

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

March 25, 2015 Meeting Minutes

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

"The March 25, 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 , Peggy Chagares(arrived at 7:36 PM), Anthony Donato (arrived at 7:34 PM), Brian Eller, Lori Peters, Mayor Rooney, Brian Saxton, Grace White

Absent: Lauren DeKorte

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 a letter was drafted and sent to the lighting vendor, Facility Solution Group stating that they are in default of the contract because they still have not submitted the underwriter's certificate. The letter yielded no communication from the vendor on the matter, therefore the library's architect will proceed with scheduling the underwriter's inspection and all architect's and attorney's fees will be deducted from the retainage.

Mayor Rooney cautioned the Board about contacting the attorneys as there are no board resolutions authorizing appointment as the library's attorney.

Fire Alarm Vendor Contract

Ms. Witherell distributed an Inspection and Testing Agreement from Associated Fire Protection. The agreement encompasses service for the wet and dry sprinklers, the fire extinguishers, and the backflow preventer.

Ms. Witherell pointed out that the library currently utilizes two different vendors for the sprinklers and the fire alarm system at a combined, approximate annual cost of \$1,000. The backflow preventer is currently not under either contract.

It was agreed to approve the agreement with Associated Fire Protection at an annual cost of \$954 at the April 15, 2015 Board of Trustees Meeting.

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Prestige Locks Quote

Ms. Witherell distributed a proposal from Prestige Locks for repairs on the lower level double doors, the main level women's restroom door and the women's restroom partition door.

A discussion ensued with regard to installing a lock on the women's room door and it was agreed that Ms. Witherell will proceed with the lower level double door lock repair and the alterations to the partition door in the main level women's restroom.

Other Construction/Building Matters

Ms. Witherell reported that she received a memo from Bob Shannon stating that the buckling sidewalk located at the main entrance of the library must be repaired as soon as possible and "coned off" until it is repaired.

Ms. Peters stated that the walkway will need to be smoothed out in the Spring and the cone will need to remain in place until the walkway is repaired.

Mayor Rooney mentioned that the work should still be under warranty. It was agreed that Mr. Antonacci will contact the architect with regard to the status of the maintenance and performance bond. If the bond has not been released then the funds for the remedial work would come from the bonds or the contractors will need to come out and fix the walkway.

Finally, Ms. Witherell asked permission from the Board to solicit sprinkler system proposals. Mayor Rooney stated that Ms. Witherell will need to acquire three quotes as the cost will be over the bid threshold and a resolution will need to be passed in order to authorize the work and the employ of the contractor.

Mr. Saxton excused himself from the room at 7:52 PM.

Secretary's Reports

Mayor Rooney had a question with regard to page 3, paragraph 2 of the February 15, 2015 Board of Trustees Meeting Minutes. Ms. Witherell explained the process in which monies are disbursed to Metlife for employee pensions.

Ms. Chagares asked about a staff member using their personal credit card to pay for the library's website hosting renewal and stated that a public entity is prohibited from using a credit card to pay for anything.

Ms. Chagares asked if a resolution was passed to approve "The Flying Houndz Frizbee Trick Dog Show" and the costs associated with the show. Mayor Rooney stated that sufficient insurance coverage from the company performing the show is also required.

The Board had a discussion with regard to the library's Facebook page issue which took place in February. Ms. White stated that Ms. Witherell has to change the "sharing" settings on the library's Facebook page.

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The February 15, 2015 Meeting Minutes were tabled until the April 15, 2015 Board of Trustee's Meeting.

Treasurer's Report

February Treasurer's Report

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

Mayor Rooney asked what revenue falls under "Miscellaneous" on the Treasurer's Report.

Mayor Rooney asked what costs fall under "Professional Fees" under the Treasurer's Report. He also inquired how much was spent on attorney's fees last year. It was agreed that Ms. Witherell will email the figures to the Board by Monday, March 30th.

Motion by Tony Donato seconded by Brian Eller to approve the February 2015 Treasurer's Report.

Voting in favor: Vince Antonacci, Peggy Chagares, Anthony Donato, Brian Eller, Lori Peters, Mayor Rooney, Grace White.

March Voucher List – Operating

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

There were questions with regard to Line 15 of the March Voucher List regarding salting of the walkways.

Mr. Donato asked if there were any unusually high bills from PSE&G.

Mayor Rooney commented that resolutions will need to be approved for costs listed on Line #'s 30, 40 and 41. Ms. Witherell confirmed that the Board wants her to hold the checks until resolutions are passed. It was agreed that resolutions will be approved at the April 15th Board of Trustees Meeting.

