

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

September 12, 2018 Board Meeting Minutes

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

"The September 12, 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, Lori Peters, Brian Saxton, Grace White (arrived at 7:32 PM)

Absent: Brian Scanlan

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 July 18, 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 Tony Donato to approve the July 18, 2018 Board of Trustees Regular Meeting Minutes with revisions.

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

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Treasurer's Report

July and August Treasurer's Report– Operating

The July and August 2018 Treasurer's reports were distributed and Ms. Chagares invited questions or comments. There were none.

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

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

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

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

August and September 2018 Voucher List – Operating

The August and September 2018 Voucher Lists were distributed and Ms. Chagaras invited questions or comments.

Ms. Leonard mentioned that the payment of the August 2018 Vouchers were previously approved at the July Board of Trustees Meeting.

Ms. Leonard reported that the cost listed on line #1 represents the second of three pension payments to the Township of Wyckoff.

Motion by Brian Saxton seconded by Vince Antonacci to approve the August 2018 Voucher List.

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

Ms. Leonard stated that approximately \$8500 of the cost listed on Line #17, Environmental Controls represents the maintenance contract and the remainder is for a repair.

Motion by Lori Peters seconded by Vince Antonacci to approve the September 2018 Voucher List.

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

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Resolution #2018-14 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).

Marilyn Fish, \$150.00 check #22713, Costume Jewelry Lecture 10/3/18
Christine Hsiao, \$285.00, check #22715, Felting Programs 10/2/18

Motion by Grace White seconded by Brian Saxton to approve Resolution 2018-14.

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

Other Financial Matters

There were none.

General

Rizzo Art Series – Go van Gogh

Ms. Leonard reported that a series celebrating Vincent van Gogh will begin in mid-October. Programs that are planned for the series are an art lecture, a children's painting class, an adult painting class, an interactive display and a viewing of the documentary entitled "Loving Vincent" will be shown.

Air Duct Cleaning

Ms. Leonard reported that the building's air ducts are in need of a cleaning and that the Library will need to be closed for two days when the cleaning is performed.

The Board discussed when the cleaning could be done to minimize the inconvenience to the patrons due to the Library being closed. In addition, the Board discussed if there is a need for all of the ducts to be cleaned.

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Mr. Antonacci asked if quotes were received and Ms. Leonard stated that she received three quotes and all were comparable. The lowest quote was \$6,200 and the highest quote was \$7,550.

The Library is already scheduled to be closed on Friday, November 23rd and will also close on Saturday, November 24th for the purpose of having the building's air ducts cleaned. Laura Leonard and Pat Gioe will supervise the project.

Motion by Lori Peters seconded by Brian Saxton to authorize the duct cleaning on all of the Library's air ducts at a cost not to exceed \$7,000 and to be performed on Friday, November 23rd and Saturday, November 24th and to authorize the Library Director to compensate staff members that work on November 23rd and 24th at her own discretion.

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

OverDrive's Advantage Plus

Ms. Leonard spoke about OverDrive from whom BCCLS licenses the eBooks and eAudio books. She explained that OverDrive is used by BCCLS and that it's Advantage Plus Program enables individual libraries to purchase titles which would be available to the Wyckoff patrons first for the first 6 months of the program and then would be open to other BCCLS libraries.

Ms. DeKorte asked what the price for the program is and Ms. Leonard explained that the cost is calculated on a per item basis. Ms. DeKorte asked where the funds will come from to pay for the program and Ms. Leonard stated that she will utilize previously budgeted audio visual funds.

Policy Review – Township Social Media

Ms. Leonard mentioned that the Township of Wyckoff is updating their Policies and Procedures Manual and she shared their Social Media Policy with the Policy Sub-Committee as a resource in creating the Library's own Social Media Policy.

Old Business

Chair Lift Repairs

Ms. Leonard stated that the chair lift repair is not eligible for any county grants but is eligible to be included in the application for the New Jersey Bond Act. She explained that the application is not yet available but will apply once the application is posted on the website.

