

**FINAL**

**WYCKOFF LIBRARY BOARD OF TRUSTEES**

**May 17, 2018 Meeting Minutes**

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

The May 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: Peggy Chagares, Lauren DeKorte, Tony Donato (arrived at 8:09 PM), Brian Eller, Lori Peters, Brian Saxton (excused himself at 7:48 PM), Brian Scanlan

Absent: Vince Antonacci, 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 reported that she is having difficulty finding vendors to repair the existing lift because vendors are either not licensed to work in the State of NJ or they do not repair Garaventa lifts. Handilift is the only vendor in the area that could perform the repairs and it would cost approximately \$35,000.

Ms. DeKorte asked if the lift could be replaced with anything else. Ms. Chagares suggested that the Board should wait to get Mr. Antonacci’s thoughts and opinions on replacement options.



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Ms. Peters asked how much it would cost to replace the entire lift and Ms. Leonard responded that it would cost approximately \$50,000.

Mayor Scanlan asked why the replacement cost is so exuberant and Ms. Leonard explained that the existing lift has a platform which is wheelchair accessible as well as call boxes. Mayor Scanlan asked if it would be possible to move the chairlift that is no longer in use from Town Hall to the Library and the Board agreed to explore the option.

Mayor Scanlan asked if the replacement or repairs are eligible for an ADA grant and Ms. Leonard said she would speak with Mr. Shannon.

**Secretary's Report**

The April 18, 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 Brian Scanlan seconded by Brian Saxton to approve the April 18, 2018 Board of Trustees Regular Meeting Minutes with revisions

Voting in favor: Peggy Chagares, Lauren DeKorte, Brian Eller, Brian Saxton, Brian Scanlan

Abstaining: Lori Peters

**Treasurer's Report**

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

Ms. Leonard mentioned that there were no out of the ordinary items included in the Treasurer's Report.



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Mayor Scanlan asked about the 2017 budget column vs actual year to date.

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

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

**May Voucher List – Operating**

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

With regard to Line #2, Ms. Leonard reported that the 1st payment of the Township Reimbursable pension was paid which represents approximately 33% of the total due.

Ms. DeKorte asked what the costs listed on Line #23 and Line #19 were for and Ms. Leonard stated that Line #23 was represents costs for snow plowing of the parking lot, tree trimming and other ground maintenance performed by DPW. Line # 19 represents costs incurred for snow removal from sidewalks and landscaping.

Ms. Leonard pointed out a revision in the amount posted on Line #17.

Motion by Lori Peters seconded by Brian Scanlan to approve the May 2018 Voucher List with revisions.

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

**Resolution 2018-10 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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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, \$405.00, check #22512, Tai Chi, 5/17, 5/24, 5/31

Jody Rubel, \$270.00, check #22513, Tai Chi, 6/7 & 6/14

Richard Feingold, \$250.00, check #22502, Glen Miller lecture, 6/7/18

Christine Hsaio, \$275.00, check #22511, Felt Craft Workshop, 6/13/18

Motion by Lori Peters seconded by Brian Eller to approve Resolution 2018-10.

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

**Other Financial Matters**

**General**

**Audit Draft**

Ms. Leonard distributed copies of the annual audit and reported that the process went smoothly, resulting in a very small revision and no recommendations.

**Delivery**

Ms. Leonard reported that the BCCLS created a task force to resolve delivery issues via research. A recapitulation of the findings are as follows:

- a. A majority of larger counties in NJ have their own drivers and vans.
- b. BCCLS accounts for approximately two thirds of delivery in NJ.
- c. Use is disproportionate.
- d. The NJ State Library awards the contract to administer delivery to LibraryLinkNJ and little can be done by BCCLS if there is a delivery issue with the contractor.
- e. NJ libraries are paying approximately \$10.00 per stop while other libraries are paying \$25.00 per stop.
- f. When T-Force was awarded the delivery contract their prices increased 50% which LibraryLink NJ cannot sustain.



