

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

April 15, 2015 Meeting Minutes

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

I. OPEN PUBLIC MEETING ACT

“The April 15, 2015 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.

II. CALL TO ORDER AND ATTENDANCE

The Board Meeting was called to order at 7:34 PM, Board Treasurer, Lauren DeKorte, presiding,

Board Member Attendance: Vincent Antonacci , Peggy Chagares, Lauren DeKorte, Tony Donato, Mayor Rooney, Brian Saxton (arrived 7:58 PM), Grace White (arrived 7:47 PM)

Absent: Brian Eller, Lori Peters

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

III. PUBLIC COMMENT

Ms. DeKorte opened the meeting for public comment. There were no public present. The Public portion of the meeting was closed.

OPEN SESSION

IV. CONSTRUCTION/BUILDING UPDATE

a. Lighting Project Status

Ms. Witherell stated that there is nothing further to report at this time with regard to obtaining the Underwriters Certificate from the lighting contractor.

b. Fire Alarm Vendor Contract

Ms. Witherell reviewed the quote received from Associated Fire Protection for service to the wet and dry sprinklers, the fire extinguishers, and the backflow preventer at an annual cost of \$954. It was agreed to accept the quote and sign the agreement.

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c. Window Trim Painting Job

Ms. Witherell mentioned that she hired a person to paint the exterior window trim which is estimated to be a two day job. Mayor Rooney reminded Ms. Witherell to obtain a Certificate of Liability Insurance from the painter.

d. Front Walkway

Ms. Witherell reported that, since the weather has warmed up the walkway pavers have settled back down and no longer present a hazard.

The Board spoke about installing handrails at the front walkway before next winter and asked Mary to reach out to vendors for a quote.

e. Other Construction/Building Matters

Ms. Witherell asked permission from the Board to solicit quotes for a lawn sprinkler system. Permission was granted.

V. SECRETARY'S REPORTS

a. February 18, 2015 Secretary's Report – Tabled.

b. March 25, 2015 Secretary's Report –

Motion by Tony Donato seconded by Vince Antonacci to approve the March 25, 2015 Special Meeting Minutes with revisions.

Voting in favor: Vincent Antonacci, Peggy Chagares, Tony Donato, Mayor Rooney, Grace White (arrived at 7:47 PM)

Abstaining: Lauren DeKorte

VI. TREASURER'S REPORT

a. March Treasurer's Report

Ms. Witherell distributed the March, 2015 Treasurer's Report and Ms. DeKorte invited the Board to ask questions.

Motion by Peggy Chagares seconded by Tony Donato to approve the March 2015 Treasurer's Report.

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Voting in favor: Vincent Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Mayor Rooney, Brian Saxton (arrived at 7:58 PM), Grace White

b. April Voucher List – Operating

The April, 2015 Voucher List was distributed and Ms. Peters invited the Board to ask questions.

Motion by Vince Antonacci seconded by tony Donato to approve the April 2015 Voucher List.

Voting in favor: Vincent Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Mayor Rooney, Brian Saxton (arrived at 7:58 PM), Grace White

c. Resolution #2015-01 – Shared Services Agreement

Motion by Peggy Chagares seconded by Tony Donato to approve the following resolution:

WHEREAS, the Board of Trustees of the Wyckoff Free Public Library strives to use shared service agreements for the effective and efficient delivery of services where possible; and,

WHEREAS, the State of New Jersey encourages it's units of local government to enter into shared service agreements as per the State of New Jersey's "Best Practices" initiative; and,

WHEREAS, the Wyckoff Library Board of Trustees (recipient) and the Township of Wyckoff (provider) seek to participate in an Inter-local Services Agreement in order to save tax payer dollars and/or provide services more efficiently; and,

WHEREAS, the Legal, State and Township Subcommittee of the Library Board of Trustees recommend that the Wyckoff Library Board of Trustees enter into an Inter-local Services Agreement to receive management resource services from the Township of Wyckoff; and,

WHEREAS, the Wyckoff Library Board Treasurer, in accordance with NJAC 5:30-5.3 and 5.4, has executed a Certificate of Available Funds attached to this Resolution indicating that sufficient funds are available for the cost of this service.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Wyckoff Free Public Library that they hereby agree to enter into, in accordance with NJSA 40A:65-1 et sew (Inter-local Services Act), a shared service agreement for management resource services provided by the Township of Wyckoff to the Board of Trustees of the Wyckoff Free Public Library.

