

# FINAL

## WYCKOFF LIBRARY BOARD OF TRUSTEES

Meeting Minutes – July 18, 2018

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

“The July 18th 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, Lori Peters, Brian Scanlan, Grace White (arrived at 7:36 PM)

Absent: Tony Donato, Brian Eller, Brian Saxton

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

**Public Comment** – None

### Open Session

### Construction/Building Update

#### Other Construction/Building Matters

There were none.

### Secretary's Report

The June 20, 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 Lori Peters seconded by Vince Antonacci to approve the June 20, 2018 Board of Trustees Regular Meeting Minutes.

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

Abstaining: Brian Scanlan

## **FINAL**

**WYCKOFF LIBRARY BOARD OF TRUSTEES**  
Meeting Minutes – July 18, 2018  
7:30 PM, Wyckoff Public Library, 200 Woodland Avenue

### **Treasurer's Report**

#### **June 2018 Treasurer's Report– Operating**

June 2018 Treasurer's report was distributed and Ms. Chagares invited questions or comments.

Ms. Leonard noted that the miscellaneous income is higher due to a reimbursement from LibraryLink NJ for a professional development session and a reimbursement from Morningstar for a publication that ceased publication several years ago.

Mayor Scanlan asked why there have been no disbursements to date for databases and Ms. Leonard explained that she receives annual bills which should arrive in the fall.

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

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

Motion by Lori Peters seconded by Grace White to approve the August, 2017 Treasurer's Report.

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

Saxton, Brian Scanlan, Grace White

#### **July Voucher List – Operating**

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

Ms. Chagares commented on the high PSE&G bill and Ms. Leonard stated that it is a typical cost for summer months.

Motion by Brian Scanlan seconded by Lori Peters to approve the July Voucher List.

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

#### **Resolution #2018-12 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,

## **FINAL**

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

Meeting Minutes – July 18, 2018

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

**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).

Joe Lustica, \$200.00, check #22619, Guitar seminar 7/24/18 & 7/31/18  
Education Explorer's, \$200.00, check #22620, Children's program 8/7/18  
LHVCC, \$150.00, check #22595, Children's program 7/23  
Casey Carle, \$725.00, check #22587, Children's program 8/15  
Outragehiss, \$375.00, check #22596, Children's program 8/8  
Didgeridoo Down Under, check #22599, Children's program 7/26  
The Artful Easel, \$375.00, check #22617, Acrylic painting workshop 8/16  
Gail Cordello, \$1,800.00, check #22618, Young publishers workshop 7/10, 7/17, 7/24, 7/31  
Jamie Sporn, \$150.00, check #22621, Children's program 7/19  
Danielle Craig, \$395.00, check #22623, Children's program 8/1  
City Winds Trio, \$375.00, check #22624, Children's program 8/2  
Encore Performing Arts, \$775.00, check #22622, Children's program 8/1

Motion by Brian Scanlan seconded by Lauren DeKorte to approve Resolution 2018-12.

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

### **Resolution 2018-13 – To Authorize Payment of August 2018 Bills**

**WHEREAS**, the Wyckoff Free Public Library has a real need to pay its bills every month without delay or omission to keep the Library operating without interruption; and

**WHEREAS**, the procedure requires the Board of Trustees to review and approve all bills before the Director is authorized to release payment of claims and this review occurs at the Board's regular monthly meeting; and

**WHEREAS**, the Board has decided not to meet during the month of August 2018;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees of the Wyckoff Free Public Library as follows:

1. The Library Director is hereby authorized to pay all August bills that cannot be held until September after acquiring signatures from two trustees, one of whom will be the Treasurer, without first presenting these checks to the full Board.
2. The Administrative Assistant/Bookkeeper will follow her usual and customary procedure and not release any checks without first obtaining vendor signatures on the vouchers.

# FINAL

## WYCKOFF LIBRARY BOARD OF TRUSTEES

Meeting Minutes – July 18, 2018

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

3. These payments will be added to an August Voucher List that will be approved by the Board at their September meeting after these payments have been made, and therefore included in the Library's permanent financial records.

4. The list of all vendors who have submitted valid claims that will be paid in August and the Bookkeeper's estimate of what these bills may amount to is attached to this resolution. The Board understands and accepts that these are only estimates and the actual amounts may vary.

5. The Treasurer shall certify that funds are available for each claim to be paid prior to the Library Director's authorizing payments.

