

FOR BOARD REVIEW

WYCKOFF LIBRARY BOARD OF TRUSTEES

December 14, 2015 Meeting Minutes

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

“The December 14, 2015 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: Vincent Antonacci, Peggy Chagares, Lauren DeKorte, Anthony Donato, Brian Eller, Lori Peters, Mayor Rooney, Brian Saxton, and Grace White (arrived at 7:38 PM)

Absent:

Staff Attendance: Laura Leonard, Library Director. Jackie Dwyer, Secretary

Public Comment – None

Open Session

Construction/Building Update

Hand Rail – Ms. Leonard reported that a vendor has been procured, materials have been ordered and Scott Fisher from the Wyckoff Department of Public Works will act as the project manager.

Other Construction/Building Matters - None

Secretary's Reports

Motion by Tony Donato seconded by Brian Saxton to approve the November 18, 2015 Board of Trustees Regular Meeting Minutes.

Voting in favor: Vince Antonacci, Lauren DeKorte, Tony Donato, Brian Eller, Lori Peters and Brian Saxton

Abstaining: Peggy Chagares, Mayor Rooney

Motion by Brian Saxton seconded by Tony Donato to approve the October 28, 2015 Board of Trustees Special Meeting Minutes.

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

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Treasurer's Report

November Treasurer's Report - Operating

The November, 2015 Treasurer's Report and Ms. Peters invited the Board to ask questions.

Grace White arrived at 7:38 PM.

Mr. Saxton asked why the book budget still had a sizable balance and Ms. Leonard explained that during the Library Director transition period books were not being purchased aggressively as staff was not being provided with updates. To remedy this in the future, Ms. Leonard stated that she will be providing updates on a monthly or quarterly basis. She also stated that she lowered the budget line for books in the proposed 2016 Budget.

Mayor Rooney stated that utilities increased \$7,000 and mentioned that the 2016 Budget needs to be raised accordingly. The increase was due to HVAC.

Mr. Eller asked why Professional Fees increased and Ms. Leonard stated that the Interim Director's Salary was charged to the Professional Fees budget line.

Mayor Rooney asked what the charges were under computerization and Ms. Leonard stated that they were from the BCCLS bill. Ms. Leonard mentioned that BCCLS is looking at changing their billing and offering a quarterly payment option to BCCLS libraries.

Motion by Tony Donato seconded by Brian Eller to approve the November, 2015 Treasurer's Report.

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

December Voucher List – Operating

The December Voucher List was distributed and Ms. Peters invited the Board to ask questions.

Referring to line 42, Ms. Leonard stated that Mr. Shannon's management fees were not billed as agreed and therefore are being paid in one lump sum.

Ms. White asked about line 30 and Ms. Leonard explained that an Xbox and video games were purchased from a vendor that won't set up an account for the library, therefore the staff member charged the purchase on her card and submitted the charge for reimbursement.

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Mr. Saxton asked about Strategic Planning and Ms. DeKorte stated that the expenses listed on line 42 were for the Staff Meeting.

Motion by Peggy Chagares seconded by Vince Antonacci to approve the December, 2015 Voucher List.

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

Proposed 2016 Budget

Ms. Leonard reviewed the proposed 2016 Budget and invited the Board's questions or comments.

A brief discussion ensued with regard to discontinuing DVD rental fees and it was agreed to revisit the matter later in the "General Financial Matters" portion of the meeting.

Of great importance, Ms. Leonard mentioned that the current Strategic Plan expires in December 2016 and she has budgeted accordingly. The Board discussed the cost of having a consultant involved and it was agreed that Ms. Leonard will research the procedure to see if a professional strategic planner is required.

Motion by Vince Antonacci seconded by Tony Donato to approve the proposed 2016 Budget.

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

Ms. Leonard distributed the revised Comp Time Policy which limits comp time within a 45 day period to 4 hours.

Resolution 2015-13 – Comp Time Payment Authorization

WHEREAS, the Wyckoff Library Board of Trustees and the Library Director govern and manage the business affairs of the Wyckoff Free Public Library with economy and efficiency following established best practices; and,

WHEREAS, the Wyckoff Library Board of Trustees after careful review and consideration has established practices and procedures to limit compensation time; and,

WHEREAS, the Library Board of Trustees after a review of its compensation time procedures has determined a need exists to reduce the backlog of compensation time that currently exists for the efficient and effective governance and management of the Library and its staff; and,

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WHEREAS, The Treasurer of the Free Public Library has advised that adequate funds exists in the payroll account for this purpose; and,

WHEREAS, the Wyckoff Library Director and the Wyckoff Library Board of Trustees have verified the below compensation time amounts; and,

NOW, THEREFORE, BE IT RESOLVED, by the Wyckoff Library Board of Trustees that the payment of compensation time earned on the basis of a per hour amount for each hour worked is hereby authorized for the below listed employees:

Marilyn Force, Librarian 56.5 hours at \$ 36.07 per hour equals \$2,037.96

Patricia Gioe, Adm. Assist. 94.5 hours at \$ 24.85 per hour equals \$2,348.33

BE IT FURTHER RESOLVED that the practices and procedures put into practice to limit compensation time are implemented and distributed to Library staff.

Motion by Grace White seconded by Vince Antonacci to approve Resolution 2015-13 – Comp Time Payment Authorization.

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

Motion by Peggy Chagares seconded by Vince Antonacci to approve the revised Comp Time Policy.

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

Ms. DeKorte spoke about the Library's Capital Plan and asked the Board to consider a total of \$220,478 to be transferred to the Operating Account and reserved for 2016 Capital Projects.