BE IT FURTHER RESOLVED, that the Board of Trustees of the Wyckoff Free Public Library agree to enter into a shared service agreement with the Township of Wyckoff for this shared service as described in the Inter-local Service Agreement as follows but not limited to:

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1.This Agreement shall be effective, retroactively, commencing on March 27, 2015 and continuing through December 31, 2015. Either party has the right to cancel as per signed agreement by providing ninety (90) days written notification.

2.The Wyckoff Free Public Library shall receive from the Township of Wyckoff, management resource services as per the agreement.

3.In consideration for this service, the Wyckoff Free Public Library shall pay the Township of Wyckoff a fee in 2015 of \$5,500.00; payable in two (2) equal installments each due on May 22, 2015 and October 23, 2015.

4.All other services as described in the Inter-local Service Agreement between the Township of Wyckoff and the Wyckoff Library Board of Trustees.

BE IT FURTHER RESOLVED, that the Board President and the Library Director are hereby authorized to sign the Inter-local Service Agreement.

VOTE: DE KORTE Y CHAGARES Y SAXTON Y ELLER X
ANTONACCI Y DONATO Y WHITE Y PETERS X ROONEY A
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d. Resolution #2015-02 – Professional Services – Architect - Tabled

Resolution #2015-03 – Professional Services – Auditor

Motion by Vince Antonacci seconded by Tony Donato to approve the following resolution:

WHEREAS, the Wyckoff Library Board of Trustees has a real need and requires the professional services of an Auditor for the current year; and

WHEREAS, the Wyckoff Library Board of Trustees has determined to appoint Gary Higgins, CPA, RMA of Lerch, Vinci & Higgins, LLP as its Board Auditor due to his significant accounting and library compliance experience with municipal library law, the Local Fiscal Affairs Law and the Local Public Contracts Law and its practical application relative to libraries and library accounting compliance. Mr. Higgins possesses broad and extensive knowledge of NJ accounting requirements, skill, and professional acumen as both a CPA and RMA. Mr. Higgins and his firm possess the breath and knowledge of a full service accounting firm if required; 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,

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WHEREAS, Lerch, Vinci & Higgins, LLP has completed and submitted 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 Auditor 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 2015 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 one year contract for this calendar year is hereby awarded Gary Higgins, CPA, RMA of Lerch, Vinci & Higgins, LLP, 17-17 Route 208, Fair Lawn, NJ 07410 for Library Auditor services, for the complete compliance of the mandate requiring the preparation and submission of the annual audit and to establish fees for any additional work as may be needed on an as-needed basis, but only when authorized by the Wyckoff Library Board of Trustees at a public meeting and when vouchers are approved by the Wyckoff Library Board of Trustees as follows:

Audit fee: \$3,000

Rates for additional work requested beyond the scope of the audit, expenditure

To be approved by the Wyckoff Library Board of Trustees in advance of the task to be performed:

Partner: \$140-\$170 per hour; Manager: \$100-\$125 per hour;

Senior Accountant/ Supervisor: \$80-\$100 per hour;

Staff Accountant: \$70-\$80 per hour;

Other Personnel: \$45 per hour

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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 excepts 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 are 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.

VOTE: DE KORTE Y CHAGARES Y SAXTON Y ELLER X ANTONACCI Y
DONATO Y WHITE Y PETERS X ROONEY X



Resolution #2015-04 – Professional Services – Board Attorney

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

WHEREAS, the Wyckoff Library Board of Trustees has a real need and requires the professional services of a Board Attorney for the current year and,

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WHEREAS, the Wyckoff Library Board of Trustees has determined to appoint Robert E. Landel, Esq. of Landel, Bernstein and Kalosieh as its Library Attorney due to his significant legal experience with municipal law in New Jersey, his skill and legal acumen as an attorney licensed to practice law in New Jersey and the practical, thorough and complete legal advice he has rendered to the Library Board and Township in previous years: Mr. Landel has also managed and resolved complex legal matters in previous years; 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, Landel, Bernstein and Kalosieh, LLP, has completed and submitted 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 Attorney 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 2015 Library Budget for fees reasonably required in the line item, legal services and costs – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Wyckoff Library Board of Trustees that a one year contract for this calendar year is hereby awarded to Robert E. Landel, Esq., Landel, Bernstein & Kalosieh, 279 Franklin Avenue, Wyckoff, NJ 07481 for Library Attorney services, on an as-needed basis, when authorized by the Wyckoff Library Board of Trustees of \$150.00 per hour, compensation up to \$5,000.00 when vouchers are approved by the Wyckoff Library Board of Trustees.