1) Sync/Amazon	\$1,500.00	17) Baker & Taylor	\$8500.00
2) Rockland Electric	\$5,800.00	18) Blackstone	\$350.00
3) PSE&G	\$500.00	19) Midwest Tape	\$850.00
4) Optimum	\$150.00	20) Wyckoff Township Maintenance	\$12,851.00
5) Readyfresh	\$120.00	21) Wyckoff Township Pension	\$39,370.00
6) Horizon Pest	\$55.00	22) Uncle Louie G	\$425.00
7) Jackie Dwyer	\$550.00	23) Richard Feingold	\$250.00
8) Metropolitan Communications	\$450.00	24) Magnificent Cleaning	\$480.00
9) Petty Cash	\$300.00	25) Trinity Clean	\$2,050.00
10) Ridgewood Water	\$180.00	26) T-Mobile	\$250.00
11) Staples Advantage	\$700.00	27) Brigitte Carroll	\$100.00
12) Xerox	\$360.00	28) Donna Barone	\$100.00
13) Cartridge World	\$375.00	29) Dolores Goetschius	\$100.00
14) John's Aquarium	\$190.00	30) Denise Marchetti	\$100.00
15) Demco	\$300.00	31) Marianne Brennan	\$100.00
16) Gale Group/Cengage	\$800.00		

A discussion ensued with regard to reimbursing tax to staff members who purchase supplies on their own. Ms. Leonard stated that the auditors have never questioned tax reimbursements however she will look into procedures for such a reimbursement.

Motion by Brian Scanlan seconded by Lori Peters to approve Resolution 2018-13

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

### **Other Financial Matters**

There were none.

## **FINAL**

**WYCKOFF LIBRARY BOARD OF TRUSTEES**  
**Meeting Minutes – July 18, 2018**  
**7:30 PM, Wyckoff Public Library, 200 Woodland Avenue**

### **General**

#### **Online Credit Card Payments**

Ms. Leonard spoke about the soft launch of online credit card payments through BCCLS. The program will allow patrons to pay fines and losses online for a small fee of .50 (fifty cents) per transaction on the BCCLS website. Ms. Leonard stated that staff has not been fully trained. At no time will staff be entering credit card information. Lastly, Ms. Leonard mentioned that it has been made very clear that no refunds will be given if lost materials are found.

### **Old Business**

#### **Chair Lift Repairs**

Ms. Leonard spoke with Bob Shannon, Township of Wyckoff, with regard to the possibility of applying for a grant for chair lift repairs. There is still no clarification from the county office as to whether the repair will qualify for a grant.

### **Director's Report**

Ms. Leonard reported that the first batch of yearbooks has been returned along with cd-roms. The digital files have been uploaded to the website and the quality is great.

Mayor Scanlan asked if the discs are indexed and Ms. Leonard explained that a patron could use control F to search but that form of searching is not consistently reliable.

Mayor Scanlan asked if the yearbooks are on the Library's website and Ms. Leonard stated that they appear under Services and then Local History. She reported that there have been 289 page views within the first two weeks.

Ms. Chagares commented on the 54% increase of the Summer Teen Reading Program registration.

Ms. White asked how program pre-registration overage is handled. Ms. Leonard stated that a waitlist is created.

Ms. White asked how registration overage is handled for a program such as Young Authors. The Board agreed that feedback from patrons should be directed to Ms. Leonard for analysis and planning purposes.

## FINAL

### WYCKOFF LIBRARY BOARD OF TRUSTEES

Meeting Minutes – July 18, 2018

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

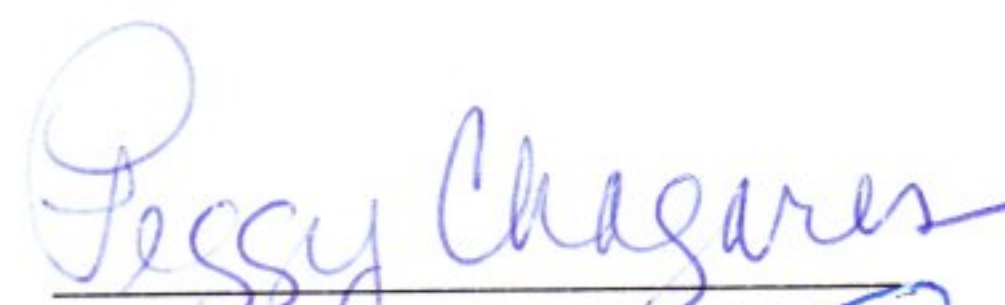
#### Committee Updates and Current Action Items

There were none.

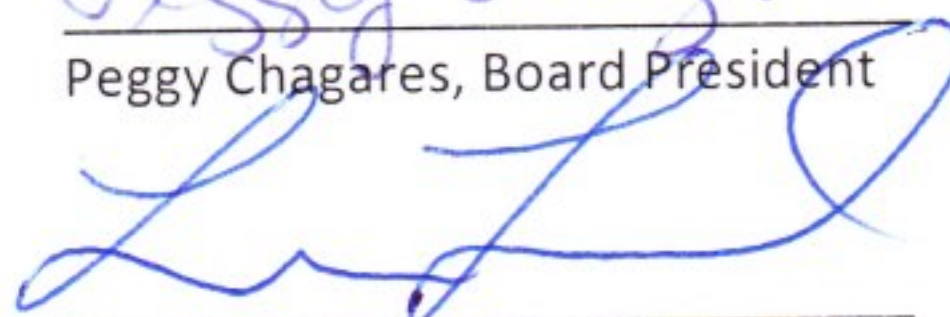
#### Adjournment

Motion by Lori Peters to adjourn the meeting.

All were in favor and the meeting adjourned at 8:12 PM.



Peggy Chagares, Board President



Laura Leonard, Library Director