

FOR BOARD REVIEW

WYCKOFF LIBRARY BOARD OF TRUSTEES

March 16, 2016 Meeting Minutes

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

"The March 16, 2016 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: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Brian Eller, Tom Madigan (arrived at 7:33 PM), Brian Saxton, Grace White

Absent: Tony Donato, Lori Peters

Staff Attendance – Laura Leonard, Library Director and Jackie Dwyer, Secretary

Public Comment – None

Open Session

Construction/Building Update

Hand Rail

Ms. Leonard reported that the handrail installation is complete.

Other Construction/Building Matters

Ms. Leonard reported that the Makerspace drawings have not yet been received.

Secretary's Report

Motion by Vince Antonacci seconded by Brian Saxton to approve the February 17, 2016 Board of Trustees Regular Meeting Minutes.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tom Madigan, Brian Saxton, Grace White

Abstaining: Brian Eller

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Treasurer's Report

February Treasurer's Report - Operating

The February Treasurer's Report was distributed and Ms. DeKorte invited the Board to ask questions.

Ms. DeKorte mentioned that the payroll surplus was received from the town. She went on to explain that the amount is higher than usual because an employee has been absent for three and a half months and the Interim Library Director's salary came from professional development instead of payroll.

Ms. DeKorte pointed out that the Treasurer's Report was revised in order to give more detail.

Ms. Leonard pointed out the credit for health insurance due to a staff member's change in status.

Mr. Eller asked what the timeline is for "Origins" and Ms. Leonard stated that the exhibit will take place in mid-October or early November.

Motion by Peggy Chagares seconded by Brian Eller to approve the February 2016 Treasurer's Report.

Voting in Favor- Vince Antonacci, Peggy Chagares, Lauren DeKorte, Brian Eller, Tom Madigan, Brian Saxton and Grace White

March Voucher List – Operating

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

Ms. DeKorte pointed out that line #22 was for the alarm system's annual contract.

There were questions with regard to Game Stop purchases totaling \$800.

Motion by Brian Saxton seconded by Peggy Chagares to approve the March, 2016 Voucher List.

Voting in Favor- Vince Antonacci, Peggy Chagares, Lauren DeKorte, Brian Eller, Tom Madigan, Brian Saxton and Grace White

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Other Financial Matters –

Ms. Leonard mentioned that the annual audit is scheduled for the end of March.

General

New Strategic Plan- Ms. Leonard verified with the State Library that it is not mandatory but it is recommended that the Board hire a consultant to assist with the new Strategic Plan. She stated that the data is required as part of the planning process. Such data can be collected through a survey or focus group.

A lengthy discussion ensued with regard to whether the Board should hire a consultant or create the new plan themselves.

It was agreed that the Board will first survey the staff and the Friends as well as reviewing and revising the existing Strategic Plan and develop a survey for the public based on the staff's input. Furthermore, there will be a sub-committee and the Board Members will work collectively on the plan.

Technology/Social Media Update – Nothing to report.

Notary Service – Ms. Leonard reported that two staff members have completed the paperwork to become a notary and they are awaiting the approvals.

Ms. DeKorte asked how the service will be advertised and Ms. Leonard replied that it will be on the Library's website.

Homebound Delivery – Ms. Leonard stated that there is not a big enough demand for homebound delivery at this time. She spoke with the Friends and they already deliver to Christian Healthcare. Ms. DeKorte suggested that the need be addressed in the Strategic Plan Survey.

Makerspace Tools Request – Ms. Leonard announced that the Friends agreed to appropriate \$2,500 for the purpose of purchasing Makerspace Tools. Ms. Leonard has already begun to order the tools and will be ordering more over the next couple of week.

Old Business

Investment Plan – Nothing to report.

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Security Cameras Vendor – Ms. Leonard stated is in the process of obtaining an additional quote.

Board Business – Oath of Office

Grace White read the Oath of Office and the Board congratulated her.

Director's Report

The report was previously emailed to all Board Members.

Ms. Leonard spoke about the Cardboard Challenge Program and stated that it was great success.

Eagle Scout, Chris Miller is getting ready to upload scanned photos and documents onto the website for his Eagle Scout Project.

Ms. Leonard spoke about the Friends sponsored Mosaic Program.

With regard to the Wish List, Ms. Leonard stated that the Children's Program Room is in need of window shades. In addition, she spoke about obtaining quotes for window washers and carpet cleaners. Mr. Eller offered to call a carpet contractor and get a quote.

Ms. Chagares commented on the AARP Tax Aide Service and Ms. Leonard stated that in March there were 5 to 7 appointments per day, on Thursdays.

Committee Updates and Current Action Items

Mr. Madigan asked about the status of a Meeting Room Request denial.

Legal, State and Township Committee

Mr. Madigan announced that the waiver of permits and inspection fees were approved at last evening's Township Meeting.

Ms. Leonard announced that the next two Board Meetings will be held on April 20th and May 25th.

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Adjournment

Motion by Grace White seconded by Brian Eller to adjourn the meeting.

All were in favor and the meeting adjourned at 8:25 PM.

Lauren DeKorte, Treasurer

Laura Leonard, Library Director