

**Wyckoff Public Library
Board of Trustees Meeting Minutes
February 13, 2008**

The meeting was called to order at 7:35 by Henk Shotmeyer.

Present: Lindyl Arno, Dave Connolly, Lauren DeKorte, Alma Mader, Nancy Perry, Lori Peters, Henk Shotmeyer, Judy Schmitt.

Absent: Vince Antonacci, Tony Donato.

The **Open Public Meeting Act** was read.

Secretary's Report:

- a. The minutes for the January meeting were approved. Mader/Peters

Treasurer's Report:

- a. The treasurer's report for January 2008 was reviewed and approved.
Arno/Dekorte

Voucher List:

- a. The voucher list for February of 42 items totaling \$34,955.31 along with salaries for January of \$50,350.12 for a combined total of \$85,305.43 was reviewed and approved. Arno/Dekorte

Other Financial:

- a. CD at Boiling Springs rolled over \$97,000 for 7 months @ 4.65% due August 13, 2008. Remainder was deposited in the business account.
- b. The CD at Glen Rock Savings was renewed for 1 year at 3.5% due 1/29/09.
- c. Columbia Savings CD was renewed for 1 year at 3.75% due 1/22/09.

Director's Report:

- a. The Sunday circulation employee resigned effective March 2 and Judy is looking to fill her position.
- b. Town Hall advised Judy that the entire staff must view the "No Tolerance" DVD per JIF requirements.
- c. The Health Department visited checking out the boiler, the size was fine.
- d. It is employee performance time again and Lauren and Lori will fill out Judy's performance sheet.

Old Business:

- a. Judy received the contract from Beatty Harvey which included many unacceptable aspects; we need to negotiate with them.
- b. Judy will call the Ridgewood Library to see who they used.
- c. Mike Chagares met with Lynn Bruggeman who is putting together a brochure for advertising/explaining the need for a new library addition. She will look into the possibility of the Ramapo High School graphic arts class preparing the brochure.

Adjourned 8:30.

WYCKOFF PUBLIC LIBRARY ADDITION

January 2008

- Dave Connolly will talk to Mike Chagares to finalize the survey.
- Need to get surveys out at the library and Friday folders, and news paper publicity as well as the elevation display in February.
- Judy will speak to Todd Harvey for a formal proposal.
- Judy will talk to the staff for a final time for their input/suggestions on what they see is needed for a library of the future.
- Vince Antonacci will look at the plans from Todd Harvey.
- The addition will need to include in the basement room for the Friends to store the donation books and a place for sorting the books.

February 2008

- Judy received the contract from Beatty Harvey. Several things are unacceptable, specifically the fixed fee of 9.5%.
- Judy, Alma, Henk and Vince to meet to discuss the contract.
- Judy will call the Ridgewood Library to see who they used and the fee charged. Also to ask Waldwick Library about the fee charged.
- Lynn Bruggeman to put together a brochure for advertising/explaining the need for a new addition. Ramapo HS graphic arts class may prepare the brochure.