

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

January 21, 2015 Meeting Minutes

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

“The January 21, 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.

Mayor Rooney swore in Grace White and Lauren DeKorte as continuing members of the Library Board of Trustees.

Board Member Attendance: Vincent Antonacci , Peggy Chagares , Lauren DeKorte, Tony Donato, Lori Peters, Mayor Rooney, Brian Saxton, Grace White

Absent: Brian Eller

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

Public Comment – No comment from the public.

Board Business

2015 Officers

Motion by Lori Peters seconded by Vince Antonacci to reappoint Peggy Chagares as Board Secretary and Lauren DeKorte as Board Treasurer for a term of one year.

All were in favor.

2015 Committee Assignments

Lori Peters commented that all Committee Assignments will remain the same with the exception of Mayor Rooney taking former Mayor Christie’s place. All were in agreement.

Construction/Building Update

Lighting Project Status

Mary reported that there is still an outstanding balance owed to the lighting contractor, pending receipt of the Underwriters Certificate. She assured the Board that the library’s architect, Chris Sepp, is aware that the certificate has not been received and that the contractor has not been paid in full.

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Front Walkway

Mary Witherell reported continued icing issues not only on the front walkway, but also on the side walkway. Several solutions were once again discussed and it was agreed that a different kind of salt mixed with sand will be used and an additional mat will be placed just outside the doors to minimize sand getting into the gears of the automatic doors. The Board agreed to revisit the icing issue at the February Board Meeting.

Peggy Chagares asked Mary what the protocol is for closing the library due to inclement weather. Mary explained that there are various factors taken into consideration prior to closing the library for any reason.

Other Construction/Building Matters

Grace White mentioned that she saw a plastic bag full of garbage sitting out in the front of the building. Ms. Witherell explained that the new custodian is adjusting to the routine and the protocol at the library and that she will address the issue with him.

Mayor Rooney announced that, through Middlesex County Cooperative Purchasing, the Township has procured a security company to install cameras around the Police Department, the Township Office, the Recreation Center, the DPW Building, and the Township Recycling Center. The Mayor extended an invitation to the Board to have the company perform a walkthrough at the Library and receive a quote for the installation of outdoor security cameras at the entrance of the library and other areas as warranted. It was agreed to have the security company perform the walkthrough and present the Board with a quote.

Secretary's Reports

Motion by Peggy Chagares seconded by Tony Donato to approve the December 17, 2014 Meeting Minutes. Voting in favor: Peggy Chagares, Lauren DeKorte, Tony Donato, Lori Peters, Brian Saxton and Grace White.

Treasurer's Report

December Treasurer's Report

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

Mayor Rooney mentioned that the property revaluations are complete and the information will be disseminated to the public and submitted to the county and state for approval in mid-March. Mayor Rooney stated that the figures will impact the 2016 Budget.

Ms. Peters asked Ms. Witherell to explain two transfers that took place. Ms. Witherell explained that

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one transfer is due to the payroll account being closed and the balance being transferred to the operating account. The second transfer is a cushion in payroll that the Township withheld and has credited back to the Library.

Vince Antonacci asked for clarification of what types of fees fall under "Professional Fees".

Motion by Peggy Chagares seconded by Grace White to approve the December, 2014 Treasurer's Report. Voting in favor: Vincent Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Lori Peters, Mayor Rooney, Brian Saxton and Grace White.

January Voucher List – Operating

The January 2015 Voucher List as well as the PSE&G and Rockland Electric graphs were distributed and Ms. Peters invited the Board to ask questions.

Ms. Witherell asked the Board if they wanted her to continue to distribute the Rockland and PSE&G graphs on a monthly basis. It was agreed that Mary would submit the graphs as needed if there are any extraordinary spikes in usage.

Mr. Saxton asked what the utilities budget is and Ms. Witherell stated that it is \$70,000.

Brian Saxton asked what the reimbursement to Mary Witherell is for and Mary stated that the expense incurred was for gift bags.

Mayor Rooney asked what the charges for Craig's List are for. Ms. Witherell explained that two employment ads were placed. Mayor Rooney asked what the pay scale for the Children's Assistant is and Mary Witherell replied that it is \$12 to \$13.00 per hour.

