

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

November 19, 2014 Meeting Minutes

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

“The November 19, 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, Brian Scanlan (for Mayor Christie), Lauren DeKorte, Anthony Donato, Brian Eller, Lori Peters, and Brian Saxton (arrived at 7:35 PM).

Absent: Peggy Chagares, Mayor Christie, and Grace White.

Staff Attendance: Mary Witherell, Library Director. Jackie Dwyer, Board Secretary

Public Comment - None

Open Session

Lighting Project Status

Ms. Witherell reported that \$90,000 is owed to the contractor and said amount appears on the voucher list. An additional \$12,500 is being held until the closeout package is received. The contractor has successfully completed 7 out of the 12 items listed in the package and the project has passed inspection. There will be one more invoice from Beatty, Harvey, and Coco for completing the lighting.

Mr. Donato inquired if there would be any ramification if the project is not fully paid for before the end of the year. Ms. Witherell assured him that the auditors are aware of the possibility of a carryover.

Parking Lot Status

Mary Witherell distributed a chart depicting the activity, balances, etc of the Glen Rock Certificate of Deposit. Ms. Witherell explained that approximately \$168,000 will be withdrawn to pay for the parking lot and the remaining balance will be held to pay 5 additional invoices pertaining to the parking lot and lighting.

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There were an additional six parking spaces added to the original parking lot plan, making a total of 93 spaces. The Board discussed the changes to the original plan and it was agreed that the changes will be identified and added to the original drawings.

Mr. Donato inquired if the Board was still paying for legal fees with regard to the lighting project. It was discussed that the legal fees could possibly be back charged to the contractor.

Ms. Witherell spoke about the Parking Lot Resolution which was previously passed "not to exceed \$110,000". The actual project cost is \$121,693.29 therefore the resolution will need to be amended.

Mr. Antonacci asked if there was any feedback with regard to the work performed on the parking lot and Ms. Witherell stated that the patrons are very happy but did mention that the new lights are not all installed yet. She went on to explain that the lights are on backorder but that Rockland Electric retrofitted four of the existing lights with LED fixtures in the past week.

Motion by Brian Scanlan seconded by Tony Donato to approve the following Board resolution:

RESOLUTION NO. 2014-08

A Resolution Authorizing an Amendment to the Agreement with the Township of Wyckoff Concerning Certain Construction Work on the Library Parking Lot

WHEREAS, the *Local Public Contracts Law, N.J.S.A. 40A:1-1, et seq.*, provides that contracts may be awarded by resolution of a local unit if the agreement is "to be made or entered into with ... [a] municipality or any board, body, officer, agency or authority thereof"; and

WHEREAS, the Board of Trustees of the Wyckoff Free Public Library are constantly exploring options available to the Library to obtain cost savings in the performance of various services; and

WHEREAS, in furtherance of this mission, the Board did obtain a price quote dated August 6, 2014, from the Township of Wyckoff Department of Public Works in an amount not to exceed \$110,000.00 to perform a renovation of the Library's parking lot in accordance with a site plan prepared by Beattie Harvey Coco Architects, LLP ("BHC"); and

WHEREAS, the Board did enter into an Agreement with the Township of Wyckoff as authorized by Resolution No. 2014-07; and

WHEREAS, it is necessary to execute a change order pursuant to N.J.A.C. 5:30-11.1, et seq. and to amend said Agreement to increase the total cost of the contract by \$11,693.29 to a total contract price of \$121,693.29, the remaining terms of the contract to remain unchanged; and

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WHEREAS, the Board Treasurer has certified that funds have been appropriated and are available for this purpose.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Wyckoff Free Public Library that a change order pursuant to N.J.A.C. 5:30-11.1, et seq. and a corresponding amendment to the contract with the Township of Wyckoff to perform the Library's parking lot renovation project utilizing the Wyckoff DPW is hereby authorized to increase the total value of the contract by \$11,693.29 to a total contract price of \$121,693.29; and

BE IT FURTHER RESOLVED that the Board President is hereby authorized and empowered to execute all necessary documents to effectuate the purposes of this Resolution.

All Board Members voted in favor.

Other Construction/Building Matters

Mr. Antonacci commented about the amount of acorns on the walkways and asked if the custodian could remove them.

Ms. Witherell spoke about a handrail and mentioned that Chris Sepp suggested the purchase of coiled mats to keep the walkway clear of ice and snow. It was agreed that Mary Witherell will look into the cost and report back to the Board.

Ms. Witherell reported that the gutters have been cleaned and inspected, however, when it rains hard the water comes into the building. It was suggested that the roof shingle be trimmed. Chris also suggested getting a wider gutter for the area being affected.

Ms. Witherell spoke to Scott with regard to the icicles that form on the front roof and which cause a hazard for patrons walking under them. He suggested that the Library install heating coils on the roof to alleviate the icicle issue. An approximate cost is anywhere from \$3,000 to \$5,000 and would involve the hire of an electrician to install them. It was agreed that Ms. Witherell will monitor the situation during the winter and report back to the Board.

Secretary's Reports

Motion by Mr. Donato seconded by Mr. Antonacci to approve the August 6, 2014 Meeting Minutes.

Voting in favor: Mr. Antonacci, Ms. DeKorte, Mr. Donato, and Ms. Peters.

Motion by Mr. Saxton seconded by Ms. DeKorte to approve the October 15, 2014 Meeting Minutes.

