

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

May 20, 2015 Meeting Minutes

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

I. OPEN PUBLIC MEETING ACT

“The May 20, 2015, 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 President, Lori Peters, presiding,

Board Member Attendance: Vincent Antonacci, Peggy Chagares, Lauren DeKorte (arrived 7:58 PM), Tony Donato, Brian Eller, Lori Peters, Mayor Rooney, Brian Saxton, Grace White (arrived 7:38 PM)

Absent: N/A

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

III. PUBLIC COMMENT

Ms. Peters 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 until she is authorized to speak with the Library’s Attorney about the Underwriters Certificate.

b. Hand Rail Project

Ms. Witherell reported that she is pending a vendor name from Bob Shannon.

c. Sprinkler System Project

Ms. Witherell is pending quotes from R & S Landscaping and Greenway Irrigation.

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d. Landscaping Proposals

Ms. Witherell reported that she is currently getting proposals broken down by zone, from two landscapers. Thus far, the following breakdown has been received from R & S Landscaping:

North side	\$	330
Left of Building Entrance		690
Right of the Building Entrance		1,132
Island and Parking Lot Area		1,523
Rain Garden		556
Labyrinth		807
Grand Total	\$	5,037.43

The Board discussed the various areas that need landscaping attention along with the estimated timeframe of the sprinkler system installation.

Mayor Rooney spoke about the importance of receiving at least a one year guarantee from the landscapers.

Due to several events that are scheduled to take place in the Rain Garden and Labyrinth areas, the Board agreed to have landscaping work performed in those areas only. The Board also agreed that water timers should be purchased for the soaker hoses until the sprinkler system is installed.

Motion by Tony Donato seconded by Brian Saxton to accept the proposal from R & S Landscaping for landscaping services to the Rain Garden and Labyrinth zones at a total cost of \$1,363.00, pending a written one year maintenance guarantee.

Voting in favor: Vincent Antonacci, Peggy Chagares, Tony Donato, Brian Eller, Lori Peters, Mayor Rooney, Brian Saxton, Grace White

Abstaining: Lauren DeKorte

e. Other Construction/Building Matters

Ms. Witherell received a quote from Environmental Climate Control in the amount of \$569.01 to replace pulleys in the AC1 area which is located just outside the children's area. There were concerns that the pulleys have worn out after only a few years.

Mayor Rooney suggested that Ms. Witherell obtain a second opinion. It was agreed that Mary will obtain an HVAC Vendor contact from Bob Shannon and that vendor will perform an inspection of the entire system.

Ms. Witherell spoke about installing a lock on the Main Level bathroom. A discussion ensued with regard to what locking system will work best and it was agreed that Ms. Witherell should go

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ahead with having a lock installed however the bathroom will lock from the inside and there will be a key at the Front Desk and a key in Ms. Witherell's desk.

V. SECRETARY'S REPORTS

a. February 18, 2015 Secretary's Report

Motion by Lauren DeKorte seconded by Vince Antonacci to approve the April 15, 2015 Regular Meeting Minutes.

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

b. April 15, 2015 Secretary's Report

Motion by Tony Donato seconded by Lauren DeKorte to approve the April 15, 2015 Regular Meeting Minutes.

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

Abstaining: Brian Eller, Lori Peters, Brian Saxton

VI. TREASURER'S REPORT

a. April Treasurer's Report

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

Brian Saxton asked that the Treasurer's Report format be revised to have the 2014 budget column next to the 2015 budget column.

With regard to the book budget, Mr. Saxton inquired how books are chosen. Ms. Witherell explained the process.

Motion by Vince Antonacci seconded by Grace White to approve the April, 2015 Treasurer's Report.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Brian Eller, Lori Peters, Mayor Rooney, Brian Saxton, Grace White

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b. May Voucher List – Operating

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

Mr. Saxton asked about line item numbers 46, 47 and 48 and Ms. Witherell explained that they were expenses incurred from the NJLA Conference.

Several other questions were asked with regard to expenses incurred by staff and Ms. Witherell gave explanations.