There was a discussion with regard to the hourly rate for the Yoga Instructor. Ms. Witherell explained that the Library charges \$12.00 per person per class and the instructor's fee is paid out of those funds.

Mr. Antonacci asked where the profits are applied to and Mary said that they are applied to miscellaneous income. A discussion ensued with regard to creating a line item for the Yoga Instructor's fees if the program continues to be successful.

Mr. Saxton asked Mary to verify that the maximum fee for the Yoga Instructor is \$150 per class.

Mayor Rooney suggested that the Library create a partnership with Parks and Recreation to share information and resources. Ms. Witherell stated that discussions with regard to programs, etc have already taken place with Parks and Recreation Director, Andy Wingfield.

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Motion by Tony Donato seconded by Brian Saxton to approve the January 2015 Voucher List.
All were in favor.

Follow-Up on Health Insurance Question

The Board previously asked Mary Witherell for an explanation as to why the cost for health insurance only increased \$2,000. Ms. Witherell explained that a staff member's child "aged out" of the family plan and that caused a cost reduction of \$7,200. Furthermore, employees are required to contribute a higher percentage towards their health insurance each year. These two factors offset the increase.

Other Financial Matters

Board Treasurer Lauren DeKorte reported that she moved the Glen Rock certificates of deposit to due to the higher interest rate being offered.

General

Comp Time Update

The Board reviewed the compensation time chart and had a discussion with regard to alleviating the current balances and preventing any large accruals in the future.

It was agreed that Mary will continue to monitor the compensation time and will work with staff to help them manage their time more efficiently.

Furthermore, it was agreed that the Policy Committee will meet again to amend policy.

Two options were discussed but it was agreed that no action will be taken until the Policy Committee meets and reports back to the Board.

Technology/Social Media Update

Ms. Witherell reported that she spoke with Jason Bohm, Assistant Business Administrator of the Wyckoff Board of Education and he informed her that the lease agreement for the iPads will be expiring in June and the Board of Ed is most likely not going to renew the agreement as they are looking at using Chromebooks. Mr. Bohm is going to speak with Superintendent Kuder to see if the library can keep the iPads or if the schools could use them. Another option would be for the library to trade out the iPads for some Apple laptops. Ms. Witherell mentioned that the Somerset County Library replaced all of their personal computers with Chromebooks. As Ms. Witherell receives information from Mr. Bohm she will report it to the Board.

Makerspace Update

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Mary distributed the new budget for the Makerspace construction.

Peggy Chagares reported on her meeting with the Friends of the Wyckoff Library.

With regard to the Makerspace location, it was agreed that no action will be taken until the Makerspace Committee convenes to explore alternative locations for the program.

It was furthermore agreed to hold a Special Meeting and invite the Friends of the Wyckoff Library in order to discuss Makerspace plans.

New Policy on Purchased Library Cards Required

Mary announced that BCCLS voted to end open borrowing with non-BCCLS libraries. Patrons from these libraries can purchase a "Pay Card." The card can be used at any BCCLS library to check out materials, but pay-card holders cannot use the online catalog to place items on hold. Mary is working on creating a new policy for the library to govern the use of Pay Cards.

"Exploring Human Origins" Grant

Ms. Witherell announced that she won the "Exploring Human Origins" grant which means that the Smithsonian will be bringing a traveling version of its permanent exhibit, "What Does it Mean to Be Human," to the library in October, 2016.

Mary went on to say that she and consultation panel member Brian Scanlan will be going to Washington in March to learn how to display and use the exhibit, and due to that trip, the March Trustee's Meeting will need to be moved to March 25, 2015.

All agreed with the meeting change date.

Ms. Witherell spoke about the consultation panel she has assembled from local community members who have agreed to assist her with the exhibit and related programs.

Director's Report

The Director's Report was previously emailed to all Board Members.

Ms. Peters asked if there were any questions or comments with regard to the report. There were none.

Committee Updates and Current Action Items

There were no updates.

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Motion by Grace White seconded by Tony Donato to adjourn. All were in favor.

The meeting adjourned at 10:30 PM.

Lori Peters, Board President

Mary Witherell, Library Director