

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

July, 22nd, 2020 Board Meeting Minutes

7:30 PM, Wyckoff Public Library, online meeting hosted via Zoom

“The July 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, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Lauren McCarthy, Lori Peters, Brian Saxton, Timothy Shanley

Arrived late at 7:40pm: Tony Donato

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

Public Comments: None

Open Session

Board Business:

Board Meeting Dates 2021

All meetings will remain on the third Wednesday of every month except for September. In observance of Yom Kippur, we will hold that meeting on the fourth Wednesday of the month.

Motion by Brian Saxton seconded by Lauren DeKorte to approve the board meeting dates for 2021.

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

Secretary's Report:

The June 17th, 2020, Wyckoff Library Board of Trustees Meeting Minutes were previously distributed to the Board of Trustees. Ms. Peters invited questions.

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Motion by Brian Saxton seconded by Vince Antonacci to approve the June 17th, 2020 Board of Trustees Regular Meeting Minutes.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Cohen, Tony Donato, Lauren McCarthy, Lori Peters, Brian Saxton, Timothy Shanley

Lauren DeKorte abstains.

Treasurer's Report

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

Ms. Leonard drew attention to an adjustment made as a result of a delayed deferred compensation payment.

Motion by Lauren McCarthy seconded by Lauren Cohen to approve the June Treasurer's Report.

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

Voucher List

The July 2020 Voucher list was distributed and Ms. Peters invited questions or comments.

There was a question regarding Line 71 - 4 laptops. Ms. Leonard explained that those are additional laptops that can be used by staff and patrons in order to facilitate social distancing and remote work.

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

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

RESOLUTION #2020 - 010 Payment of Vendors in Advance

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

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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).

Bergen County Audubon Society, check #23888, virtual birding program 7/27
Brainyak, \$255, check #23854, virtual children's program 8/13
City Winds Trio, \$265, check #23851, virtual children's program 8/5
Christine Hsiao, \$303, check #23850, virtual felting craft program 7/29
Chris Fiore, \$375, check #23855, virtual children's program 7/9, 7/23, 8/13
Little Ivy Academy, \$375, check #23885, virtual children's program 7/8, 7/22, 8/5, 8/12
The Writer's Circle, \$190, check #23863, virtual writer's workshop 8/19
Wallaby Tales, \$200, check #23835, virtual children's program 7/29

Motion by Brian Saxton second by Lauren Dekorte to approve Resolution 2020-10.

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

**RESOLUTION #2020 - 011 Payment of Vendors in Advance-
Authorize payments to vendors in August when a board meeting is not scheduled**

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 2020;

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.

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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.

1. Amazon - DVD's	\$200.00
2. Amazon – Supplies/Maker	\$400.00
3. Baker & Taylor	\$10,000.00
4. Blackstone Audio	\$250.00
5. Cartridge World	\$400.00
6. Cengage Learning	\$500.00
7. Denise Marchetti	\$600.00
8. Donna Barone	\$250.00
9. Environmental Climate Control	\$350.00
10. Giulia Bombace	\$125.00
11. Green-Way Irrigation	\$5,000
12. Horizon Pest	\$56.00
13. Johns Aquarium	\$250.00
14. Laura Leonard	\$300.00
15. Marica Lesznik	\$50.00
16. Metropolitan Communications	\$450.00
17. Midwest Tape (Hoopla)	\$2,500.00
18. Northeast Janitorial	\$200.00
19. Optimum	\$160.00
20. Overdrive	\$2,000.00
21. PSE&G	\$200.00
22. ReadyFresh	\$150.00
23. Riley McArthur	\$150.00
24. Rockland Electric	\$3,000.00
25. R&S Environmental	\$868.75
26. Staples Advantage	\$400.00

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27. T-Mobile	\$88.00
28. Village Office Supply	\$200.00
29. Xerox	\$356.00

Motion by Peggy Chagares second by Lauren McCarthy to approve Resolution 2020 -11.

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

Other Financial Matters

None

General

Covid-19 Response- Reopening Plan

Currently the library is in Phase 4 of our reopening plan. We opened to the public on July 8th. It has been going very well but not overwhelming. Patrons are coming in to browse and check out items. We have 4 computers available to the public, as well as a printer. Most patrons are very willing to comply with the new rules that are in place. Computers are covered in a disposable plastic - monitor, keyboard and mouse. It is removed between users and cleaned by a reference staff member. Staff is emphasizing the many services that are available and informing patrons patrons of the temporary rules and setting the expectations for use and conduct.

BCCLS Updates

When the libraries began reopening, lend and send was not available. Therefore, patrons only had access to their home libraries collections. Lend and Send (aka inter-library loan) was reactivated on July 20. The only limitation is that patrons must pick up their items at their home library. Item requests will take longer to get to patrons because they are being quarantined for 3 days after being sorted in the warehouse. Since the delivery service has been so efficient, the delay will be minimal..

Old Business

Director's Report

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We have just completed our first full week open to the public. More patrons are opting to come inside the library to pick up their items rather than doorside pickup. The staff has been great at adapting to this new way of handling checkout and patrons. The Summer Reading program is doing well. The Children's Department staff is offering pick up crafts. They have decided to hold more multiple week smaller workshop programs and a few less large scale programs. Adult programs have been well attended. There were 26 attendees at our last author visit. Teen craft Grab & Go projects have been very well received.

Anydesk is software that was installed into our computers to allow remote assistance to help patrons who need help at their computer. Digital collections are still being heavily used but slightly down because items are now available at the library.

We received a quote to upgrade the filters in the HVAC system from MERV 8 to MERV 13. The higher the number the more efficient the filter is able to filter out small particles in the air. This is a hospital grade filter. The cost would be approximately \$1,200 to upgrade. Because of the efficiency of these filters, quarterly replacement would be necessary. Having the cleanest air possible should be a priority. The board unanimously agreed. The cost of this upgrade would be taken out of the utility line. There is surplus in that line because of the savings taking place since the upgrade to more efficient lighting. Also, because the library was closed for almost 3 month, the electrical bill was lower.

The sprinkler system also requires a repair which will be completed in late July.

Committee Updates

Ms. Leonard asked the Policy Subcommittee to review new policies related to FFCRA leave and the associated request form along with a Telework Policy. There will be profession services expenses for the writing of these policies and the review of two other policies prepared by the attorney.

Motion by Tony Donato second by Peggy Chagares to approve the Emergency Family and Medical Leave During the COVID-19 Pandemic and Policy Governing Telework from Home or Other Remote Locations.

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

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Adjournment

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

All were in favor and the meeting was adjourned at 9:10PM.

The next meeting will be held on September 16th, 2020.

Lori Peters, Board President

Laura Leonard, Library Director