

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

October 15, 2014 Meeting Minutes

7:30 PM, Wyckoff Public Library, 200 Woodland Avenue

“The October 15, 2014 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: Vincent Antonacci, Peggy Chagares, Mayor Christie, Lauren DeKorte, Brian Eller, Lori Peters, and Brian Saxton.

Absent: Tony Donato and Grace White

Staff Attendance: Mary Witherell, Library Director

Open Session

Lighting Project Status

Ms. Witherell reported that the parking lot lighting was completed in mid-August but the architect is having difficulty obtaining the closeout documents from the contractor. She went on to explain that the remaining balance due to the contractor cannot be paid until the closeout documents are received. The Library’s attorney will write a letter stating that if the closeout documents are not received immediately the contractor’s bonding company will be notified.

Mr. Antonacci asked why the contractor didn’t submit the closeout documents and Ms. Witherell replied that the contracting company is large and it is probably a matter of communicating with the correct person within the company to get the desired result.

Parking Lot Status

Ms. Witherell reported that the Belgian block and most of the sidewalks are done however, the parking lot paving is tentatively scheduled for Friday, October 24th and Saturday, October 25th, and the library will need to be closed while the paving is done.

Ms. Witherell expressed her concerns of milling and paving on the 24th and 25th as she committed the library for the Newcomers Halloween Party on October 25th.

Mayor Christie suggested that the group park by the firehouse and walk up to the library. Ms. Witherell explained that the Newcomers group will have food, equipment, etc that will have to be

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carried and there is a possibility of football games being held in the field which would cause parking issues.

Mayor Christie reported the tentative work schedule as follows:

Friday, October 24th – milling
Saturday, October 25th – paving
Sunday, October 26th – cooling
Monday, October 27th - striping

It was agreed that there is a need for more clarity as to whether the library will need to be closed while the work is being done before any further decisions are made.

Other Construction Matters – None

Secretary's Reports

Motion by Mr. Saxton seconded by Mr. Eller to approve the July 16, 2014 Meeting Minutes. Voting in favor: Mr. Antonacci, Ms. Chagares, Mr. Eller, Mayor Christie, and Mr. Saxton.

The Meeting Minutes of the August 6, 2014 were tabled due to lack of quorum.

Motion by Ms. Chagares seconded by Mayor Christie to approve the September 17, 2014 Meeting Minutes. Voting in favor: Ms. Chagares, Ms. DeKorte, Mr. Eller, Mayor Christie, and Ms. Peters.

Treasurer's Report

September Treasurer's Report - Operating

Ms. Witherell distributed graph charts comparing the cost of electric bills from PSE&G and Rockland Electric in 2013 and 2014.

Lauren DeKorte reported that funds were taken out of the Glen Rock C.D. for capital items.

Ms. Chagares made a motion to approve the September Treasurer's Report. Mr. Saxton seconded the motion. All Board Members voted in favor.

October Voucher List – Operating

Mr. Antonacci inquired why the charges for Joe's Aquarium are so high. Ms. Witherell explained that the last billing received was in December, 2013.

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Mayor Christie asked if the \$4,800 electric bill from Rockland Electric was a standard amount. Ms. Witherell referred Mayor Christie to the chart for comparison. Motion by Ms. Chagares seconded by Mr. Eller to approve the September Voucher List. All Board Members voted in favor.

2014 Payroll Excess

Ms. Witherell reported that Diana McLeod, CFO stated that there is a projected payroll excess of \$30,000 at the end of 2014 but the excess funds cannot be released back to the Library until January, 2015. Ms. Witherell will be discussing options with the auditor to ensure that the money does not carry over into 2015.

Mr. Antonacci inquired if adjustments will be made so that there is less of a cushion, hence less of a payroll excess in the next year. Ms. Witherell stated that she could ask Ms. McLeod to take a smaller cushion out of the township appropriation to cover the 2015 payroll.

Ms. DeKorte asked if the excess funds could be applied to the next year.

A discussion ensued with regard to variables that could be affected in 2015 such as health care costs and cash flow.

2014 Equalized Valuation and 2015 Wyckoff Library Appropriation

Mary Witherell reported that there will be a 2% increase in the 2015 budget appropriation. Ms. Witherell went on to say that the valuation of township real estate increased by \$85,000,000.

Other Financial Matters - None.

General

Unattended Children Policy

Ms. Witherell spoke about the Unattended Children Policy revision and explained that Chief Fox is in agreement with the revision and the amended policy must be approved by the Board.

Mr. Antonacci asked how many incidents there have been, where children have been left unattended at the library. Ms. Witherell reported that there have been at least 5 times in the last 2 years that children had not been picked up at the library at closing and each incident required two staff members to wait with them.

Ms. Witherell spoke about having the township attorney draft an ordinance. Mayor Christie stated that the Township attorney advises against this.

