

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES
May 26th, 2021 Board Meeting Minutes
7:30 PM, Wyckoff Public Library and virtual**

“The May 26th 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, Lauren Cohen, Tony Donato, Lauren McCarthy (via Zoom), Lori Peters (via Zoom), Brian Saxton

Absent: Peggy Chagares, Lauren DeKorte, Melissa Rubenstein

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

Public Comments: None

Open Session

Board Business:

Secretary’s Report:

The April 21st, 2021 Wyckoff Library Board of Trustees Meeting Minutes were previously distributed to the Board of Trustees. Ms. Peters invited questions.

Motion by Vince Antonacci seconded by Tony Donato to approve the April 21st, 2021 Board of Trustees Regular Meeting Minutes.

Voting in favor: Vince Antonacci, Lauren Cohen, Tony Donato, Lauren McCarthy, Lori Peters, Brian Saxton

Treasurer’s Report

The April 2021 Treasurer’s Report was distributed and Ms. Peters invited questions or comments. Line 8 BCCLS is the distribution from the Bergen County grant for shared services. \$150,000 was distributed equally among the Bergen County members of BCCLS.

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Motion by Brian Saxton seconded by Tony Donato to approve the April 2021 Treasurer's Report.

Voting in favor: Vince Antonacci, Lauren Cohen, Tony Donato, Lauren McCarthy, Lori Peters, Brian Saxton

Voucher List

The May 2021 Voucher list was distributed and Ms. Peters invited questions or comments. There are a number of reimbursable payments. Line 1 is the annual time payment for retiree health care. Line 2 is one of three annual payments for pension. Line 43 is one of two annual payments for Shared Services for payroll.

Motion by Brian Saxton seconded by Lauren Cohen to approve the May 2021 Voucher List.

Voting in favor: Vince Antonacci, Lauren Cohen, Tony Donato, Lauren McCarthy, Lori Peters, Brian Saxton

Resolution 2021:07 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).

The Artful Easel, check #24395, Zoom sketch classes 6/8, 6/17, 6/22
The Artful Easel, check #24378, Zoom sketch classes 7/13, 7/27

Motion by Brian Saxton seconded by Tony Donato to approve Resolution 2021-07: Payment of Vendors in Advance.

Voting in favor: Vince Antonacci, Lauren Cohen, Tony Donato, Lauren McCarthy, Lori Peters, Brian Saxton

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Other Financial Matters

A very generous donation was made to the library by a patron who wishes to remain anonymous. The amount of the donation was \$50,000. The patron had no stipulation on how the money is to be spent; the wish was for the library to determine the need. The auditor was consulted regarding how to record the donation. It does not have to be spent in this budget year, but the patron would like it expended reasonably soon.

The audit is scheduled for June 21st.

General

Rain Garden Sign

The sign came off its post and was found a few days later. A temporary one is in its place. The DPW will replace the temporary sign with the permanent one.

FLOW Green Film Series

This is the 8th annual FLOW Green Film Series. This year the committee had to change gears. The first program was held virtually in March and targeted to architects. The second virtual events was hosted by our library and approximately 35 people attended. I showed three short films, selected by the committee and there was a lively follow-up panel presentation. The virtual event was well received. The final event in the series will be held on June 19th. It will be an outdoor showing of the movie WALL-E.

Old Business

COVID-19 Response- Reopening Plan, Employee travel guidelines, Emergency Health Addendum

The employee travel guidelines no longer are necessary because the state of NJ is no longer requiring it.

Because of occupancy limitations, time in the library was limited and seating was taken away. Ms. Leonard recommended that we add seating, increase computer time, and increase the time patrons are allowed to stay in the library. These changes will go into effect on June 1st.

Programs will be held virtually or outside. Take and make will still be available. The Makerspace location will not be used at this time, but take and makes and outdoor programs will be scheduled. Individual appointments can be made.

The website's temporary safety rules will be updated. The Emergency Health Addendum passed in May would be revised to reflect these new changes as well.

Mask Mandate - The Township will still require masks in Town Hall. Many other libraries in our area will keep the mask mandate in place at this time. Ms. Leonard recommends that the library keep the mask mandate in place at this time because we serve children who have not been vaccinated yet or are not eligible to be vaccinated at this point. The decision to keep the mask mandate will be revisited at each meeting going forward.

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100th Anniversary

The 100th Anniversary was May 14th. Mayor Rubenstein was in attendance and read a proclamation celebrating the history of the library. Tom Madigan represented the Township Committee and Peggy Chagares and Lauren DeKorte represented the library's Board of Trustees. Free commemorative tote bags were given out to the first 100 visitors. Balloon decals were given out for people to fill in with special library memories. Ms. Leonard, with assistance from multiple staff members, created a historical storywalk to highlight the history of the library. Veronica Potenza has started posting our 100 social media posts. Tee shirts were given to the staff. A few contests will be held during the summer to celebrate the anniversary as well.

Bathroom repairs and renovations

Mr. Antonacci, Ms. Cohen and Mr. Donato along with Ms. Leonard met with three architects regarding the renovations to the bathrooms. Two of the three architects have already submitted their proposed plans.

Director's Report

The First Grade visits are taking place virtually and have been great. Denise Marchetti has delivered bags for the students to the schools to be distributed on the day of the visit. Each bag includes a lanyard, a library scavenger hunt sheet, sticker, pad and pencil and most importantly their new library card! A young patron came in and gave a hand drawn thank you card to one of our new staff members expressing how much they love the library. There are kindness rocks from a few years ago in the garden and new ones have appeared recently. PBS has requested to film a girl scout who has been making kindness rocks and putting them in different spots around town.

The elevator and chairlift passed inspection.

Committee Updates

Mr. Antonacci asked about the progress of the snack stand at Memorial Field. Ms. Leonard believes that the Township may request two-four spots in the parking lot for the purpose of making additional handicap spots. No plans for the construction of the gazebo have been seen yet. Mr. Antonacci suggests we ask if the library would be able to use it. Ms. Peters suggested that the Board decide if having a gazebo as part of the outdoor space is warranted based on our strategic plan. The Strategic Plan Committee with Ms. Leonard will discuss if the gazebo is something the library is interested in. The Building and Grounds Committee will look into what is being asked of the library as far as parking and designated handicap spots.

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Ms. Leonard has requested that some time in mid-june the library open 2 hours late for the purpose of staff training. There are multiple new staff members and it would be beneficial to meet with everyone at one time. The board agreed.

Adjournment

Motion by Vince Antonacci to adjourn the meeting.

All were in favor and the meeting was adjourned at 8:26 P.M.

The next meeting will be held on Wednesday, June 16, 2021 in person or via Zoom.

Lori Peters, Board President

Laura Leonard, Library Director