue Service.

Ms. Peters asked about the buffing machine supplies listed on Line #16. Ms. Leonard explained that the machine is used to buff out imperfections and dvds and CDs.

Motion by Lori Peters seconded by Tony Donato to approve the February, 2018 Voucher List.

Voting in Favor- Peggy Chagares, Lauren DeKorte, Tony Donato, Lori Peters, Brian Saxton, Brian Scanlan

Resolution 2018-07 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).

The Artful Easel, \$375.00, Check #22342, Acrylic Painting Workshop 3/1/2018

Motion by Lauren DeKorte seconded by Lori Peters to approve the Resolution 2018-07.

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Voting in Favor-Peggy Chagares, Lauren DeKorte, Tony Donato, Lori Peters, Brian Saxton, Brian Scanlan

Other Financial Matters

There were none.

General

New Jersey State Library Annual Report

Ms. Leonard announced the NJSL Annual Report is complete and requires Ms. Chagares' signature. The State Aid portion of the report was completed by the Township Chief Financial Officer.

Ms. Chagares asked if the Board should see the report. Ms. Leonard gave a brief synopsis of the data included in the report and mentioned that it is available if anyone wants to review it.

Updated Technology Policies

Ms. Leonard spoke about the following revisions to the Technology Policy:

Laptop/iPad Policy

Update of technology equipment inventory as follows:

4 Dell Laptops
2 Chromebooks
9 iPads

Revision of replacement cost.

"Wyckoff Library cardholders in good standing can check out computer equipment to be used in the Library." changed to BCCLS Library cardholders in good standing..."

Samsung chargers are available for checkout for use in the Library for one hour.

The Policy Sub-Committee reviewed the revisions and recommended that the Board approve the updated Laptop/iPad Policy.

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Motion by Lori Peters seconded by Lauren DeKorte to approve the revisions to the Laptop/iPad Policy.

Voting in Favor-Peggy Chagares, Lauren DeKorte, Tony Donato, Lori Peters, Brian Saxton, Brian Scanlan

NJ Maker's Day

Ms. Leonard announced that the Library will be participating in NJ Makers Day which is scheduled to be held on Saturday, March 10th, 1:00 PM - 4:00 PM on the Main Level. She spoke about the various walk-in projects which will be available.

Ms. Chagares asked about additional staff coverage.

Old Business

Capital Plan Revision

It was agreed that a revision of the Capital Plan will be put on hold until a decision is made with regard to the chair lift repairs.

Director's Report

Delivery Service

Ms. Leonard reported that Expak has withdrawn from their contract with BCCLS. She explained that Library Link NJ is creating a new Request for Proposal for delivery service. BCCLS has created a delivery task force to address the issues that exist until a new delivery company is procured.

Ms. Leonard reported that BCCLS circulation is down 8 to 10% due to delivery service issues. Circulation is down 7% in Wyckoff.

Ms. Chagares asked about Makerspace and Ms. Leonard stated that the program is doing very well and attributed the success to having a designated staff member running the Makerspace Program.

Ms. Chagares asked how many patrons use the Quiet Room and if it could be used for group study. Ms. Leonard stated that there is no conversation permitted in that area so a group study wouldn't work.

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Mayor Scanlan asked when the Library will offer Kanopy Streaming Services. Ms. Leonard mentioned that the program may create a challenge in budget projections due to usage statistics and varied download charges. Ms. Leonard stated that she would like to poll other BCCLS libraries prior to subscribing to the service.

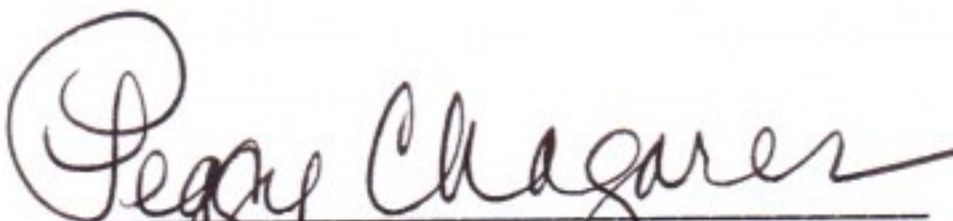
Committee Updates and Current Action Items


Nothing to report.

Adjournment

Motion by Mayor Scanlan to adjourn the meeting.

All were in favor and the meeting adjourned at 8:17 PM.


Peggy Chagares, Board President


Laura Leonard, Library Director