Motion by Tony Donato seconded by Vince Antonacci to approve the March 2015 Voucher List excluding check issuance for costs on lines 30, 40 and 41 until resolutions are approved at the April 15, 2015 Board of Trustee's Meeting.

Voting in favor: Vince Antonacci, Peggy Chagares, Anthony Donato, Brian Eller, Lori Peters, Mayor Rooney, Grace White.

Other Financial Matters – None.

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General

Strategic Plan Quarterly Update

Ms. Witherell reminded the Board that she previously emailed the Emergency Planning Procedures to the them and reported that staff was trained and quizzed on the procedures at the March Strategic Planning Meeting.

Technology/Social Media Update

Ms. Witherell reminded the Board that she had requested permission via email to have computer repairs done immediately as her desktop computer and two staff member laptops were replaced by two patron laptops bringing the number of patron laptops down to 6.

With regard to the Shared Services Apple Lease Agreement, Ms. Witherell stated that the decision to go with Mac laptops or Chromebooks will need to be made by this Spring.

Mayor Rooney suggested networking with local businesses who are replacing their laptops and donating their old laptops.

Ms. Witherell reported that "Hoopla", a BCCLS wide, large database of books, magazines, videos and movies will be launching and is purely experimental at this time. Patrons will be able to download 8 items per month.

BCCLS Libraries are also using "Collection HQ" to weed through the collection for books that are not being checked out as well as damaged or worn books. The purpose is to have a collection that is geared towards the interests of the patrons in the community.

Makerspace Update

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

Mr. Antonacci reported that the Makerspace Committee met with 3 members of the "Friends" to discuss the location of Makerspace. The "Friends" are amicable to funding the Makerspace location on the first floor of the library. The next step is to obtain drawings from the architect and move equipment and furniture.

At 8:43 PM, Mr. Saxton returned to the meeting.

Proposed Change to By-Laws

Ms. Witherell explained the change and stated that, per statute, a Library Board Members serve a term of 5 years. The change to the By-Laws must be voted on in to consecutive meetings. Ms. Witherell read the existing sentence in the By-Laws and the proposed sentence.

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

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Motion by Tony Donato seconded by Grace White to approve the first reading of the change in the By-Laws concerning the term of Library Board Members.

Voting in favor: Vince Antonacci, Peggy Chagares, Anthony Donato, Brian Eller, Lori Peters, Mayor Rooney, Brian Saxton, Grace White.

Comp Time

Ms. Peters distributed the revised policy on compensation and the current month's comp time report. She explained that the revised policy only allows for a maximum of 8 hours of banked comp time per week.

The Board had a discussion about the policy, management of the comp time hours, and defining what constitutes comp time. Ms. Witherell noted that there is a Comp Time Policy in effect and it is common practice to allow comp time in all of the BCCLS libraries. It was agreed that the Board needs clarification from the State Librarian about salary versus hourly pay as well as clarification of comp time vs. pay.

Resolutions

The Board had a discussion about the state mandated format of resolutions when hiring a vendor for professional services as well as required public notices when awarding a contract. It was suggested that Bob Shannon be hired to assist the Board in creating resolutions that comply with state statute.

Mayor Rooney spoke about Township attorney, Rob Landel and suggested that the Board consider hiring him as their attorney of record.

Motion by Grace White seconded by Tony Donato to hire Bob Shannon as a consultant to assist the Board with Board Meeting resolutions, agendas and meeting minutes and any sensitive matters that come before the Board for a 9 month term at a cost not to exceed \$5,500.

Voting in favor: Vince Antonacci, Peggy Chagares, Anthony Donato, Brian Eller, Lori Peters, Brian Saxton, Grace White.

Abstaining: Mayor Rooney

Ms. Peters voiced her concerns with regard to having the same attorney as the township

Motion by Vince Antonacci seconded by Tony Donato to engage Rob Landel as Attorney of Record pending a fee schedule reflecting less than \$180 per hour and required documentation.

Voting in favor: Vince Antonacci, Peggy Chagares, Anthony Donato, Brian Eller, Lori Peters, Brian Saxton, Grace White.

Abstaining: Mayor Rooney

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Ms. Peters shared an invitation to the Board from the Environmental Commission to attend its annual "Team Up and Tidy Up Day" which is being held on Saturday, April 18th.

Old Business - None

Ms. Peters asked if there were any questions on the Director's Report which was previously provided to the entire Board. There were none.

Committee Updates and Current Action Items

There were no updates.

Adjournment

Motion by Mayor Rooney seconded by Tony Donato to adjourn. All were in favor.

The meeting adjourned at 10:02 PM.

Lori Peters, Board President

Mary Witherell, Library Director