

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

February 18, 2015 Meeting Minutes

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

“The February 18, 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.

Board Member Attendance: Vincent Antonacci , Lauren DeKorte, Brian Eller, Lori Peters, Rudy Boonstra for Mayor Rooney, Brian Saxton

Absent: Peggy Chagares, Anthony Donato, Mayor Rooney, Grace White

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

Public Comment – No comment from the public.

Construction/Building Update

Lighting Project Status

Ms. Witherell reported that the lighting contractor still has not produced the Underwriters Certificate. A conference call between Mary, the library’s architect and the library’s attorney took place and it was discussed and agreed that the attorney will send a letter stating that we will file for the Underwriters Certificate, and any costs, including architect and attorney’s fees, will be deducted from the retainage.

Front Walkway

Ms. Witherell reported that, as previously agreed, the front walkway was now being treated with a mixture of magnesium chloride and sand, and a new mat was placed just outside of the front door. Ms. Witherell also mentioned that the pavers are dipping. Mr. Antonacci remarked that the rise and fall of winter temperatures will cause pavers to dip and in order to correct the problem the pavers will need to be pulled up and re-laid in the spring. It was agreed to place a cone by the dip to make patrons more aware of it.

Other Construction/Building Matters

Ms. Witherell distributed a list of recommendations that Associated Fire Protection provided to her when they performed the fire alarm system inspection. The recommendations were as follows:

1. Install a manual pull station in the Main Lobby at an approximate cost of \$700.
2. Add a smoke detector in the new mechanical room at an approximate cost of \$450.

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3. Place strobe-light alarms in the History Room and the Break Room on the mezzanine at an approximate cost of \$750. In addition, there would be a \$250 fee if Associated Fire Protection filed for the building permit, and the cost of the permit, itself.

Ms. Witherell stated that the recommendations were not mandatory as the fire alarm system passed inspection but asked for the Board's consideration in moving forward with the work. Mr. Boonstra suggested that Mary ask the Township to waive the building permit fees.

Motion by Vince Antonacci seconded by Lauren DeKorte to accept the proposal from Associated Fire Protection for recommended improvements at a total cost of \$1900 plus applicable fees. All were in favor.

Ms. Witherell distributed a quote in the amount of \$1,684.16 for CLC Oversize Bookcase Tops and requested permission from the Board to approach the Friends of the Wyckoff Library and ask them to finance the purchase. Mr. Antonacci asked where the bookcases were located and Ms. Witherell stated that the bookcases are located in the Adult Library. Mr. Saxton commented that such a purchase would fall under the Friends criteria. It was agreed that Mary would present the proposal to the Friends.

Ms. Witherell mentioned that she hasn't moved forward with having the Township's security cameras vendor perform a walkthrough at the Library because she never received the name of the company. Mr. Boonstra expressed the Township's frustration with the company and suggested that Mary contact Bob Shannon for further information.

Mr. Eller mentioned that the flagpole light was not on. Ms. Witherell stated that the light is a solar light, so often it is dimly lit. She admitted that she was disappointed in its performance. It was agreed to discuss replacing the flagpole light at a later date.

Secretary's Reports

Motion by Lori Peters seconded by Brian Saxton to approve the January 21, 2015 Meeting Minutes.

Voting in favor: Vince Antonacci, Brian Saxton, Lori Peters, Lauren DeKorte

Abstaining: Rudy Boonstra, Brian Eller

Motion by Brian Saxton seconded by Vince Antonacci to approve the February 4, 2015 Special Meeting Minutes with revisions.

Voting in favor: Vince Antonacci, Brian Saxton, Lori Peters, Lauren DeKorte, Brian Eller

Abstaining: Rudy Boonstra

Treasurer's Report

January Treasurer's Report

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

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Ms. DeKorte explained that the two new lines above the Income section on the report were added to clarify that these monies come in from the township while doing our payroll and are paid out by our bookkeeper under Disbursements. They offset one another, so we created a separate line to break each one out to make them more visible.

Mr. Saxton asked for an explanation with regard to line 22D. Ms. Witherell stated that since the Township took over payroll the funds on line 22D are monies being disbursed to Metlife for employee pensions.

Motion by Vince Antonacci seconded by Brian Saxton to approve the January 2015 Treasurer's Report. Voting in favor: Vincent Antonacci, Lauren DeKorte, Brian Eller, Lori Peters, Rudy Boonstra for Mayor Rooney and Brian Saxton.

