

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES  
July 21st, 2021 Board Meeting Minutes  
7:30 PM, Wyckoff Public Library and virtual**

“The July 21st 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, Lauren McCarthy, Lori Peters, Brain Saxton

Absent: Tony Donato, Melissa Rubenstein

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

**Public Comments:** None

**Open Session**

**Board Business:**

**Secretary’s Report:**

The May 26th, 2021 Wyckoff Library Board of Trustees Meeting Minutes were previously distributed to the Board of Trustees. Ms. Peters invited questions.

Motion by Brian Saxton seconded by Vince Antonacci to approve the May 26th, 2021 Board of Trustees Regular Meeting Minutes.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Lauren McCarthy, Lori Peters, Brain Saxton

The June 16th, 2021 Wyckoff Library Board of Trustees Meeting Minutes will be tabled until the September meeting.

**Treasurer’s Report**

The June 2021 Treasurer’s Report was distributed and Ms. Peters invited questions or comments.

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Motion by Peggy Chagares seconded by Lauren McCarthy to approve the June 2021 Treasurer's Report.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Lauren McCarthy, Lori Peters, Brain Saxton

**Voucher List**

The July 2021 Voucher list was distributed and Ms. Peters invited questions or comments.

Motion by Peggy Chagares seconded by Lauren McCarthy to approve the June 2021 Voucher List.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Lauren McCarthy, Lori Peters, Brain Saxton

**Resolution 2021:10 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,

**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).

The Artful Easel, check #24463, \$250.00 Acrylic Painting 8/24  
Chris Flynn, check #24498,150.00 Children's Program 7/28  
Christine Hsiao, check #24497,\$283.00 Children's Program 7/29  
Christine Hsiao, check #24460,\$283.00 Teen Program 8/19  
City Winds Trio, check #24467, \$395.00 Children's Program 8/18  
Marian Gehman, check #24485, \$350.00 Children's Program 8/4  
Rick Stromoski, check #24461, \$250.00 Children's Program 8/3  
Specialty K-9 Search & Rescue, check #24468, \$175.00 Children's Program 8/11  
Stephen Quandt, check #24492, \$200.00 Decoding the Mystery of Cats 8/19  
Wallaby Tales, check #24464, \$320.00 Children's program 8/12

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Motion by Brian Saxton seconded by Lauren Cohen to approve Resolution 2021-10: Payment of Vendors in Advance.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Lauren McCarthy, Lori Peters, Brain Saxton

**Resolution 2021:11 Authorized Payment of August Bills**

**WHEREAS**, the Wyckoff Free Public Library has a real need to pay its bills every month without delay or omission to keep the Library operating without interruption; and

**WHEREAS**, the procedure requires the Board of Trustees to review and approve all bills before the Director is authorized to release payment of claims and this review occurs at the Board's regular monthly meeting; and

**WHEREAS**, the Board has decided not to meet during the month of August 2021;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees of the Wyckoff Free Public Library as follows:

1. The Library Director is hereby authorized to pay all August bills that cannot be held until September after acquiring signatures from two trustees, one of whom will be the Treasurer, without first presenting these checks to the full Board.
2. The Administrative Assistant/Bookkeeper will follow her usual and customary procedure and not release any checks without first obtaining vendor signatures on the vouchers.
3. These payments will be added to an August Voucher List that will be approved by the Board at their September meeting after these payments have been made, and therefore included in the Library's permanent financial records.
4. The list of all vendors who have submitted valid claims that will be paid in August and the Bookkeeper's estimate of what these bills may amount to is attached to this resolution. The Board understands and accepts that these are only estimates and the actual amounts may vary.
5. The Treasurer shall certify that funds are available for each claim to be paid prior to the Library Director's authorizing payments.

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**Resolution # 2021 - 11**                      **Estimate to pay bills in August**

1. Amazon - DVD's	\$450.00
2. Amazon – Supplies/Maker	\$400.00
3. Baker & Taylor	\$8,500.00
4. Blackstone Audio	\$300.00
5. Canzani Associates Architects	\$8,500.00
6. Cartridge World	\$400.00
7. Cengage Learning	\$500.00
8. De Lage Landen Financial	\$420.00
9. Denise Marchetti	\$600.00
10. Donna Barone	\$250.00
11. Dolores Goetschius	\$150.00
12. Environmental Climate Control	\$350.00
13. Giulia Bombace	\$125.00
14. Horizon Climate	\$56.00
15. Johns Aquarium	\$250.00
16. Laura Leonard	\$200.00
17. Marianne Brennan	\$50.00
18. Marica Lesznik	\$50.00
19. Metropolitan Communications	\$520.00
20. Midwest Tape (Hoopla)	\$1,200.00
21. Optimum	\$160.00
22. Overdrive	\$3,000.00
23. PSE&G	\$400.00
24. ReadyFresh	\$100.00
25. Riley McArthur	\$50.00
26. Rockland Electric	\$3,500.00
27. R&S Landscaping	\$882.00
28. Staples Advantage	\$400.00
29. T-Mobile	\$88.00

Motion by Lauren DeKorte seconded by Vince Antonacci to approve Resolution 2021-11:  
Authorized Payment of August Bills.

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**Other Financial Matters**

**General**

**Old Business**

**COVID-19 Response- Reopening Plan, Meeting Rooms**

We have had some children under 12 years old come in without masks. Switching to a 'mask optional if the vaccinated' policy is going well. Patrons have been generally receptive. There have been some inquiries about the meeting rooms. Ms. Leonard recommends the board consider allowing meeting rooms and possibly revise the maximum capacity and limiting number of meetings held per day in each room. The CDC guidelines recommend 3 feet of social distancing. The children's staff is planning to hold programs outside and adult programs will continue meeting outside, virtually, or as a hybrid.

The Library Meeting Room Cancellation Policy has been reviewed by the Policy Committee. Some revisions were made to make the wording of the policy more clear.

**Bathroom Repairs and Renovations**

There will be drawings available for review within the next few weeks regarding the renovations to the bathrooms.

**Director's Report**

Summer Reading is going well. Programs held outside are well received. Patrons are very happy to be with other patrons. The knitting group is pleased to meet outside under the tent. Little Learners, 4-5 year old group, had their first in person meeting and both staff and patrons were very happy.

Circulation for 2021 is 95% of the circulation number for 2019. The first grade visits were not reported in the previous month. They are included in this report.

**Committee Updates**

Marilyn Force celebrated her 20 year anniversary recently. The strategic plan has been reviewed by the Strategic Plan Committee. A survey is ready for distribution to patrons.

**Adjournment**

Motion by Lauren Dekorte second by Peggy Chagares to adjourn the meeting.

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

The next meeting will be held on Wednesday, September 22, 2021 in person or via Zoom.

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Lori Peters, Board President

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Laura Leonard, Library Director