

WYCKOFF LIBRARY BOARD OF TRUSTEES

January 16, 2019 Board Meeting Minutes

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

“The January 16, 2019 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, Tony Donato (arrived at 7:43 PM), Brian Eller, Lori Peters, Brian Scanlan, Barbara Sharer

Absent: Lauren DeKorte, Brian Saxton

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

Public Comment – None

Board Business

2019 Officers of the Board Presentation

Oaths of Office

Lori Peters and Barbara Sharer read the Oaths of Office and the Board congratulated them.

The Board now consists of the following members:

Barbara Sharer	December 31, 2019
Brian Scanlan	December 31, 2019
Lauren DeKorte	December 31, 2019
Brian Eller	December 31, 2020
Vince Antonacci	December 31, 2020
Margaret Chagares	December 31, 2021
Anthony Donato	December 31, 2021
Brian Saxton	December 31, 2022
Lori Peters	December 31, 2023

2019 Trustee Committee Assignments

Ms. Chagares announced that the 2019 Committee assignments will remain status quo but with Barbara Sharer on the Makerspace, Public Relations and Technology Committees, in place of Grace White.

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Open Session

Construction/Building Update

Chair Lift Repair

Ms. Leonard reported that a purchase order for the chair lift repair was issued and mailed earlier in the week.

Ms. Chagares asked when the work is scheduled to begin and Ms. Leonard stated that the contractor is waiting for a part which is estimated to arrive at the end of February.

Mr. Eller asked how long the work will take and Ms. Leonard stated one to two days.

Other Construction/Building Matters

Ms. Leonard mentioned that there were issues with the heating system last week, which required the installation of new igniters on the boiler.

Secretary's Report

The December 19, 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 December 19, 2018 Board of Trustees Regular Meeting Minutes.

Voting in favor: Vince Antonacci, Peggy Chagares, Tony Donato, Brian Eller, Lori Peters,
Abstaining: Brian Scanlan, Barbara Sharer

Treasurer's Report

December 2018 Treasurer's Report– Operating

The December 2018 Treasurer's Report was distributed and Ms. Chagares invited questions or comments.

Mr. Eller requested confirmation that the original State Farm Grant for MakerSpace was \$25,000 and Ms. Leonard confirmed same.

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Ms. Leonard mentioned that the year to date figure listed on line 37 of the Treasurer's Report includes a delivery charge which may be adjusted.

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

Voting in favor: Vince Antonacci, Peggy Chagares, Tony Donato, Brian Eller, Lori Peters, Brian Scanlan, Barbara Sharer

January 2019 Voucher List – Operating

Prior to reviewing the January 2019 Voucher List, Ms. Leonard reported there was a debit in the amount of \$106.62 for Norton antivirus software added to the December 2018 Voucher List.

The January 2019 Voucher List was distributed and Ms. Chagares invited questions or comments.

Ms. Peters inquired about the cost listed on Line #35 and Ms. Leonard explained that it was for attorney professional services on small legal matters.

Motion by Lori Peters seconded by Brian Eller to approve the January 2019 Voucher List.

Voting in favor: Vince Antonacci, Peggy Chagares, Tony Donato, Brian Eller, Lori Peters, Brian Scanlan, Barbara Sharer

Resolution #2019-01 Professional Service for 2019 Inter-local Services

WHEREAS, the Board of Trustees of the Wyckoff Free Public Library strives to use shared service agreements for the effective and efficient delivery of services where possible; and,

WHEREAS, the State of New Jersey encourages its units of local government to enter into shared service agreements as per the State of New Jersey's "Best Practices" initiative; and,

WHEREAS, the Wyckoff Library Board of Trustees (recipient) and the Township of Wyckoff (provider) seek to participate in an Inter-local Services Agreement in order to save taxpayer dollars and/or provide services more efficiently; and,

WHEREAS, the Legal, State and Township Subcommittee of the Library Board of Trustees recommend that the Wyckoff Library Board of Trustees enter into an Inter-local Services Agreement to receive management resource services from the Township of Wyckoff; and,

WHEREAS, the Wyckoff Library Board Treasurer, in accordance with NJAC 5:30-5.3 and 5.4, has executed a Certificate of Available Funds attached to this Resolution indicating that sufficient funds are available for the cost of this service.

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NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Wyckoff Free Public Library that they hereby agree to enter into, in accordance with NJSA 40A:65-1 et seq (Inter-local Services Act), a shared service agreement for management resource services provided by the Township of Wyckoff to the Board of Trustees of the Wyckoff Free Public Library.