Ms. Leonard reviewed the proposed 2016 Capital Projects.

Mayor Rooney recommended that Ms. Leonard discuss the appropriations with Ms. McLeod of the Township of Wyckoff.

Resolution 2015-14 – To Establish Capital Expense Plan and Reserving Funds

WHEREAS, the Wyckoff Library Board of Trustees and the Library Director govern and manage the business affairs of the Wyckoff Free Public Library with economy and

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efficiency following established best practices; and,

WHEREAS, the Wyckoff Library Board of Trustees has undertaken an analysis of the capital improvement needs of the Wyckoff Free Public Library; and,

WHEREAS, the Library Board of Trustees has identified several needed capital improvement projects more specifically set forth on the attached Schedule 1, titled "Capital Projects"; and,

WHEREAS, the Wyckoff Library Board of Trustees have determined that the Capital Projects will contribute to the provision of efficient and effective library services to the public; and,

WHEREAS, the Wyckoff Library Board of Trustees have determined it is necessary to restrict certain capital funds to provide for future Capital Projects.

NOW, THEREFORE, BE IT RESOLVED, by the Wyckoff Library Board of Trustees that the amount of \$ 220,478 be designated and hereby restricted for the completion of the Capital Projects listed on Attachment 1, attached as if set forth at length.

Motion by Peggy Chagares seconded by Grace White to approve Resolution 2015-14 – To Establish Capital Expenses Plan and Reserving Funds pending confirmation by the Township Chief Financial Officer.

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

Abstaining: Mayor Rooney

Other Financial Matters

Ms. DeKorte reported that the Certificate of Deposit has been set up and is earning 1% interest.

General

Strategic Plan Quarterly Update – Ms. Leonard reported that at the December 2nd Staff Meeting, the staff spoke about children's programming, inclusive of technology programs for school age children, the Winter Reading Program and initiation of an all-day read-a-thon on February 15th and February 16th.

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Ms. Leonard also reported that staff training on the eBCCLS collection is scheduled. In addition.

Finally, Ms. Leonard spoke about reaching out to the boy scout and girl scouts to encourage tours and working on technology badges.

New Strategic Plan- Ms. Peters commented that the Board previously utilized Pro Libra as its strategic planning consultant and reiterated that Ms. Leonard will look into the requirements to see if a professional consultant is mandatory.

Technology/Social Media Update – Nothing to report.

Comp Time Policy – Ms. DeKorte asked if there were examples of Comp Time Policies from other libraries.

Adding Notary Service – Ms. Leonard spoke about adding a notary service to the current services offered by the Library. She explained that there should be three staff members who have their notary and patrons would need to make an appointment. The fee would be a suggested donation and the library would pay for the training and the stamp.

Ms. Peters stated that a policy would definitely have to be in place.

Emergency Procedures – Ms. Leonard reported that the lockdown procedure in place was previously drilled and the written procedure was recently re-distributed to the staff. Ms. Leonard suggested that the rooms be numbered and matched with the floor plan distributed to the Police Department.

Discontinue Charging for DVDs- Ms. Leonard requested permission from the Board to discontinue charging patrons for DVD rentals, noting that only six or seven BCCLS libraries still charge.

Motion by Lauren Dekorte seconded by Brian Eller to discontinue charging for DVD rentals.

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

Old Business

Investment Plan – Ms. Peters announced that the Bequest Committee is meeting tomorrow (Tuesday, December 15th)

Lost or Damaged Materials Policy Revision – None.

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Certificate of Insurance/Liability Waiver Form Policy – Ms. Leonard read an email she received from Bob Shannon, Township of Wyckoff and the Mayor spoke about the reasoning behind the email.

The Board had a discussion on how programs could take place and what the liability would actually be for the library as well as allowing the Library Director to “make the call” based on the type of program taking place. It was agreed that Ms. Leonard will create a guideline of programs and insurance requirements that she would be comfortable approving.

In particular, the successful yoga program previously offered was discussed with regard to reasonable insurance requirements. Mayor Rooney suggested that all participants as well as the instructor sign a waiver which would release the Library of any liability.

Background Checks – At the November, 2015 Board Meeting, the Board asked Ms. Leonard to look into the cost of fingerprinting new employees, volunteers, etc. Ms. Leonard reported that the basic verification costs \$38, a 5 year motor vehicle history is an additional \$35, and fingerprinting is an additional \$38. It was agreed that the Library will continue with the basic program.

Mr. Donato spoke about the Treasurer and Board Secretary positions as well as Mr. Eller’s term being

Director’s Report

The report was previously emailed to all Board Members.

Ms. Peters encouraged questions or comments from the Board. There were none.

Committee Updates and Current Action Items

Nominating Committee – Mr. Donato stated that Ms. DeKorte and Ms. Chagares will complete their two year terms as Treasurer and Board Secretary, respectively but will continue to hold their positions for an extended one year period.

In addition, Mr. Eller’s term as a Board Member will be complete. Mr. Eller does not know if he will be seeking a new term at this time.

Mayor Rooney mentioned that a writer who grew up in Wyckoff asked if he could have a book signing and sell his books.

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The Board reviewed the policy in place and agreed that he could have the book signing if there is a room available. The author will need to pay for the room rental and donate a copy of his book to the collection.

Ms. Peters suggested that the policy concerning room use be further reviewed at the January Board of Trustees Meeting.

Adjournment

Motion by Tony Donato seconded by Brian Eller to adjourn the meeting.

All were in favor and the meeting adjourned at 9:25 PM.

Lori Peters, Board President

Laura Leonard, Library Director