

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES**

**May 20th, 2020 Board Meeting Minutes**

**7:30 PM, Wyckoff Public Library, online meeting hosted via Zoom**

“The May 20th 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, Brian Saxton, Timothy Shanley

Absent:

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

**Public Comments:** None

**Open Session**

**Board Business:** Brian Eller tendered his resignation from the Board. His years of service were acknowledged: we thank him for his service. Lauren Cohen was sworn in as a new Board Member.

**Secretary’s Report:**

The April 15th, 2020, Wyckoff Library Board of Trustees Meeting Minutes were previously distributed to the Board of Trustees. Ms. Peters invited questions.

Motion by Tony Donato seconded by Peggy Chagares to approve the April 15th, 2020 Board of Trustees Regular Meeting Minutes.

Voting in favor: Vince Antonacci, Peggy Chagares, Tony Donato, Lauren McCarthy, Lori Peters, Brian Saxton, Timothy Shanley

Lauren Cohen abstains.

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES**

**May 20th, 2020 Board Meeting Minutes**

**7:30 PM, Wyckoff Public Library, online meeting hosted via Zoom**

**Treasurer's Report**

The March 2020 Treasurer's Report (corrected) and the April Voucher List (corrected) was distributed and Ms. Peters invited questions or comments.

The Treasurer's Report now includes an adjustment on line 6 for the bank interest. The merger of Atlantic Stewardship Bank and Columbia Saving Bank took place mid March and interest reporting was delayed. As a result the interest changed from \$16.77 to \$194.65.

The Voucher list was adjusted to include a check for the deep cleaning that took place last month and also a debit card charge for the renewal of our website domain that was done automatically without an invoice.

Motion by Brian Saxton seconded by Tony Donato to approve the corrected versions of the March Treasurer's Report and the April Voucher List.

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

The April 2020 Treasurer's Report was distributed and Ms. Peters invited questions or comments.

There were no questions.

Motion by Brian Saxton seconded by Tony Donato to approve the corrected April Treasurer's Report.

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

**Voucher List**

The May 2020 Voucher list was distributed and Ms. Peters invited questions or comments.

There was a question about line 31 -Tai Chi classes. Those classes are taking place from May 5th to June 10th. Ms. Leonard explained the classes are being held via Zoom and the check would be mailed after the classes are complete which is before our next meeting.

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES**

**May 20th, 2020 Board Meeting Minutes**

**7:30 PM, Wyckoff Public Library, online meeting hosted via Zoom**

There was a question about Line 19 - Aquarium Services. Ms. Leonard explained that pet and animal care is considered essential work so they have been and will be able to service the aquarium while the library is closed.

Motion by Brian Saxton seconded by Tony Donato to approve the May Voucher List.

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

**RESOLUTION #2020 - 08 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).

Kevin Woyce, \$100.00, check #23763, Jersey Shore Lecture 6/9 via Zoom  
Jody Rubel, \$810.00, check #23783, Tai Chi classes 5/5 – 6/10 via Zoom

Motion by Lauren DeKorte second by Tony Donato to approve Resolution 2020-08.

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

**Revised Capital Plan**

Revised expenditures to the capital plan have been made to include additional items necessary for limiting the spread of germs when the library reopens. These items include plexiglass sneeze guards for all public service desks, free standing hand sanitizer dispensers, sidewalk

FINAL

## **WYCKOFF LIBRARY BOARD OF TRUSTEES**

**May 20th, 2020 Board Meeting Minutes**

**7:30 PM, Wyckoff Public Library, online meeting hosted via Zoom**

sign and rope and stanchion used for social distancing. To cover these expenses, the initial capital expenditure for the A/V system has been reduced.

Motion by Brian Saxton second by Peggy Chagares to approve Revised Capital Plan.