Motion by Tony Donato seconded by Lori Peters to approve the May, 2015 Voucher List.

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

c. Resolution #2015-02 – Professional Services - Architect

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

WHEREAS, the Wyckoff Library Board of Trustees has a real need and requires the professional services of an Architect on an as-needed basis when authorized by the Wyckoff Library Board of Trustees for the current year; and,

WHEREAS, the Wyckoff Library Board of Trustees has determined to appoint Beatty, Harvey, Coco Architects, LLP of 325 Wireless Blvd., Hauppauge, NY 11788 due to their record of providing significant architectural services with public libraries, the service they have provided to the Wyckoff Library Board of Trustees as the Architect of Record with the recent library expansion and their extensive skill and experience as a full service architectural firm in general and particularly with public libraries; 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, Beatty, Harvey, Coco Architects, 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

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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 Architect 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 Beatty, Harvey, Coco Architects, LLP of 325 Wireless Blvd., Hauppauge, NY 11788 for Library Architect services on an as-needed basis when authorized by the Wyckoff Library Board of Trustees as follows: Christopher Sepp, RA, Senior Associate-\$205.00 per hour; Project Architect-\$165.00 per hour up to \$17,000 when previously authorized, before work begins and when vouchers are approved by the Wyckoff Library Board of Trustees for payment:

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.

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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.

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

d. Resolution #2015-05 – Payment Authorization to Staff Member

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

WHEREAS, Roberta Knauer, a full-time employee of the Wyckoff Free Public Library was approved for an employment status change in 2012 from part-time to full-time and has reported to the Library Director that she was inadvertently not paid \$829.23 of salary in 2012; and,

WHEREAS, the Library Director and the Library Bookkeeper have reviewed this claim and after a careful and thorough review, have concluded that Ms. Knauer is correct and they recommend payment; and,

WHEREAS, the Library Director reports that ample funds exist in the payroll account to cover the \$829.32 payment.

NOW, THEREFORE, BE IT RESOLVED, by the Wyckoff Library Board of Trustees of the Wyckoff Free Public Library that a payment of \$829.23 to Robert Knauer is approved and added to the list of payroll obligations for consideration this evening based on the recommendation from the Library Director and the Library Bookkeeper after performing due diligence, that such payment is due and owing

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to Ms. Knauer to correct an omission.

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

e. Other Financial Matters

Ms. Witherell distributed resolution #2015-06 Authorization to pay vendors immediately after services are rendered but prior to the next Board Meeting.

Due to the success of the Yoga classes being offered at the library, the Board had a discussion with regard to adding a line item for the Yoga Instructor's fees and recording all transactions retroactively. It was agreed to do add a line item under the heading of Programs.

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

WHEREAS, NJSA 40A:5-16 establishes requirements for local units of government to pay out moneys; and,

WHEREAS, the Local Boards, as permitted by NISA 40A 5-16c(1) may establish circumstances deemed appropriate to encumber funds for payment to vendors when required in advance of the delivery of certain materials or services when otherwise the payment would not be in compliance with NJSA 40:5-16 a and b; and,

NOW, THEREFORE, BE IT RESOLVED, by the Wyckoff Library Board of Trustees of the Wyckoff Free Public Library that the below claims for payment are authorized in advance of the goods or services being provided in accordance with NISA 40A:5-16 c (1).

Melissa Canter, \$840.00, Check #20619, Yoga sessions 5/6, 5/13, 5/20, 5/27

Melissa Canter, \$420.00, Check #20615, Yoga sessions 6/3 and 6/10

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Brian Eller, Lori Peters, Mayor Rooney, Brian Saxton, Grace White

With regard to the annual audit results, Ms. Witherell reported that Gary Higgins of Lerch, Vinci and Higgins has been out of his office but is due to back next week and will be in contact shortly.

VII. GENERAL

a. Technology/Social Media Update

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Ms. Witherell spoke about purchasing a Smartscanner from BCCLS at a cost of \$425. She explained that the Smartscanner would be an upgraded replacement for one of the library's current scanners that is broken, and it would allow patrons to check out a book by using a photo of their library card on their cell phone.

