

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

January 20, 2021 Board Meeting Minutes

7:30 PM, Wyckoff Public Library (virtual)

“The January 20th 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:

Present: Vince Antonacci, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Tony Donato, Lauren McCarthy Lori Peters, Melissa Rubenstein, Brian Saxton

Melissa Rubenstein and Laura Cohen arrived at 7:35

Vince Antonacci arrived at 7:38

Staff Attendance: Laura Leonard, Library Director and Giulia Bombace, Recording Secretary

Public Comments: None

Open Session

Board Business:

Oaths of Office

Lauren McCarthy was reappointed to serve as the representative for the Superintendent of Schools.

Vince Antonacci will be renewing his term.

Lauren Cohen is starting her 5 year term.

2021 Trustee Committee Assignments

Committee assignment will remain the same as last year with the exception of Melissa Rubenstein replacing Tim Shanley and Lauren Cohen will be added to the Friends Committee.

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES
January 20, 2021 Board Meeting Minutes
7:30 PM, Wyckoff Public Library (virtual)

Resolution 2021-01: Authorized Professional Services for 2021 Auditor

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 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

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES
January 20, 2021 Board Meeting Minutes
7:30 PM, Wyckoff Public Library (virtual)

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: \$3,300

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

Motion by Tony Donato seconded by Brian Saxton to approve Resolution 2021-01: Authorized Professional Services for 2021- Auditor.

Voting in favor: Peggy Chagares, Lauren Cohen, Lauren DeKorte, Tony Donato, Lauren McCarthy, Lori Peters, Melissa Rubenstein, Brian Saxton

Resolution 2021-02: Authorize Professional Services for 2021 Attorney

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 Douglas Zucker, 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,

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, Douglas Zucker, 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

FINAL

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January 20, 2021 Board Meeting Minutes

7:30 PM, Wyckoff Public Library (virtual)

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 2020 Library Budget for fees reasonably required in the line item, legal services and costs – other expenses.

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 Douglas Zucker, Esq., 629 Parsippany Road, P.O. Box 0438, Parsippany, New Jersey 07054 for Library Attorney services, on an as-needed basis, when authorized by the Wyckoff Library Board of Trustees of \$175.00 per hour, compensation up to \$5,000.00 when vouchers are approved by the Wyckoff Library Board of Trustees.

Motion by Brian Saxton seconded by Tony Donato to approve Resolution 2021-02: Authorize Professional Services for 2021- Attorney.

Voting in favor: Peggy Chagares, Lauren Cohen, Lauren DeKorte, Tony Donato, Lauren McCarthy, Lori Peters, Melissa Rubenstein, Brian Saxton

Secretary's Report:

The December 16th, 2020 Wyckoff Library Board of Trustees Meeting Minutes were previously distributed to the Board of Trustees. Ms. Peters invited questions.

Motion by Tony Donato seconded by Brian Saxton to approve the December 16th, 2020 Board of Trustees Regular Meeting Minutes.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Tony Donato, Lauren McCarthy Lori Peters, Melissa Rubenstein, Brian Saxton

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES
January 20, 2021 Board Meeting Minutes
7:30 PM, Wyckoff Public Library (virtual)

Treasurer's Report

The December 2020 Treasurer's Report was distributed and Ms. Peters invited questions or comments.

Motion by Peggy Chagares seconded by Lauren Cohen to approve the December 2020 Treasurer's Report.

Voting in favor: Vince Antonacci, Peggy Chagares, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Tony Donato, Lauren McCarthy Lori Peters, Melissa Rubenstein, Brian Saxton

Voucher List

The December Voucher list was distributed and Ms. Peters invited questions or comments. Ms. Leonard pointed out that Line 25 for Buildings and Grounds was an annual contract fee for the maintenance and inspection of the elevator and chair lift.

Motion by Brian Saxton seconded by Vince Antonacci to approve the December 2020 Voucher List.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Tony Donato, Lauren McCarthy Lori Peters, Melissa Rubenstein, Brian Saxton

Resolution 2021:03 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).

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

January 20, 2021 Board Meeting Minutes

7:30 PM, Wyckoff Public Library (virtual)

Kevin Woyce, \$100.00 check #24148, virtual Valentine's Greetings lecture 1/28

The Artful Easel \$300.00 check #24143, virtual Sketch classes 2/23, 3/4

The Artful Easel \$150.00 check #24144, virtual Sketch class 3/25

Motion by Tony Donato seconded by Peggy Chagares to approve Resolution 2021-03:
Payment of Vendors in Advance.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Tony Donato, Lauren McCarthy Lori Peters, Melissa Rubenstein, Brian Saxton

Other Financial Matters

General

New Business

BCCLS Certification

The Wyckoff Public Library is in compliance with the requirements of BCCLS membership. The certification will be signed by the Library Director, Laura Leonard and Board President, Lori Peters and returned to the BCCLS staff.

Old Business

COVID-19 Response Reopening Plan

No real changes were made to the reopening plan. The library remains in Phase 4. There has only been one patron who questioned the need for quarantining books. Most patrons are very willing to comply with the new procedures. All staff are complying as well. There have been no COVID-19 cases among the staff.

2021 Budget Updates

In December when the budget was reviewed a few amounts were estimates. The final numbers have been reviewed and were not far off from the original estimates.

Director's Report

2020 cannot be compared to any other year. Trying to compare statistics is not realistic and does not provide a complete picture of the service provided. The library building was closed for 25% of the year. Summer reading was different but still really great. Patrons appreciated that there was still a summer reading program for their families to participate in . The staff was able to accomplish so much and were still about to provide to the community considering the new

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

January 20, 2021 Board Meeting Minutes

7:30 PM, Wyckoff Public Library (virtual)

challenges. This year meant so much to the people working here and to the patrons we served. There was a very big uptick in the demand for econtent and virtual content. Digital circulation accounted for 25% of total circulation.

Ms. Peters asked if this library could be compared to other libraries during this time. Ms. Leonard responded that last year the library was 11th in overall circulation and this year we were 12th. Ms. Leonard reported that our library was performing similarly to other libraries in the area and of similar population and budget sizes. Ms. Peters also asked if there was a way our staff could find out what other libraries were doing now in light of the necessary challenges posed by COVID -19. Ms. Leonard said there are both formal and informal sessions for directors to compare notes about best practices. There have been numerous opportunities through BCCLS and NJLA for professional development. Since all the sessions are presented virtually more staff members were able to take advantage of these workshops than previously.

Mr. Saxton commented on what a great purchase the Friends made with the new piano. Ms. Leonard spoke briefly about the piano and how it will be cared for.

Mr. Donato asked if there was a possibility for in person programs soon. Ms. Leonard said that we can not determine that yet but will reevaluate the situation when new information becomes available.

Committee Updates

The members of the Strategic Plan Committee, Ms. Chagares and Ms. McCarthy will attend a planning webinar sponsored by BCCLS in February.

Adjournment

Motion by Brian Saxton seconded by Vince Antonacci to adjourn the meeting.

All were in favor and the meeting was adjourned at 8:06 P.M.

The next meeting will be held on February 17, 2021.

Lori Peters, Board President

Laura Leonard, Library Director