Motion by Ms. DeKorte seconded by Mr. Eller to approve the following revised policy:

UNATTENDED CHILDREN IN THE LIBRARY

Revised and approved by the Board of Trustees, October 15, 2014

The Wyckoff Public Library welcomes library use by children. Staff members are available to assist children with library materials or services. The library, however, is a public building and is

not equipped-nor is it the library's role- to provide long- or short-term child care. In fact, the library is prohibited from functioning as a child care center unless licensed as such (NJSA Section 30:5B, 1-15). Out of concern for the safety and well-being of children, the library has updated the following policy to guide parents and staff about children's library use:

1. Children under the age of six years old must be attended by a responsible caregiver (age 13 or over) at all times while in the library.
2. Children six to ten years of age must have a responsible caregiver (or older sibling age 13 or over) present in the building.
3. Children aged eleven or twelve may be left in the library without an adult for reasonable periods of time (one to three hours), but parents are responsible for their behavior and will be contacted if that behavior is deemed disruptive or inappropriate by library staff.
4. Children thirteen and over may be in the library without an adult. However, should disciplinary problems arise or the child is not following library policies, the library has the right to ask the child to leave. If the child becomes belligerent or refuses to leave, staff will attempt to contact a parent or caregiver. If staff is unable to reach a parent or caregiver, the will contact the Wyckoff Police for assistance. After the child leaves the building, the library assumes no further responsibility for him or her.

Library staff members may intervene in the following situations with any unattended child:

- An unattended child is found frightened or crying in the library.
- An unattended child is perceived to be endangering him or herself.
- Another person in the library poses a perceived threat to the unattended child.
- An unattended child exhibits loud, inappropriate or disruptive behavior or is breaking a library policy.
- A child is left at the library with an older sibling who is not at least 13 years of age himself.
- An unattended child has not been met by a parent or caregiver at closing time.

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Parents or caregivers must pick up children left at the library no later than 15 minutes before closing time. Staff will approach unattended children 30 minutes before closing to confirm that they have a ride home, and if not, staff or the child will attempt to contact a parent or caregiver. If the child's ride has not arrived by closing, two staff members will wait with the child. At 15 minutes past closing, staff will call the Wyckoff Police. Staff is not permitted to escort the child off library property nor to drive the child home. In consideration of the library permitting children to utilize library facilities in accordance with this policy, parents and caregivers acknowledge and agree that they will be billed and held directly responsible for any staff overtime costs incurred by the library, at prevailing rates, as a result of staff's waiting with an unattended child after closing time. In the event of an emergency closing, staff will take charge of all unattended children under 13, contact parents or caregivers, and wait with the children at a safe location—even if off library property—until parents or caregivers arrive. Parents will not be billed for overtime incurred by staff in such an unexpected situation. If schools close early due to inclement weather, parents should not drop off children at the library, because it is likely the library will be closing shortly as well.

Adults who visit the children's library must be actively caring for or waiting for a child or using the children's library collection. Adults who do not have specific reason to be in the children's library will be asked to move to another area of the library. Repeated requests to move elsewhere may result in further actions as deemed appropriate by the Library Director, including but not limited to suspension of library privileges.

The teen corner of the library is reserved for use by teenagers on weekends, after school hours and during July and August. Adults over 21 are not permitted to use the space during these times unless they are accompanying a teenager or using the teen library collection.

All Board Members voted in favor.

Makerspace Update

Ms. Witherell announced that she, along with School Superintendent Rich Kuder and Grace White visited Marymount School in New York. She shared a video of its makerspace and invited the Board to ask questions.

Ms. Chagares questioned if the Library had enough resources in order to make the makerspace a success.

Ms. Witherell explained that during her visit it was made clear that not all of the equipment seen was necessarily a good purchase as use was not as much as the teacher had anticipated. This was described to her as part of the learning curve the instructor experienced with the space.

A discussion ensued with regard to funding, what would be purchased, how much power would the equipment require, ventilation, space, security issues, estimates for equipment, furniture, electrical work, etc.

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Ms. Chagares stated that the Makerspace Committee has not met yet and it was agreed that the committee would meet before the makerspace plan would be presented to the Board for approval.

Technology/Social Media Update

Ms. Witherell announced that the Library's Facebook page has 400 "likes".

With regard to the Logo Plan, Ms. Witherell reported that there were a total of 9 logo submissions received, one of which came from a professional person. Ms. Witherell stated that she would be comfortable working with this professional and she has budget to pay said professional for her time. The Board agreed the next step should be for the designer to present her designs to the Marketing Committee.

Comp Time Update

The Board reviewed a list of staff compensatory time earned and asked questions. Ms. Witherell confirmed the accuracy of the compensatory time as well as the occasional need for additional time to complete tasks and work projects.

Library Close Date for 2015 – Revision Request - TABLED

The Board had a lengthy discussion with regard to the Library's 2015 Holiday Schedule, with special attention being given to Good Friday and Yom Kippur.

Several ideas were discussed and the Board decided to table the revision request until the November meeting and take some time to think about the following options:

1. Good Friday open and Martin Luther King Day closed.
2. Good Friday closed and Martin Luther King Day open (status quo).
3. Good Friday and Yom Kippur closed and Martin Luther King Day and the day after Thanksgiving open.

Director's Report

The report was distributed for review.

Committee Updates and Current Action Items

Nothing to report.

The meeting adjourned at 9:34 PM.

Lori Peter, Board President

Mary Witherell, Library Director