

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

November 16, 2016 Meeting Minutes

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

“The November 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, Tony Donato (arrived at 7:52 PM), Brian Eller, Lori Peters, Brian Saxton, Grace White

Absent: Tom Madigan

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

Public Comment – None

Open Session

Construction/Building Update

Maker Space

A conference call with the Library’s architect, Chris Sepp took place. Mr. Sepp gave a brief synopsis of his findings with regard to the lowest bidder, Salazar and Associates and stated that initially he had concerns with regard to Salazar’s bid proposal being considerably lower than the next lowest bidder’s. Mr. Sepp went on to say that after receiving an explanation from the owner of Salazar and Associates he was satisfied that the bid should be accepted once all bid requirement and forms are filled out and the Bid Checklist is obtained. Mr. Antonacci asked if the company was local and Mr. Sepp stated that Salazar & Associates is based out of Union, NJ.

Mr. Antonacci asked how long the project will take and Mr. Sepp replied that the construction should take no more than three to four weeks. The fixtures, etc could take up to 8 weeks. Mr. Sepp went on to say that, once the project is awarded by the Board of Trustees Salazar will file with the NJDCA.

Ms. Leonard asked about filing for the fire suppression and fire alarm.

Mr. Antonacci asked about the payment schedule and the start date. Mr. Sepp stated that there is no down payment required and that, as the work is completed Salazar will be paid. He estimated that the project will begin mid-January.

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Ms. Peters asked why there was such a large gap between the original proposal and the actual bid proposal. Mr. Sepp explained that over the last year and a half costs have gone up 100% plus per square foot and a small percentage of the gap is due to "scope creep".

The conference call ended at 7:48 PM.

The Board reviewed the bid proposals as well as the overage between the original proposal and the actual bid proposal.

Tony Donato arrived at 7:52PM.

The Board had a brief discussion with regard to planning a ribbon cutting ceremony upon completion of the project and the grand opening.

Motion by Grace White seconded by Peggy Chagares to award the bid for the Maker Space project to Salazar and Associates, with the funds to come from capital funds and the balance of \$5,140 to come from the State Farm grant and with the understanding that a resolution will be drawn up and approved at a web Board of Trustees Meeting, via email or at a Special Meeting.

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

Other Construction/Building Matters

Ms. Leonard stated that a spreadsheet was sent to the Building and Grounds Committee itemizing replacements, repairs and other small building maintenance projects. Specifically looking to have the lower lever rugs cleaned, blinds purchased for the History Room and Children's Room, gutter repair, repair of the exhaust fan in the lower level Men's Room.

Ms. Leonard mentioned that only 73 ½% of this year's budget was used through November, 2016 and that the total cost of the repairs, replacements and maintenance is approximately \$8,000. Additionally, the touch screen panel which controls the AV in the Monroe Room is not working due to two power surges that occurred. The rate to fix the touch screen is \$125 per hour plus travel. Ms. Leonard received a quote not to exceed \$1,250 which covers 2 hours of travel time and 8 hours of work from Open Systems Integrators, the company that originally installed the system.

Secretary's Report

Motion by Toy Donato seconded by Brian Saxton to approve the October 19, 2016 Board of Trustees Regular Meeting Minutes with revisions.

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

Treasurer's Report

October Treasurer's Report - Operating

The October Treasurer's Report was distributed and Lori Peters invited the Board to ask questions.

Mr. Saxton inquired about the coverage on the certificates of deposit being in the same bank and if the balances are covered under the Federal Deposit Insurance Corporation maximum.

Ms. DeKorte mentioned that the funds are kept in the same bank in order to receive a 1% interest rate.

Motion by Brian Eller seconded by Vince Antonacci to approve the October 2016 Treasurer's Report.

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

November Voucher List – Operating

The November Voucher List was distributed and Ms. Leonard invited the Board to ask questions.

Ms. Leonard mentioned that the amount under line 10, Ebsco is the annual renewal for periodicals.

Ms. Chagares asked how long periodicals are kept and Ms. Leonard replied six months.

Mr. Saxton asked about the amount on line 49 and if the payment to BCCLS could be spread out.

Ms. Leonard mentioned that there is a shift between lines 25 through 31 due to more DVDs being purchased through Amazon. Ms. Leonard also gave explanations of the amounts on lines 40 and 43.

Motion by Tony Donato seconded by Peggy Chagares to approve the November, 2016 Voucher List.

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

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Other Financial Matters

Ms. Leonard mentioned that there is a need to purchase 4 or 5 new laptops for the staff at a cost of \$500 to \$700 per laptop. Laura went on to say that the current staff laptops will be wiped and given will be available for patron use.

Motion by Lauren DeKorte seconded by Brian Eller to approve the purchase of a maximum of 5 laptops to be utilized by the staff and in the approximate range of \$500 - \$700 per laptop.

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

General

Exploring Human Origins

Ms. Leonard reported on the great success of the Exploring Human Origins, pointing out that over 1200 people went through the exhibit and nearly 500 people attended the 12 programs that were offered.

Ms. Leonard went on to thank everyone who worked together to make the exhibit such a success. She gave a special thank you to custodian, Tom Sabo who worked tirelessly at setting up rooms and getting the exhibit in and out while keeping up with the day to day maintenance.

Lastly, she spoke about the huge turnout of teachers in the district and about loaning to the educators the replicas of the 5 skulls which were gifted to the Library by the Smithsonian Institution.

Budget Proposal – Salaries

Ms. Leonard stated that she presented her salary proposal to Brian Saxton and Lauren DeKorte and gave a brief synopsis of how she arrived at the proposed amounts, explaining that positions were eliminated and a new position, a Maker/Mentor position was created by herself and the Personnel Committee.

Ms. Peters read the Maker/Mentor job description.

Ms. Leonard spoke about the cut in custodial hours and mentioned that some of the load should be outsourced in order to lighten the load on the custodians.

Lastly, Ms. Leonard gave explanations with regard to increases for Sunday Staff.

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At 8:37 PM Ms. Leonard excused herself from the meeting. The Board of Trustees had a lengthy discussion with regard to Ms. Leonard's many accomplishments over the last year and her exemplary performance as Library Director. The Board discussed and agreed upon a salary increase to offer Ms. Leonard.

Ms. Leonard returned to the meeting at 8:57 PM. Ms. Leonard accepted the proposed salary increase.

Motion by Lauren DeKorte seconded by Brian Eller to approve the Salary Budget Proposal as presented to the Board of Trustees.

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

Ms. Leonard asked the Board's permission to close the Library one hour early in order to have a staff Holiday party. The Board had a lengthy discussion with regard to the cost of the party and gave permission to close the Library one hour early. It was agreed that Mr. Donato and Ms. Chagares will attend the next Friends meeting to discuss the party.

Old Business

Interior Signage

Ms. Leonard reported that the interior signage has been done.

Maker Space Use Policy

Ms. Leonard reported that a draft of the Maker Space Use Policy will be delivered to the Policy Committee for their review and comments.

Revised Strategic Plan

Nothing to report. Director's Report

The report was previously emailed to all Board Members. Ms. Peters invited the Board to ask questions. There were none.

Committee Updates and Current Action Items

There were none.

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Adjournment

Motion by Brian Eller seconded by Vince Antonacci to adjourn the meeting.

All were in favor and the meeting adjourned at 9:17 PM.

Lori Peters, Board President

Laura Leonard, Library Director