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Possible resolutions are as follows:

- a. Reduction in delivery days.
- b. Cost sharing fees assessed by LibraryLink NJ to member libraries.
- c. BCCLS will contract there own delivery service and if so the ILS system could be customized. In addition, each library will be required to contribute a flat fee of approximately \$6,000.

A proposal will be presented to the BCCLS Council Meeting in June and it will be voted on at the October BCCLS Council Meeting.

**Old Business**

**Wyckoff Day**

Ms. Leonard spoke about plans for Library representation at Wyckoff Day which is scheduled to be held on Saturday, June 2, 2018. She spoke about activities and booth staffing.

**OCI Yearbook Digitization Project**

Ms. Leonard reported that the first batch of yearbooks are going to be sent out for digitization next week. The batch consists of yearbooks from 1950 to 1990 and will be returned to the library with a disc. Ms. Leonard mentioned that once the disc is received they will ascertain if it is possible to post the yearbooks on the website, pending the amount of data space required.

**Director's Report**

Ms. Leonard announced that the Grace preschoolers visited the Library.

Ms. Leonard mentioned that the Library now has an instagram account.

With regard to staffing for the Teen department, Ms. Leonard stated that she is receiving assistance from a part time staff member who is deselecting items from the teen non-fiction collection and identifying replacements, which has been a great help. Ms. Leonard has been ordering new materials, scheduling programs, and designing the summer reading club.



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In addition, Ms. Leonard supervised two teen volunteers to assist in the Teen Room.

Ms. Chagares asked how long the Teen Room can continue to run with the current support plan in place and Ms. Leonard stated that she does not anticipate a need for support through the summer but that she is prepared if that occurs.

Ms. Leonard spoke about several patron Makerspace Projects that took place with the input and assistance of Brigitte Carroll.

Ms. Leonard spoke about a professional development program entitled FISH: For Success Training which was held on May 17th for the staff. She stated that the program was very well received and that LibraryLink NJ subsidized more than 60% of the cost.

Lastly, Ms. Leonard mentioned that she is on the project team for the field renovations.

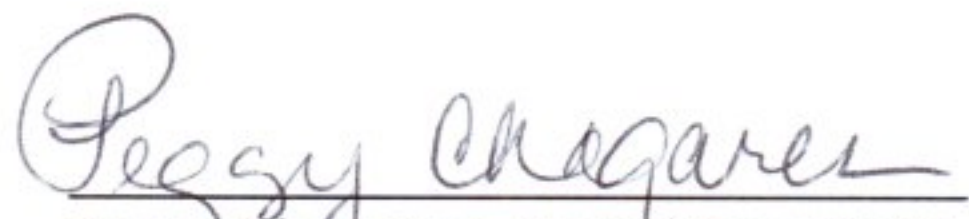
**Committee Updates and Current Action Items**

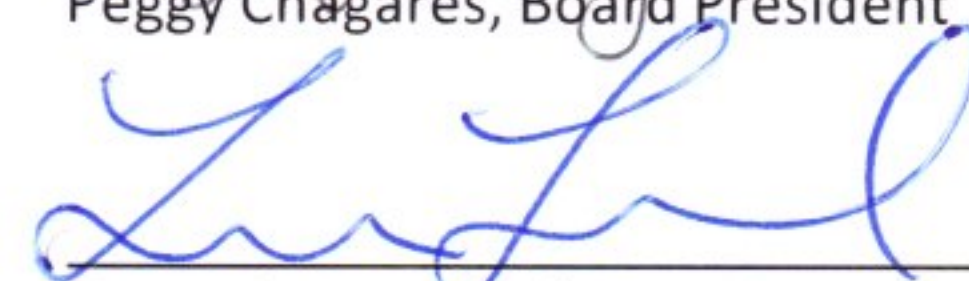
Nothing to report.

**Adjournment**

Motion by Lori Peters to adjourn the meeting.

All were in favor and the meeting adjourned at 8:32 PM.

  
Peggy Chagares, Board President

  
Laura Leonard, Library Director