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Voting in favor: Mr. Antonacci, Ms. DeKorte, Mr. Donato, Mr. Eller, Ms. Peters, and Mr. Saxton. Lori Peters stated that the Board received correspondence from the Township thanking them for allowing voting to take place at the library.

Treasurer's Report

October Treasurer's Report - Operating

Ms. Witherell distributed the October, 2014 Treasurer's Report and Ms. Peters invited the Board to ask questions.

Mr. Antonacci inquired about the amount of the fines on the Treasurer's Report.

Mr. Scanlan commented on the success of renting out the meeting rooms and inquired what the library charges for room use. Another Board Member asked why the cost of computerization inflated. Ms. Witherell explained that the figure is the BCCLS bill, and she will report back with an explanation next month.

Mr. Donato inquired about the cost for the Lighting project. Ms. Witherell explained that the Lighting Project is a capital project and is not paid for out of the operating budget.

Mr. Donato made a motion to approve the October Treasurer's Report. Mr. Eller seconded the motion.

All Board Members voted in favor.

October Voucher List – Operating

The October Voucher List was distributed.

There were questions with regard to invoices for landscaping, gutters, sidewalk and a program being held at the library. Ms. Witherell gave explanations for all.

Motion by Mr. Saxton seconded by Mr. Scanlan to approve the October Voucher List. All Board Members voted in favor.

Fire Alarm Maintenance Bill

Mary Witherell spoke about an incident that recently took place due to maintenance being performed on the fire alarm panel by North Jersey. She stated that the panel worked fine until the

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maintenance was performed. After maintenance the panel indicated that there was a ground fault error. Associated Fire Protection came in and found the faulty valve in the sprinkler system.

North Jersey Fire Protection billed the Library \$650 and Associated Fire Protection billed the Library for \$350.

Ms. Witherell asked the Board how they would like her to handle the bills and she was directed to contact North Jersey and complain about what happened.

2015 Salaries Budget

With regard to the Salaries Budget, the following budgets were distributed:

- a. 2015 Salaries Budget – November 13, 2014 (presented to the Finance Committee)
- b. 2015 Salaries Budget – November 16, 2014

A lengthy discussion ensued with regard to the 2015 Budget Allocations.

Motion by Lauren DeKorte seconded by Tony Donato to approve the 2015 Salaries Budget based on the November 13, 2014 Budget allocations.

All Board Members voted in favor.

Other Financial Matters - None

Makerspace Update

Ms. Witherell met with Fire Inspector, Fred Depken and Building Inspector, Tom Gensheimer and the following issues have arisen:

The lobby cannot be made into a room as it could potentially block an emergency exit.

Fire code closets in the space could be built but the space cannot be used as a room.

Several suggestions were made with regard to space in the library. Ms. Witherell stated that the Committee will meet for further discussion.

Technology/Social Media Update

The BCCLS "Constant Contact" account is now up and running. The Wyckoff Library Newsletter will be reinstated using all present email addresses.

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The Google Genealogy event had a great turnout. Ms. Witherell hired two genealogists for the Health Fair and they performed 23 genealogy searches in 4 hours.

Ms. Witherell reported that she and staff attended a Twitter webinar.

In closing Ms. Witherell announced that the Wyckoff Public Library Facebook page is doing well and gave special recognition to the children's staff Facebook posts.

Comp Time Update

A question was raised with regard to a staff member's additional work hours. Ms. Witherell explained that desk coverage was an issue and the staff member stayed to cover the desk.

Library Close Dates

Four options were presented to the Board with regard to closing or not closing on Good Friday.

The Board had a discussion which encompassed mirroring holiday schedules followed by the Township and/or the Wyckoff Public Schools. It was agreed that there are no consistencies present. Further discussion led to the holiday schedules observed by full profit corporations and what impact their holiday schedules have on their businesses.

Motion by Brian Scanlan seconded by Tony Donato to approve:

Option #1 - Library closed on Martin Luther King Day and open on Good Friday.

All Board Members voted in favor.

Library Logo

Two different logos were submitted from the same applicant and were distributed to the Board.

The board chose Logo #1 as being more desirable, but with changes in color and typeface. Ms. Witherell will take the comments back to the applicant and will await revisions.

Ms. Witherell reported that the cost of Stage One of the rollout of the new logo, including letterhead and business cards designs, will be \$1,500. Additional designed items will cost extra.

Ms. Witherell went on to explain that Stage 2, which will take place closer to midyear of 2015, will include marketing materials.

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A Board Member confirmed that there is a written agreement in place and that the Wyckoff Library will own the logo.

Ms. Witherell announced that the West Orange Public Library has petitioned to join BCCLS. She stated that the addition of the WOPL will further extend the reach of the consortium into Essex County and the size of this library will strengthen the BCCLS.

Motion by Lauren DeKorte seconded by Brian Scanlan to approve the petition of the West Orange Public Library to join BCCLS. All Board members were in favor.

Director's Report

The report was previously emailed to all Board Members.

Ms. Peters encouraged questions or comments from the Board.

Mr. Saxton asked that the Library's "wish list" be kept in the forefront during the year.

Old Business

Ms. Peters inquired if there were any updates to the following old business matters:

- Investment Plan – none
- Lost or Damaged Materials policy addition – none
- Logo Plan – already discussed.

Committee Updates and Current Action Items

Nothing to report.

The meeting adjourned at 10:29 PM.

Lori Peters, Board President

Mary Witherell, Library Director