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

### **Other Financial Matters**

None

### **General**

#### **Covid-19 - Reopening Plan**

On April 16, 2020, the LibraryLinkNJ (LLNJ) Executive Board established a new task force on COVID-19, and charged the task force to explore issues, strategies, and solutions, relative to the reopening of libraries post COVID-19. The Task Force, TOPCATS, works in collaboration with the New Jersey State Library (NJSL), the New Jersey Library Association (NJLA), and other pertinent efforts that benefit New Jersey libraries in the post COVID-19 environment. This group includes administrators from all types of libraries and consortia throughout the state. They have created a document, *Best Practices for Reopening*, which is very thorough and backed up by studies and extensive research. It is a 5 phase plan which Ms. Leonard has adapted to create a reopening plan for our library.

Phase 1 - Wyckoff is currently in Phase 1. The building is closed to the public and staff is working from home. During this time purchases are being made to ensure the safety of patrons and staff.

Phase 2- This phase may begin soon if Governor Murphy revises Executive Order 107. We are preparing for this phase so that we are ready as soon as the revised order is given. We will begin Phase 2 by allowing the book drop to be opened. Returned items will have to be in quarantine for up to 72 hours before being checked in. Returned items and those received from BCCLS delivery will be quarantined in the Monroe room and the adjacent hallway. New procedures will be developed and shared with staff. This phase is likely to be the shortest.

FINAL

## **WYCKOFF LIBRARY BOARD OF TRUSTEES**

**May 20th, 2020 Board Meeting Minutes**

**7:30 PM, Wyckoff Public Library, online meeting hosted via Zoom**

Phase 3- This phase would allow for curbside/contactless pick-up. This phase will begin depending on the decision of the Governor. Virtual programming will continue. Wyckoff patrons will have access to Wyckoff items.

Phase 4- This phase would include opening to the public. To prepare for staff and patrons, seating has been rearranged in the library, as well as the staff room. We are anticipating capacity limits. As a result of that, time at computers may have to be limited. Patrons and staff would be asked to wear masks. Distance markers would be placed to enforce social distancing. Barcode scanners would be placed facing the public so that they can scan their own cards and books. Building hours would most likely remain the same. Curbside pick up and virtual programming would continue. Staff will encourage patrons to limit their browsing time to keep people flowing in and out of the building. Meeting rooms will remain closed to the public. The Summer Reading Program will be conducted virtually.

Phase 5- This phase is being called the 'New Normal' and will include eased capacity limits and the resumption of in person library programs. Cleaning and health guidelines will continue to be adhered to.

### **BCCLS Updates**

BCCLS will limit people to checking out and requesting books from their own library at first. Research is being done on how long the virus can live on surfaces like books. We believe we will be able to meet most of our patrons' demands from our collection. The schools have been notified that these changes may impact students' summer reading needs. The temporary library cards that were issued were set to expire on June 1st. Those expiration dates will be extended through September.

BCCLS is looking into an app for self check out. Several apps will be presented at the System Council meeting tomorrow. Patrons have asked for this kind of service to be available. During this time, to have services like this is critical.

### **Fine Free Summer**

Because services and access to the building has been and will continue to be limited during the summer and in light of challenges facing patrons - comfort level coming to the library and financial disruptions, it is recommended that the library be fine free this summer.

The Board approved. No overdue fines will be collected through August 31, 2020. Ms. Leonard will request that BCCLS make the necessary changes to the ILS (Integrated Library System).

### **Old Business**

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES**

**May 20th, 2020 Board Meeting Minutes**

**7:30 PM, Wyckoff Public Library, online meeting hosted via Zoom**

**Director's Report**

All members of every department are contributing in new ways. Staff is going outside of their comfort zones. Staff members have been creating videos, virtual content, books lists, and much more. They are keeping in touch with the community by their increased virtual presence. Ms. Chagares added that she was very impressed with the library's social media presence. Digital circulation was up by 40% during the month of April in comparison to March. Several groups including our knitting group, book chat, and the Friends of the Library Book Club have been meeting via Zoom. Staff has been participating in a variety of professional development workshops available virtually which will enhance the ability to serve and assist patrons.

**Adjournment**

Motion by Tony Donato seconded by Vince Antonacci to adjourn the meeting.

All were in favor and the meeting was adjourned at 8:37PM.

The next meeting will be held on June 17th, 2020.

---

Lori Peters, Board President

---

Laura Leonard, Library Director