February Voucher List – Operating

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

Mr. Saxton asked about line 29 and Ms. Witherell explained that a staff member renewed the library's website hosting using her own credit card.

Motion by Brian Saxton seconded by Vince Antonacci to approve the February 2015 Voucher List. All were in favor.

Follow-Up on Yoga Class Payment Question

Ms. Witherell stated that she sent an email to all Board Members and asked if there were any questions. A discussion ensued with regard to Township Recreation running the program starting this fall. Mr. Saxton asked for clarification on how the monetary split would be divided if the Township was involved.

Other Financial Matters

Ms. Witherell spoke about the Gloria Jean Deurloo Bequest and based on Ms. Deurloo's love of animals, Mary asked whether the Board would like to use some of the funds to pay for the 2015 Summer Reading kickoff program, "The Flying Houndz Frizbee Trick Dog Show." Mary also stated that she asked the Friends to consider contributing to the cost of the show and they are agreeable. In addition, Mary mentioned that she will approach the Chamber of Commerce to see whether they had an interest in cosponsoring the program. The total cost of the program will be \$3,000.

The Board had previously discussed three areas that the Deurloo Bequest was reserved for and asked Mary to report back after she spoke with the Chamber of Commerce, so it would be clear how much of the cost would come from the Deurloo Bequest.

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Comp Time Update

Ms. Witherell distributed the Compensation Time Pay-Out proposal. She also distributed the draft of the policy change.

Ms. Peters reported that there was a discussion among the Policy Committee and along with the pay-outs, they discussed putting an eight- hour compensation cap within the policy. It would bar staff from ever having more than eight hours of comp time built up. No new comp time could be incurred until the employee used up enough time to reduce his or her total below eight hours again.

With regard to policy, Mr. Antonacci addressed the need for the Director to be able to consult with the President when an issue arises that must be resolved and it is not feasible for the entire Board of Trustees to be available.

Mr. Boonstra spoke about the importance of reducing the exposure for comp time and the need for another comp time policy revision.

It was agreed that the Policy Committee will meet again to revise the policy concerning comp time and present it to the Board at a later meeting. It was also agreed that the compensation pay-out discussion will be tabled until the whole Board is present to discuss and vote on the matter.

Technology/Social Media Update

Ms. Witherell reported that the March Strategic Planning Meeting with Library Staff will cover emergency planning.

In June, Mary will be attending the “Magical Makerspace Tour,” which is sponsored by Library Link.

Mary joined the BCCLS Technology Committee and will be visiting the Suffolk County Library System to observe a cataloging tool called Sky River.

Lastly, Mary mentioned that a local author approached the library to display the artwork from his new book in the library. Mary respectfully declined and the author placed an ad for his book on the Library’s Facebook Page without asking permission. The ad was taken down as soon as Mary saw it, but she wanted the Board to be aware of the possibility of such things happening on an open Facebook page such as the library’s.

Makerspace Update

A makerspace meeting is scheduled for March 9th at 4:00 PM. Ms. Witherell reported that two students from Ramapo High School asked for permission to run a program called the “Cardboard Challenge” for middle school aged children and adults. They said they thought to ask us because they heard we were building a makerspace. The program will be held in the Shotmeyer Room on Saturday, March 7th.

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Proposed By-Laws Change

Ms. Witherell requested that one sentence be changed in the bylaws with regard to the term of a Trustee Member. It was agreed that more information is needed before making the revision.

Mr. Antonacci asked why there is no Vice President on the Board of Trustees and it was agreed that the Board would discuss it at the next Trustees Meeting.

Old Business

Investment Plan – No update.

Lost or Damaged Materials Policy Revision – No update.

Logo Project - Mary has the templates but needs to find a printing vendor.

Library Pay Cards Policy – Still needs to be drafted.

Director's Report

The Director's Report was previously emailed to all Board Members. Ms. Peters asked if there were any questions or comments.

Ms. Peters stated that going forward, the Board would like to be part of the decision making process when the possibility of closing the library due to inclement weather arises. It was agreed that Ms. Witherell will call the Board President to ask permission, then email the entire Board to apprise them of the decision to close.

Mr. Antonacci asked Mary about the "Wish list". Ms. Peters explained that the Bequest Committee asked Mary to put the list together.

Committee Updates and Current Action Items

There were no updates.

Motion by Lori Peters seconded by Vince Antonacci to adjourn. All were in favor.

The meeting adjourned at 9:15 PM.

Lori Peters, Board President

Mary Witherell, Library Director