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.

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2. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts 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 are 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.

VOTE: DE KORTE Y CHAGARES Y SAXTON Y ELLER X ANTONACCI Y
DONATO Y WHITE Y PETERS X ROONEY A



e. Flying Houndz Dog Show Contract

Ms. Witherell shared the Flying Houndz Dog Show contract with the Board and a discussion ensued with regard to the necessity of procuring a Certificate of Liability Insurance with the required amounts of coverage from the company.

f. Response to Web Host Vendor Question

Ms. Witherell reported that Blue Host, the Library's Web Host Vendor, has agreed to accept purchase orders for their services, in lieu of other payment options previously required.

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g. Check Issuance

Motion by Mayor Rooney seconded by Peggy Chagares to authorize the Library Director to release checks made payable to the library's attorney and architect for professional services previously received.

Voting in favor: Vincent Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Mayor Rooney, Brian Saxton, Grace White

A brief discussion ensued with regard to the library's accounts payable procedures. Mayor Rooney spoke about the township's procedures.

VII. GENERAL

a. Technology/Social Media Update

Ms. Witherell reported that on May 1st she will be attending a workshop on "Sky River" which is a new cataloging program.

Ms. Witherell reported that on May 7th she will be attending the "Magical Makerspace Tour".

Ms. Witherell stated that her desktop computer needs to be replaced. A quote from IT Ratix in the amount of \$1500 for a Dell PC was received. She also reported that out of the 10 PC laptops that were previously purchased for patron use, 5 are being utilized by staff.

Ms. DeKorte suggested that the Technology Committee meet with Mary to discuss the library's computer needs.

Ms. Chagares asked if the Library's Facebook issue was resolved and Ms. Witherell stated that it was.

b. Makerspace Update

Mr. Donato reported that the Makerspace Committee is looking at Teen Section of the library as an Alternate location to house the Makerspace Program and Mr. Antonacci is working on putting the drawings together.

Mr. Antonacci brought up the necessary electrical preparation that will need to take place and asked about how many amps will be required for the equipment that will be used. Mr. Donato stated that he will get an electrical contractor to come in and see if the electrical requirements in the proposed space are even feasible and if not there will be no other alternative but to take another look at the "Friends" space for the program.

It was agreed that Ms. Witherell will find out what the average amp use is at existing Makerspace locations.

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Mr. Saxton asked for a cost analysis of the project. Mr. Antonacci mentioned that the Makerspace Committee will not be able to provide the cost for the additional shelving that will be needed.

It was agreed that Ms. Witherell will collect the electrical information, permit information and the cost breakdown and email it to the Board.

Ms. Chagares mentioned that there is a "Friends Meeting" on May 13th and they may need updated information and a breakdown of the costs for the Makerspace location.

c. Comp Time Update

Ms. Witherell distributed the current month's comp time report and invited questions or comments from the Board. Mr. Saxton commented that the numbers are beginning to show movement in a positive direction and suggested that the report should be reviewed with Mr. Shannon.

d. Proposed By-Laws – 2nd Reading

Ms. Witherell explained a change in the by-laws concerning the length of term for library Board Members and read the existing sentence and the proposed sentence.

Ms. Witherell invited questions and/or comments from the Board. There were none.

Motion by Brian Saxton seconded by Tony Donato to approve the change in the By-Laws concerning the length of term for Library Board Members

Voting in favor: Vincent Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Mayor Rooney, Brian Saxton, Grace White

e. Board Sensibilities – Art Shows

Ms. Witherell distributed a handout out with regard to acceptable artwork displays and mentioned that she previously emailed an article on the same to the Board Members.

A brief discussion ensued and it was agreed that Ms. Witherell will research the topic and report back to the Board.

VIII. OLD BUSINESS –None

IX. DIRECTOR'S REPORT

The Director's Report was previously emailed to all Board Members. Ms. DeKorte asked if there were any questions or comments. There were none.

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X. COMMITTEE UPDATES AND CURRENT ACTION ITEMS

There were no updates.

XI. ADJOURNMENT

Motion by Tony Donato seconded by Vince Antonacci to adjourn. All were in favor.

The meeting adjourned at 10:00 PM.

Lauren DeKorte, Treasurer

Mary Witherell, Library Director