

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

MAY 17, 2017 Meeting Minutes

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

“The May 17, 2017 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, Tony Donato, Lauren DeKorte, Brian Eller, Lori Peters, Brian Saxton (arrived at 7:35 PM), Brian Scanlan (arrived at 7:47 PM), Grace White

Absent: None

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

Public Comment – None

Open Session

Construction/Building Update

Makerspace

Ms. Leonard reported that construction is 99.9% complete except for two punchlist items which need to be addressed. The windowsill needs to be resized and installed which will be done On Friday, May 23rd and square light fixtures were installed temporarily until the round fixtures arrive. Ms. Leonard mentioned that the cabinets were delivered but are the wrong ones. The correct cabinets should be in by Memorial Day Weekend. Lastly, Ms. Leonard reported that a certificate of occupancy for the Maker Space has been received.

Other Construction/Building Matters

There were none.

Secretary's Report

Motion by Brian Saxton seconded by Vince Antonacci to approve the April 19, 2017 Board of Trustees Regular Meeting Minutes.

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

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Treasurer's Report

April Treasurer's Report – Operating

The April Treasurer's report was distributed and Ms. Chagares invited questions or comments. There were none.

Motion by Lori Peters seconded by Tony Donato to approve the April 2017 Treasurer's Report.

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

May Voucher List – Operating

The May Voucher List was distributed and Ms. Chagares invited questions or comments.

Ms. Leonard mentioned that two of three Rizzo Arts Series have taken place. She reviewed the payments to the Township of Wyckoff.

Motion by Tony Donato seconded by Lori Peters to approve the May, 2017 Voucher List.

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

Resolution 2017-09 Advance Payment to Vendors

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).

Salazar & Associates, \$6651.40, check #21864, Final payment

Brigitte Carroll, \$150.00, check #21866, 5/19 Circuit Creations Program

Diane Cypkin, \$400.00, check #21872, 5/21 While you're away Program

Motion by Lauren DeKorte seconded by Lori Peters to approve Resolution 2017-09.

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

Other Financial Matters

There were none.

General

Audit Approval

Ms. Leonard reported that adjustments to capital reserve were required in order to properly report the audit and that the final audit will be available next week.

Rochelle Park Library Status

The official termination as a BCCLS Library is June 26th, however, beginning on Monday, May 22nd, Rochelle Park patrons will only have access to Rochelle Park Materials and BCCLS will no longer be able to borrow any materials from Rochelle Park.

Mr. Antonacci asked how much of an impact on dues assessed to BCCLS Libraries will the dissolution cause and Ms. Leonard explained that the impact will be minute as Rochelle Park usually had smaller bills than the other BCCLS Libraries.

Old Business

Wyckoff Day

Ms. Leonard gave a brief description of what the Library Booth at Wyckoff Day will be offering and mentioned that currently there are 4 staff members and herself that will be manning the booth.

Front Walk

Ms. Leonard mentioned that Scott Fisher from the Township is going to take a look at the buckles in the front walk and offer a solution.

Director's Report

Ms. Leonard spoke about the library's phone "hacking" incident which took place in April and explained what measures were taken, thus far to recover some of the costs incurred in long distance charges and to insure that no additional "hacking" of the library's phone system is possible.

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Committee Updates and Current Action Items

Maker Space Committee

The Board spoke about the Grand Opening, which is scheduled for Thursday, June 29th. They discussed plans for the ribbon cutting, refreshments, activities, how to reach the public about the Grand Opening as well as how to invite specific groups.

Mr. Antonucci asked if the Police Department should be notified about the Grand Opening and it was agreed that they should be.

Mr. Scanlan suggested that someone make something in the Maker Space ahead of time and have it displayed.

Building and Grounds

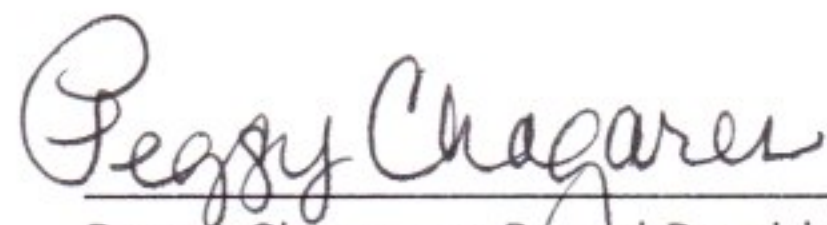
Mr. Scanlan mentioned that a Parks and Recreation Foundation Meeting is scheduled to be held at the Brick House on Monday, May 22nd to reveal the plans for the Memorial Athletic Field project. A discussion ensued with regard to how the plans will affect the library. Issues of concern are esthetics and noise level.

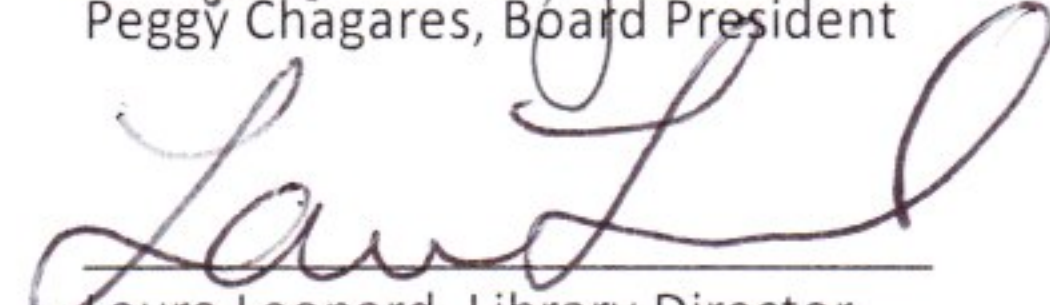
It was agreed that the Building and Grounds Committee will attend the meeting at the Brick House and report back to the Board of Trustees at the next Board Meeting.

Adjournment

Motion Lori Peters seconded by Vince Antonacci to adjourn the meeting.

All were in favor and the meeting adjourned at 8:47 PM.


Peggy Chagares, Board President


Laura Leonard, Library Director