

## **FINAL**

### **WYCKOFF LIBRARY BOARD OF TRUSTEES**

**December 17, 2014 Meeting Minutes**

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

“The December 17, 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: Peggy Chagares, Mayor Christie, Lauren DeKorte, Anthony Donato, Brian Eller, Lori Peters, Brian Saxton and Grace White (arrived at 7:51 PM).

Absent: Vincent Antonacci

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

Public Attendance: There was one patron present.

### **Public Comment**

A patron commented that charging a fee for a new movie rental negates the fact that the Wyckoff Free Public Library is free. She asked the Board to reconsider charging said fee. Board President, Lori Peters invited the Board to comment. There were no comments.

Motion by Brian Saxton seconded by Peggy Chagares to close the Public Session. All were in favor.

### **Open Session**

#### **Lighting Project Status**

Ms. Witherell reported that the closeout documents were received by the Library’s attorney, however, the underwriter’s certificate was not included in the package. The final payment will not be made in 2015, thus requiring a carryover into 2016. Ms. Witherell went on to say that the auditor is aware of the carryover and that the final payment will be made with the \$12,000 balance in the Glen Rock Bank Certificate of Deposit.

Based on a previous request from the Board, Ms. Witherell reported that after speaking with the Board’s attorney, a chargeback to FSG for delays in the closeout documents did not have a significant impact on hours spent on obtaining the closeout documents.

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#### **Parking Lot Status**

Ms. Witherell announced that the parking lot project is complete except for two minor matters and that the project has been fully funded.

Previously, the Board asked Ms. Witherell to have a discussion with the Board attorney with regard to obtaining a Title 59 letter for the parking lot project. Ms. Witherell reported that Chris Sepp pointed out that the original plans were altered and he was not present for the alterations, and therefore was not in favor of producing a Title 59 letter.

#### **Other Construction/Building Matters**

Ms. Witherell spoke about the slippery pavement issue and the possibility of installing a handrail at the front entrance of the Library.

With regard to a previous discussion about installing heated mats, Ms. Witherell reported that she spoke with an employee of the Wyckoff Y who stated that the mats create a tripping hazard. Ms. Witherell also spoke to a frequent patron of the Wyckoff Y who commented that the mats in front of the Y tend to create slippery conditions.

Ms. Witherell spoke about the "Guardian G-Rail Safety Railing System", commenting that they system is interlocking and temporary.

Mayor Christie commented that mats were installed at a local car wash and the owners were happy with them but pointed out that they must be kept on at all times in order to work effectively.

The Board agreed to continue to research solutions to the problem and revisit the issue.

#### **Secretary's Report**

Motion by Mr. Donato seconded by Mr. Saxton to approve the November 19, 2014 Meeting Minutes. All were in favor.

#### **Treasurer's Report**

##### **November Treasurer's Report**

Ms. Witherell distributed copies of the November Treasurer's Report and invited the board to ask questions.

Mr. Saxton asked why the health insurance allocation was over budget. Ms. Witherell explained that the \$10,000 difference represents employee contributions towards their pension and health benefits. Mary went on to say that, since the township handles the payroll, they write a check to the library for the contributions, which needs to be reflected in the Treasurer's Report.

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Ms. DeKorte agreed that there needs to be a record of the contributions but that the current recordkeeping should be revised in order to better clarify what the funds represent. Ms. Witherell agreed and mentioned that the bookkeeper has an idea of how to account for the funds in the upcoming year. Ms. DeKorte, Ms. Witherell and the Library's bookkeeper will meet to come up with a resolution.

Motion by Ms. Chagares seconded by Mr. Eller to approve the November Treasurer's Report. All were in favor.

### **December Voucher List**

Ms. Witherell distributed copies of the December Voucher list and invited the Board to ask questions.

Ms. DeKorte had a question on the information listed on lines 43 and 44.

There were several questions with regard to who particular vendors were and what goods/services they provided.

Mr. Saxton inquired why the same vendor was listed on two different lines. Ms. Witherell explained that the vendor had provided two different programs.

Motion by Mr. Donato seconded by Mr. Saxton to approve the December Voucher List with revisions. All were in favor.

### **BCCLS Bill**

The Board previously requested that Ms. Witherell research why the BCCLS bill increased. Ms. Witherell explained that last year the Wyckoff Library was given a \$4,600 credit because it has its own eBooks database. The remaining difference is due to the BCCLS adding eBooks to its digital collection.

### **2015 Budget**

Ms. Witherell distributed the 2015 Budget which she stated reflects a 2.1% increase from the previous year. She reported that pensions went up 11.7% and building insurance increased 10.3%.

Mr. Saxton had concerns on the small increase of 1.07% for health insurance and asked Mary to verify the increase and email the Board with her findings.

Questions were asked with regard to budget figures for furniture and equipment, Xerox and Joe's Aquarium. Ms. Witherell answered all questions.

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Motion by Lauren DeKorte seconded by Peggy Chagares to approve the 2015 Budget, pending verification of health insurance increase.) All Board Members voted in favor.

**Other Financial Matters** – None

### **Strategic Quarterly Update**

Ms. Peters asked if the Board had any questions or comments with regard to the previously distributed Strategic Quarterly Update. There were none.

**Technology/Social Media Update** - None

### **Makerspace Update**

The Board had a lengthy discussion with regard to potential locations within the library that could house the Makerspace program. It was agreed that Mary will provide the Board with a packet which will include the new plans and budget information, and an idea on cost of equipment that will be purchased at a later date.

The Board agreed that Peggy Chagares will speak to the group(s) who could potentially be affected by the location choice.

### **Comp Time Update**

The Board reviewed the most current Comp Time totals and had a discussion about the possible causes for acquiring the extra time. Ms. Witherell gave several examples, one of which was the matter of Reference Desk coverage. She also reassured the Board that the staff is cognizant of the Comp Time Policy and adheres to same.

Mayor Christie stressed the importance of compensating staff in a timely manner.

The Board requested that Mary take a look at some of the tasks and see if there is a more time efficient way to manage them.

It was agreed that the Policy Committee will reassess the Comp Time Policy.

### **Director's Report**

The report was previously emailed to all Board Members. Ms. Peters asked the Board for their questions or comments. There were none.

### **Old Business**

Mary Witherell reported that the Library logo changes have been made and the plans for the rollout are moving along.

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**Committee Updates and Current Action Items**

Nothing to report.

Motion by Ms. DeKorte seconded by Mr. Donato to keep the \$1.00 rental fee for new DVD releases as is.

Voting in favor: Mayor Christie, Ms. DeKorte, Mr. Donato, Ms. Peters, Mr. Eller and Mr. Saxton.

Not in favor: Ms. Chagares and Ms. White.

The meeting adjourned at 9:36 PM.

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Lori Peters, Board President

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Mary Witherell, Library Director