BE IT FURTHER RESOLVED, that the Board of Trustees of the Wyckoff Free Public Library agree to enter into a shared service agreement with the Township of Wyckoff for this shared service as described in the Inter-local Service Agreement as follows but not limited to:

1. This Agreement shall be effective, retroactively, commencing on January 1, 2019 and continuing through December 31, 2019. Either party has the right to cancel as per signed agreement by providing ninety (90) days written notification.
2. The Wyckoff Free Public Library shall receive from the Township of Wyckoff, management resource services as per the agreement.
3. In consideration for this service, the Wyckoff Free Public Library shall pay the Township of Wyckoff a fee in 2019 of \$5,500.00; payable in two (2) equal installments each due on May 24, 2019 and October 25, 2019.
4. All other services as described in the Inter-local Service Agreement between the Township of Wyckoff and the Wyckoff Library Board of Trustees.

BE IT FURTHER RESOLVED, that the Board President and the Library Director are hereby authorized to sign the Inter-local Service Agreement.

Motion by Lori Peters seconded by Tony Donato to approve Resolution # 2019-01.

Voting in favor: Vince Antonacci, Peggy Chagares, Tony Donato, Brian Eller, Lori Peters, Brian Scanlan, Barbara Sharer

Resolution #2019-02 Professional Service for 2019 Auditor

Ms. Leonard mentioned that auditing fees increased from \$3100 to \$3200 but the hourly rates didn't change.

WHEREAS, the Wyckoff Library Board of Trustees has a real need and requires the professional services of an Auditor for the current year; and,

WHEREAS, the Wyckoff Library Board of Trustees has determined to appoint Gary Higgins, CPA, RMA of Lerch, Vinci & Higgins, LLP as its Board Auditor due to his significant accounting and library compliance

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experience with municipal library law, the Local Fiscal Affairs Law and the Local Public Contracts Law and its practical application relative to libraries and library accounting compliance. Mr. Higgins possesses broad and extensive knowledge of NJ accounting requirements, skill and professional acumen as both a CPA and RMA. Mr. Higgins and his firm possess the breath and knowledge of a full service accounting firm if required; and,

WHEREAS, the Library Director and the Board Treasurer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et.seq.; and,

WHEREAS, Lerch, Vinci & Higgins, LLP has completed and submitted a Business Entity Disclosure Certification which certifies that this business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit this business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

WHEREAS, the Wyckoff Library Board of Trustees awards a one year contract for Library Auditor services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

WHEREAS, the Board Treasurer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the current year Library Budget for fees reasonably required in the line item – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Wyckoff Library Board of Trustees that a one year contract for this calendar year is hereby awarded Gary Higgins, CPA, RMA of Lerch, Vinci & Higgins, LLP, 17-17 Route 208, Fair Lawn, NJ 07410 for Library Auditor services, for the complete compliance of the mandate requiring the preparation and submission of the annual audit and to establish fees for any additional work as may be needed on an as-needed basis, but only when authorized by the Wyckoff Library Board of Trustees at a public meeting and when vouchers are approved by the Wyckoff Library Board of Trustees as follows:

Audit fee: \$3,200

Rates for additional work requested beyond the scope of the audit, expenditure To be approved by the Wyckoff Library Board of Trustees in advance of the task to be performed:

Partner: \$150-\$175 per hour; Manager: \$125-\$140 per hour; Senior Accountant/Supervisor: \$90-\$115 per hour; Staff Accountant: \$75-\$85 per hour; Other Personnel: \$45 per hour.

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1. The Board President and Library Director are hereby authorized and directed to execute contracts with each of said professionals and to take all other steps necessary to carry this resolution into effect.
2. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which except from competitive bidding "Professional Services" rendered by persons authorized law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5 alternate process.
3. The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are in the professional services files.
4. The Library Director shall execute a public notice of said appointments in the official newspaper of the Township as required by law.

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 et seq. As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

Motion by Tony Donato seconded by Lori Peters to approve the January Resolution # 2019-02.

Voting in favor: Vince Antonacci, Peggy Chagares, Tony Donato, Brian Eller, Lori Peters, Brian Scanlan, Barbara Sharer

Resolution #2019-03 Professional Service for 2019 Attorney

Ms. Leonard reported no change in the attorney fee structure.

WHEREAS, the Wyckoff Library Board of Trustees has a need and requires the professional services of a Board Attorney for the current year and,

WHEREAS, the Wyckoff Library Board of Trustees has determined to appoint Joseph C. Perconti, Esq. as its' Library Attorney due to his significant legal experience with municipal law in New Jersey, his skill and legal acumen as an attorney licensed to practice law in New Jersey and the practical, thorough and complete legal advice he has rendered to the Wyckoff Planning Board in previous years: Mr. Perconti has also managed and resolved complex legal matters in previous years; and,

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WHEREAS, the Library Director and the Board Treasurer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et.seq.; and,

WHEREAS, Joseph C. Perconti, LLC, has completed and submitted a Business Entity Disclosure Certification which certifies that this business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit this business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

WHEREAS, the Wyckoff Library Board of Trustees awards a contract for Library Attorney services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

WHEREAS, the Board Treasurer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the 2018 Library Budget for fees reasonably required in the line item, legal services and costs – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Wyckoff Library Board of Trustees that a one year contract for this calendar year is hereby awarded to Joseph C. Perconti, Esq., 999 Riverview Drive, Totowa, NJ 07512 for Library Attorney services, on an as-needed basis, when authorized by the Wyckoff Library Board of Trustees of \$150.00 per hour, compensation up to \$5,000.00 when vouchers are approved by the Wyckoff Library Board of Trustees.

