

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES**  
**January 22, 2020 Board Meeting Minutes**  
**7:30 PM, Wyckoff Public Library, 200 Woodland Avenue**

“The January 22nd 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, Lauren DeKorte, Brian Eller, Peggy Chagares, Tony Donato, Lori Peters, Brian Saxton, Timothy Shanley

Absent: Lauren McCarthy

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

**Public Comments:** None

**Open Session**

**Secretary’s Report:**

The December 18th, 2019, Wyckoff Library Board of Trustees Meeting Minutes were previously distributed to the Board of Trustees. Ms. Peters invited questions. There were none.

Motion by Mr. Saxton seconded by Mr. Donato to approve the December 18th, 2019 Board of Trustees Regular Meeting Minutes.

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

Abstain: Timothy Shanley

**Board Business:**

The Oath of Office was administered to Tim Shanley.

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2020 Trustee Committee Assignments

The following action was taken: Makerspace Committee was dissolved; The Strategic Plan Committee was formed, with Peggy Chagares and Lauren McCarthy to serve as members; Timothy Shanley was assigned to the Legal, State and Township Committee.

Brian Saxton left the meeting at 7:38 PM.

Authorize Professional Service for 2020 Inter-local Services - Resolution 2020-01

Motion by Peggy Chagares second by Tony Donato to approve Resolution 2020-01.

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

Authorize Professional Service for 2020 Auditor - Resolution 2020-02

Motion by Brian Eller second by Vince Antonacci to approve Resolution 2020-02.

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

Authorize Professional Service for 2020 Attorney - Resolution 2020-03

Motion by Peggy Chagares second by Tony Donato to approve Resolution 2020

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

**Treasurer's Report**

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The December 2019 Treasurer's Report was distributed and Ms. Peters invited questions or comments.

Motion by Peggy Chagares seconded by Tony Donato to approve the December Treasurer's Report.

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

**Voucher List**

The January 2020 Voucher List was distributed and Ms. Peters invited questions or comments. Ms. Leonard pointed out that the amount paid to Rockland Electric was almost \$900 less than last year due to the replacement of all the lights with more power efficient lights.

Motion by Tony Donato seconded by Brian Eller to approve the January Voucher List.

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

**RESOLUTION #2020 - 04 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).

Richard Feingold, \$250.00, check #23599, Motown Lecture 2/6

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

**Other Financial Matters**

**General**

**BCCLS Certification**

The Board agreed to comply with BCCLS Bylaws. The certification was signed by Ms. Peters and Ms. Leonard.

Mr. Shanley left the meeting at 8:00 PM.

**Old Business**

**Security Gate**

Ms. Leonard gave an update on the security gate repair. The current gate works as a theft detector and people counter. The cost benefit of repairing or replacing the current gate versus upgraded the people counter was discussed. Ms. Leonard will get estimates on a new people counter.

**Fine Free Libraries**

Ms. Leonard gave an update on libraries in BCCLS that are fine free. There are currently ten, soon to be eleven libraries that are completely fine free. Two libraries are fine free for specific age demographics. Mr. Antonacci asked how much revenue the library makes from fines. Ms. Leonard said last year approximately \$19,000 was taken in. There will be an expected loss of approximately fifty percent of this revenue in the budget for 2020 due to the reduction of DVD fines and increase in digital checkouts. The amount taken in for fines this year will also be affected because of automatic renewal which will become active in February. There is not enough data available yet on how this is affecting circulation and patron visits in libraries that have switched over to fine free. Ms. Leonard will keep the board updated with all new information on this matter. BCCLS will be hosting a workshop on the topic this spring.

**Mural**

The mural is not able to be seen at this time. Mr. Donato is the contact person for the owner of the mural and will inform the board of any updates.

**Director's Report**

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Ms. Leonard pointed out the tremendous amount of work done by Helene Ponceloranca, assisted by Veronica Poteza to prepare the library for the switch to unified loan periods and renewals. This work was completed on January 9 well ahead of the February 14 deadline.

**Committee Updates**

The Policy Committee proposed updates to the Patron Rules of Conduct policy. Ms. Leonard made revisions that were then reviewed by the Policy Committee. Discussion continued about the wording of the revised policies and whether it addressed all possible disruptive behavior, attire, or personal hygiene. The policy will be reviewed by the attorney before further discussion.

**Adjournment**

Motion by Tony Donato seconded Vince Antonacci to adjourn the meeting.

All were in favor and the meeting was adjourned at 8:33 PM.

The next meeting will be held on February 19th, 2020.

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Lori Peters, Board President

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Laura Leonard, Library Director