A discussion ensued with regard to what procedures would need to be put in place at the front desk.

Ms. Chagares asked if the scanner could be purchased from someone other than BCCLS. Ms. Witherell stated that the scanner is a Motorola product and that BCCLS purchases the scanners under state contract.

Motion by Lori Peters seconded by Vince Antonacci to authorize the Library Director to purchase one Smartscanner, programming and setup included, from BCCLS at a cost of \$425.

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

Ms. Witherell reported that the BCCLS Technology Committee has been presenting webinars with regard to constant contact, and best practices. She went on to say that more webinars will be presented on wireless issues such as state required statistics and wireless printing.

Ms. Chagares asked if the library's Technology/Reference Librarian is involved in the webinars and Ms. Witherell answered yes. She explained that one of the major responsibilities of the Technology/Reference Librarian is to maintain the website, perform software updates, initiate repairs, and teach patrons how to use the computers.

The Board had a discussion about reviewing the Circulation Desk job description and it was agreed that the Personnel and Technology Committees will meet with Ms. Witherell to review and discuss the current job description.

The Board also discussed potentially hiring a technology consultant to push forward with the library's use of new technology.

b. Makerspace Update

Ms. Witherell reported that she attended the Magical Makerspace Tour of three libraries (Parsippany, Caldwell and Hillsdale) that each won grants from Library Link NJ. Two of the libraries repurposed existing space for their makerspaces; the third has no makerspace, just created a web site for a historical photo digital archive and oral history recordings.

The Board had a discussion about how the noise factors affect patrons within the library.

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Mr. Antonacci inquired when the library received approval on the grant from State Farm Insurance and Mr. Saxton stated that the approval was received in June of 2014.

The Board had a discussion about potential ideas for launching the makerspace with programming alone in the fall of 2015 before the space is actually built and it was agreed that additional meetings are needed in order to meet the timeframe to accomplish this goal.

The Board also discussed having Tom Gensheimer revisit the original space in the lower level back lobby and it was agreed that the Makerspace Committee will meet by themselves and then meet with Tom and Chris Sepp, the library's architect, and report back to the Board at the June 20th Board of Trustees Meeting.

Motion by Mayor Rooney seconded by Vince Antonacci to authorize Chris Sepp of Beatty, Harvey, Coco Architects to meet with the Makerspace Committee and Tom Gensheimer for the purpose of identifying the ideal makerspace location.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Brian Eller, Lori Peters, Mayor Rooney, Brian Saxton, Grace White

c. Comp Time Update

Ms. Witherell distributed the Comp Time Report and Ms. Peters invited questions from the Board.

d. Certificates of Insurance

Ms. Witherell distributed the results of a poll she conducted with regard to Certificates of Insurance requirements from other BCCLS libraries.

Mr. Donato asked what Ridgewood Library's response was and Ms. Witherell stated that she didn't receive a response from them.

Ms. Peters reviewed the purpose for the poll. Ms. Witherell stated that the new policy requiring both hold harmless and certificates of insurance from individuals hired by the library to do programs is too aggressive and asked the Board to reconsider the policy.

Motion by Peggy Chagares seconded by Brian Eller to require a Hold Harmless Agreement and a Certificate of Insurance having specified coverage amounts as set forth by policy for all programs going forward.

Ms. Peters stated that the Policy Committee needs to write a policy with regard to insurance requirements. All were in agreement.

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d. NJLA Recap

Ms. Peters asked the Board if there were questions or comments on Ms. Witherell's recap of the NJLA Conference. There were none.

VIII. OLD BUSINESS - None

IX. DIRECTOR'S REPORT

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

X. COMMITTEE UPDATES AND CURRENT ACTION ITEMS

There were no updates.

XI. ADJOURNMENT

Motion by Peggy Chagares seconded by Grace White to adjourn. All were in favor.

The meeting adjourned at 9:47 PM.

Lori Peters, President

Mary Witherell, Library Director