- 1.The Board President and Library Director are hereby authorized and directed to execute contracts with each of said professionals and to take all other steps necessary to carry this resolution into effect.
2. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding “Professional Services” rendered by persons authorized law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5 alternate process.
3. The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are in the professional services files.
4. The Library Director shall execute a public notice of said appointments in the official newspaper of the Township as required by law.

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a “fair and open process” pursuant to N.J.S.A. 19:44A-20-4 *et seq.* As

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such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

Motion by Vince Antonacci seconded by Lori Peters to approve the January Resolution # 2019-03.

Voting in favor: Vince Antonacci, Peggy Chagares, Tony Donato, Brian Eller, Lori Peters, Brian Scanlan, Barbara Sharer

Resolution #2019-04 Payment of Vendors in Advance

WHEREAS, NJSA 40A:5-16 establishes requirements for local units of government to pay out moneys; and,

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;

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).

Artistically Abled, \$375.00.00, check #22923, Program 1/29, 2/12
Barry Wiesenfeld, \$300.00, check #22939, Beatles Lecture 2/7

Motion by Lori Peters seconded by Tony Donato to approve Resolution 2019-4.

Voting in favor: Vince Antonacci, Peggy Chagares, Tony Donato, Brian Eller, Lori Peters, Brian Scanlan, Barbara Sharer

Other Financial Matters

There were none.

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General

BCCLS Certification

Ms. Leonard spoke about the BCCLS Certification, which certifies that member libraries are in compliance with BCCLS policies and procedures.

Old Business

There was none.

Director's Report

Ms. Leonard announced that art classes for children and adults with special needs will be presented by ArtisticallyAble in February.

With regard to staff professional development, Ms. Leonard reported that the staff will be participating in a training given by Heart2Heart for Autism.

Mayor Scanlan asked if there was a fee for the training and Ms. Chagares asked if a press release could be sent to the newspapers.

Ms. Peters asked how schools are informed of the various programs held at the library and Ms. Leonard stated that information is sent to the Superintendent's Secretary for placement in the students' Friday Folders.

Ms. Leonard mentioned that the Knitting Club is making baby hats for Valley Hospital. She also spoke about a nutrition workshop, sponsored by Shop Rite which is being held on January 31st at 7:00 PM.

Ms. Leonard reported that circulation decreased a bit due to patron active holds being decreased from 25 down to 10.

Ms. Chagares asked if there have been any patron complaints with regard to tutoring and Ms. Leonard stated that the complaints were minimal.

Mayor Scanlan asked if Kanopy has been well received by the patrons and how the collection is funded. Ms. Leonard stated that participation in the program increased from 35 in November to 97 in December and that the initial funds were generously paid for by the Friends of the Wyckoff Library.

Ms. Chagares commented on the incredible amount of program offerings the Library has, stating that the average is more than 2 per day.

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Ms. Donato and Ms. Chagares commended Ms. Leonard for her very thorough Director's Report each month.

Committee Updates

There were none.

Ms. Leonard mentioned that the Township of Wyckoff is using a service to archive social media accounts, such as Facebook, Twitter and Instagram and asked the Board's permission to do the same at the Library in order to be in compliance with OPRA.

Ms. Chagares asked if there was a BCCLS opinion on the matter and Ms. Leonard stated that the BCCLS office doesn't have social media accounts.

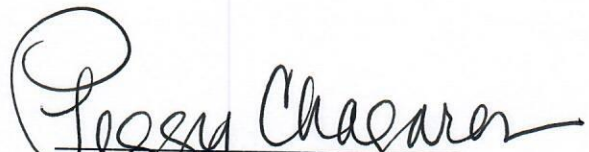
A discussion ensued on the matter and it was agreed that additional information about the process is necessary before the Library commits to the service.

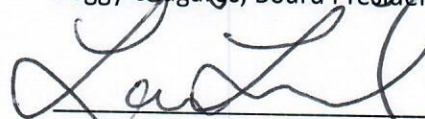
Lastly, Ms. Leonard mentioned that the next Board of Trustees Meeting is scheduled to be held on February 20th, and, due to the date being during Winter Break, she confirmed availability of the Board Members.

Adjournment

Motion by Lori Peters to adjourn the meeting.

All were in favor and the meeting adjourned at 8:25 PM.


Peggy Chagares, Board President


Laura Leonard, Library Director