

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES  
June 16th, 2021 Board Meeting Minutes  
7:30 PM, Wyckoff Public Library and virtual**

“The June 16th 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: Peggy Chagares, Lauren Cohen, Lauren DeKorte, Tony Donato, Lori Peters

Absent: Vince Antonacci, Lauren McCarthy, Melissa Rubenstein, Brain Saxton

**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 will be reviewed for approval at the July Board Meeting.

**Treasurer’s Report**

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

Motion by Tony Donato seconded by Lauren Cohen to approve the May 2021 Treasurer’s Report.

Voting in favor: Peggy Chagares, Lauren Cohen, Lauren DeKorte, Tony Donato, Lori Peters

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**Voucher List**

The June 2021 Voucher list was distributed and Ms. Peters invited questions or comments. Ms. Leonard explained that line 20 is for Associated Fire's annual contract which covers maintenance to the fire alarm, water sprinklers, and fire extinguishers. Tents were purchased for the purpose of outdoor programs. Line 37 is for lost and paid materials.

Motion by Peggy Chagares seconded by Tony Donato to approve the May 2021 Voucher List.

Voting in favor: Peggy Chagares, Lauren Cohen, Lauren DeKorte, Tony Donato, Lori Peters

**Resolution 2021:08 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).

It's All Relative Genealogy, check #24437, Virtual lecture 7/1  
Hope's Promise, check #24408, Virtual children's program 7/8  
Abrakadoodle, check #24433, Virtual children's program 7/13  
Casey Carle/Bubblemania, check #24434, Virtual children's program 7/14  
Peter Lagomarsino/Clay art, check #24431, Virtual teen program 7/15  
Food Explorers, check #24407, Virtual children's program 7/20  
Terry Wolfisch Cole/Storytelling, check #24410, Virtual program 7/20  
Luis Medrano/Orchestra, check #24409, Virtual children's program 7/21  
It's All Relative Genealogy, check #24438, Virtual lecture 7/28  
Food Explorers, check #24406, Virtual children's program 8/10

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Motion by Tony Donato seconded by Lauren Cohen to approve Resolution 2021-08:  
Payment of Vendors in Advance.

Voting in favor: Peggy Chagares, Lauren Cohen, Lauren DeKorte, Tony Donato, Lori Peters

**Resolution 2021:09 Professional Services- Architect**

**WHEREAS**, the Wyckoff Library Board of Trustees has a real need and requires the professional services of an Architect on an as-needed basis when authorized by the Wyckoff Library Board of Trustees for the current year; and,

**WHEREAS**, the Wyckoff Library Board of Trustees has determined to appoint Canzani Associates Architects of 80 East Ridgewood Ave., Paramus, NJ 07652 due to their extensive experience and acumen as a full service architectural firm including commercial and residential projects since 1986; 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**, Canzani Associates Architects will submit 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 Architect 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 contract to be activated on an improvement by improvement basis as determined by the Board of Trustees is hereby awarded Canzani Associates Architects of 80 East Ridgewood Ave., Paramus, NJ 07652 for Library Architect services on an as-needed basis when authorized by

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the Wyckoff Library Board of Trustees as follows: Principal Architect- \$195.00 per hour; Staff Architects-\$145.00 per hour up to \$17,000 when previously authorized, before work begins and when vouchers are approved by the Wyckoff Library Board of Trustees for payment.

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 accepts 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 will be filed 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 Lauren Cohen seconded by Lauren DeKorte to approve Resolution 2021-09.

Voting in favor: Peggy Chagares, Lauren Cohen, Lauren DeKorte, Tony Donato, Lori Peters

### **Other Financial Matters**

Auditors are coming on Monday, June 21. We may not receive their report for sometime because they are a bit behind schedule.

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### **General**

#### **2022 Closed Dates**

No additional holidays are being added. As per the Policy and Procedures manual, when a holiday falls on a Saturday, it is observed on a Friday. Christmas Eve is a Saturday so we will close on Friday, December 23, 2022. Christmas Day is on Sunday so we will be closed on Monday, December 26, 2022. Saturday, January 1, 2022 will be observed on Friday, December 31st, 2021.

Motion by Lauren DeKorte seconded by Lauren Cohen to approve the revisions to the 2021 Holiday Schedule and the 2022 Holiday Schedule.

Voting in favor: Peggy Chagares, Lauren Cohen, Lauren DeKorte, Tony Donato, Lori Peters

#### **2022 Board of Trustees Meeting Dates**

The board will meet on the third Wednesday of the month each with the exception of August. The calendar was checked for conflicts with any religious, state or federal holidays and no conflicts were found.

Motion by Lauren DeKorte seconded by Lauren Cohen to approve the meeting dates for 2022.

Voting in favor: Peggy Chagares, Lauren Cohen, Lauren DeKorte, Tony Donato, Lori Peters

### **Old Business**

#### **COVID-19 Response- Reopening Plan, Employee travel guidelines, Emergency Health Addendum**

It was decided at the last meeting to keep the indoor mask mandate in place. Other local libraries are now amending their mask policies. Staff was aware that this would be discussed at the board meeting. Ms. Leonard read a letter from a staff member who requested that their concerns regarding the mask mandate be read at the meeting.

After discussion, the board voted on the following undated policy:

*Fully vaccinated visitors and employees may wear a mask while inside the Wyckoff Public Library, but are not required to do so.*

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*Not fully vaccinated visitors and employees must wear a mask while inside the Wyckoff Library. Children under two are not required to wear a mask per CDC guidance.*

*Staff members who have provided proof of vaccination to the Library Director will not be required to wear a mask indoors, but may choose to.*

All posts, as well as the website, will be updated to reflect the revised policy.

Motion by Tony Donato seconded by Lauren Cohen to approve the revisions to the indoor mask policy and modifications to posts.

Voting in favor: Peggy Chagares, Lauren Cohen, Lauren DeKorte, Tony Donato, Lori Peters

**Bathroom Repairs and Renovations**

The Buildings and Grounds Committee met with three architects. Two submitted proposals regarding the renovations to the bathrooms. The committee has decided on one of the architects to complete this job based on their experience, accessibility, and believe they are the best fit. They will be able to start in the next few weeks. The services the architect will provide was approved in Resolution 2021:09 pending their certificate of insurance is received and they have completed all necessary paperwork.

**FLOW Green Film Series**

Outdoor showing of Wall-E will be held at Parson Pond to conclude the series.

**Director's Report**

The staff was so pleased with how the first grade visits went this year despite it being virtual. The summer reading kick off is in 2 weeks. Baker & Taylor has started a new program in which they will accept weeded books and give credit to our account. The Teen Resources page has a new link to vetted websites that relate to health, hard to ask questions, and more.

**Committee Updates**

**Adjournment**

Motion by Tony Donato to adjourn the meeting.

All were in favor and the meeting was adjourned at 8:49 P.M.

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The next meeting will be held on Wednesday, July 21, 2021 in person or via Zoom.

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Lori Peters, Board President

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Laura Leonard, Library Director