

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES**

**March 17, 2021 Board Meeting Minutes**

**7:30 PM, Wyckoff Public Library (virtual)**

“The March 17th 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:**

Present: Vince Antonacci, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Tony Donato, Lauren McCarthy, Lori Peters

Tony Donato arrived at 7:37 pm

Absent: Melissa Rubenstein, Brian Saxton

**Staff Attendance:** Laura Leonard, Library Director and Giulia Bombace, Recording Secretary

**Public Comments:** None

**Open Session**

**Board Business:**

**Secretary’s Report:**

The February 17th, 2021 Wyckoff Library Board of Trustees Meeting Minutes were previously distributed to the Board of Trustees. Ms. Peters invited questions.

Motion by Lauren Cohen seconded by Vince Antonacci to approve the February 17th, 2021 Board of Trustees Regular Meeting Minutes.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Lori Peters

Lauren McCarthy abstained.

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES**

**March 17, 2021 Board Meeting Minutes**

**7:30 PM, Wyckoff Public Library (virtual)**

**Treasurer's Report**

The February 2021 Treasurer's Report was distributed and Ms. Peters invited questions or comments. Ms. DeKorte pointed out that there was a \$24,000 payroll surplus from 2020. The other reimbursement was funds that were due in 2020, but not the allocation had been delayed.

Motion by Peggy Chagares seconded by Lauren Cohen to approve the February 2021 Treasurer's Report.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Lauren McCarthy, Lori Peters

**Voucher List**

The March Voucher list was distributed and Ms. Peters invited questions or comments. Ms. Leonard pointed out that Line 14 was for snow removal that was not part of the regular landscaping contact. Ms. Peters asked about the cost for Presentation Systems. Ms. Leonard explained that this cost was to replace a poster printer. It was originally thought that the printer could be repaired. Since it was relatively new, the library was able to get a very good deal and also a 3 year warranty. The Friends of the library will be paying for a portion of it and the library will be paying the remainder.

Motion by Peggy Chagares seconded by Lauren Cohen to approve the March 2021 Voucher List.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Tony Donato, Lauren McCarthy, Lori Peters

**Resolution 2021:05 Payment of Vendors in Advance**

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

**WHEREAS**, the Local Boards, as permitted by NJSA 40A:5-16 c(1) may establish circumstances deemed appropriate to make 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 NJSA 40A:5-16 c (1).

FINAL

## **WYCKOFF LIBRARY BOARD OF TRUSTEES**

**March 17, 2021 Board Meeting Minutes**

**7:30 PM, Wyckoff Public Library (virtual)**

Mike Norris, check #24253, Impressionism with a woman's touch: Berthe Morisot, Zoom Lecture, 3/18

Bracco Farms, check #24248, Victory Garden, Zoom lecture, 4/8

Motion by Peggy Chagares seconded by Tony Donato to approve Resolution 2021-05: Payment of Vendors in Advance.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Tony Donato, Lauren McCarthy, Lori Peters

### **Other Financial Matters**

#### **General**

##### **New Jersey State Library Annual Report**

The New Jersey State Library Annual Report was submitted by Ms. Leonard after it was reviewed by Ms. Peters. There was an optional portion that Ms. Leonard completed that pertained to services that were offered while library buildings were closed to the public including virtual programs, curbside pickup, WiFi, email reference, etc...

##### **eBook Access and Pricing**

Ms. Leonard sent an article from *The Washington Post*, "Want to borrow that e-book from the library? Sorry, Amazon won't let you." to the Board Members regarding ebooks that Amazon is not making available through any service other than purchase through Amazon or Audible. It is important to know that though patrons may ask for these ebooks, we are not able to purchase them at this time. Several states have drafted legislation to require Amazon to make these items available to public libraries. This is a developing situation. Even the items that the libraries do have access to via Amazon are being priced very differently from items available to the general public.

##### **ARPA of 2021 funding for libraries**

The American Rescue Plan Act has allocated \$200 million to the Institute of Museum and Library Services. Of the \$200 million for IMLS, \$178 million is allocated for the Library Services and Technology Act (LSTA) and will go to state library administrative agencies, calculated by a population-based formula, with a \$2 million minimum per state. State libraries will distribute ARPA funding to local libraries according to state priorities.

FINAL

## **WYCKOFF LIBRARY BOARD OF TRUSTEES**

**March 17, 2021 Board Meeting Minutes**

**7:30 PM, Wyckoff Public Library (virtual)**

### **Old Business**

#### **COVID-19 Response Reopening Plan**

On March 19th, indoor capacity can be increased to 50% per Governor Murphy's EO. Ms. Leonard suggests keeping services and capacity as it is because Covid numbers are still high and most staff have not been vaccinated. The board agreed.

#### **100th Anniversary**

Ms. Leonard submitted library photos and a brief article to *Wyckoff Living*. The staff will be posting to social media. Ms. Leonard will be purchasing banners, as well as bags to advertise and promote the 100th Anniversary of the library.

### **Director's Report**

The Children's Winter Reading program concluded and had over 200 participants. The second storywalk was successful and well received despite being covered by snow! There was also a take and make craft to go with the storywalk. The teen librarian has added a weekly book review to be posted via social media. There are teen volunteers participating in a number of activities remotely. Ms. Leonard attended the last Chamber of Commerce meeting. They are creating a booklet that will serve as a business directory to be distributed to new residents. Ms. Leonard has created a coupon for the library to be added to the booklet. Lee Parker, owner of 3 Chicas and member of the Midland Park/Wyckoff Rotary, has reached out to the library to help the Passaic and Paterson Boys and Girls Club. The staff will be conducting a book drive for the Boys and Girls Club. Three staff members will volunteer for virtual programs.

Circulation for February was within 600 circulations of last February. This is despite a much snowier month with the library being closed for 3.5 days due to weather.

### **Committee Updates**

The Buildings and Grounds Committee - Mr. Antonacci, Mr. Donato and Ms. Cohen, will be addressing the bathroom renovation. They are currently looking for an architect for this project. The capital plan will have to be reviewed as prices may have gone up since this renovation was first considered. Ms. Leonard suggested that the bathrooms on the first floor be single use bathrooms. Mr. Donato asked if there were typically lines for the bathrooms. Ms. Leonard said that this is usually not an issue. Sometimes after programs there is a line but only for the women's room. If the bathrooms were single use and not designated to gender it would elevate that problem. The committee will be meeting with three architects over the next few weeks.

The Personnel Subcommittee was notified that Lisa Apsey, member of the Circulation Department has been promoted to the full time Senior Library Assistant position that was held by Ylva Mann who is retiring in April after 25 years of service. The Strategic Plan Committee

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES**  
**March 17, 2021 Board Meeting Minutes**  
**7:30 PM, Wyckoff Public Library (virtual)**

was given the survey results from 2012 and 2016 to look over. The first part of the process to create a new strategic plan will be to revise the survey for distribution to patrons.

**Adjournment**

Motion by Peggy Chagares seconded by Lauren Cohen to adjourn the meeting.

All were in favor and the meeting was adjourned at 8:19 P.M.

The next meeting will be held on Wednesday, April 21, 2021 via Zoom.

---

Lori Peters, Board President

---

Laura Leonard, Library Director