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Ms. Leonard gave a review of the various professional opinions previously received in which all respondents agreed that the chair lift must be repaired and maintained.

Mr. Antonacci asked what the cost for the repair is and Ms. Leonard stated that the proposed amount is approximately \$35,000.

Online Credit Card Payments

Ms. Leonard reported that some patrons are paying their fines online. She explained that no refunds of online payments are being made at this time.

Actuator

Ms. Leonard mentioned that she receive a quote in the amount of \$2,185 for the repair of the actuator and shared the same with the Buildings and Grounds Sub-Committee.

Director's Report

Ms. Leonard announced that a reporter from the Wyckoff Living Magazine invited the Library staff to write short readers advisory articles for the "Book Corner" column. Additionally, the magazine will be highlighting library programs. The first column will be about the Museum Pass Program offered at the library and will be in the October edition of the magazine.

Ms. Leonard spoke about a PBS program entitled, "The Great American Read".

Ms. Chagares announced that the Friends donated 6 new iPads and Ms. Leonard announced that they also funded the cost for two new water fountain/water bottle filling stations. The entire Board acknowledged the gifts and the generosity of the Friends throughout the year.

Ms. Chagares reminded the Board that the Library will be closed on September 29th due to the Eastern Christian Fair which will be held at the Recreation Field.

Ms. Leonard spoke about the new BCCLS Executive Director, David Hanson and mentioned that he will assume his position mid-October.

Ms. Leonard will be attending a Labor Law Seminar which will address the new sick leave act. She will share information on the new law with the Personnel and Policy Sub-Committees.

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Committee Updates and Current Action Items

Buildings and Grounds Sub-Committee

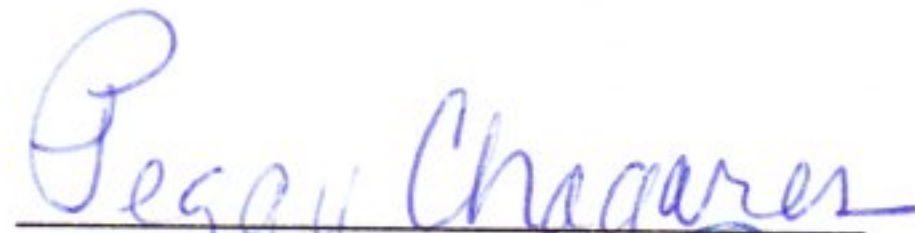
Mr. Saxton gave a brief update about the Memorial Field project. He mentioned that there was a successful fundraising event which was recently held to raise funds for the cost of the recreation field and area renovations. Mr. Saxton wanted to bring this to the Board's attention as the original renovation plans called for development of the adjoining land between the fields and the library.

Mr. Donato asked if the Wyckoff Library has a phone application and Ms. Leonard replied that there is not a necessity to have one because patrons can access most of what they need to do on the website.

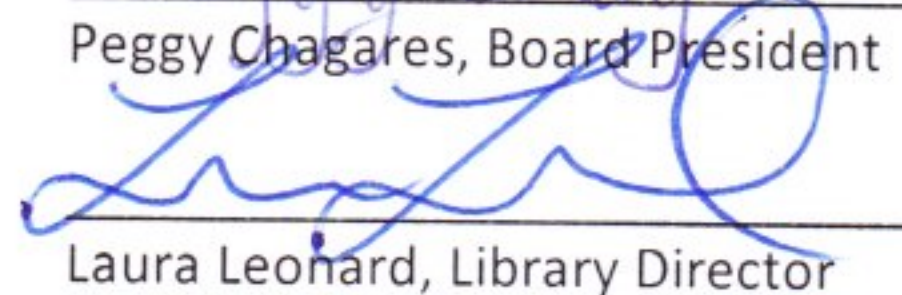
Adjournment

Motion by Lori Peters to adjourn the meeting.

All were in favor and the meeting adjourned at 8:28 PM.



Peggy Chagares, Board President



Laura Leonard, Library Director