

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES
November 18th, 2020 Board Meeting Minutes
7:30 PM, Wyckoff Public Library**

“The November 18th 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 (virtually), Lauren Cohen, Lauren DeKorte, Tony Donato, Lauren McCarthy Lori Peters, Brian Saxton, Timothy Shanley
Peggy Chagares arrived at 7:36pm.

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

Public Comments:

Open Session

Board Business:

Trustee Education- Protecting Children from Abuse Training & BCCLS 201

Lori Peters and Peggy Chagares attended the webinar, *BCCLS 201*, which was aimed at seasoned trustees. They reported that it was a good refresher and were heartened by the fact that our library already institutes the majority of the best practices that were discussed.

All library staff and volunteers, including board members, must complete the online Protecting Children from Abuse Training session prior to December 31, 2020. Staff have completed and the link to the webinar has been shared with board members. Completion by November 30th is encouraged by the township.

Secretary's Report:

The September 16th, 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 Brian Saxton to approve the September 16th, 2020 Board of Trustees Regular Meeting Minutes.

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

The October 21st, 2020 Wyckoff Library Board of Trustees Meeting Minutes were previously distributed to the Board of Trustees. Ms. Peters invited questions.

Motion by Brian Saxton seconded by Tony Donato to approve the October 21, 2020 Board of Trustees Regular Meeting Minutes.

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

Treasurer's Report

The October 2020 Treasurer's Report was distributed and Ms. Peters invited questions or comments. Ms. Leonard explained that the miscellaneous income was from a refund from a vendor. A final check for fines paid by credit card should be issued in December. The BCCLS office issues those quarterly.

Motion by Brian Saxton seconded by Tony Donato to approve the October 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 November Voucher list was distributed and Ms. Peters invited questions or comments.

Ms. Leonard explained that lines 8 and 9 were annual payments for databases. Line 38 was an annual charge as well. Line 31 was a BCCLS charge for smart scanners and the MeeScan Kiosk.

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

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

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RESOLUTION #2020 - 14 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).

Chris Fiore, \$125.00 check #24054, virtual children's guitar class 12/8/20

Motion by Peggy Chagares second by Lauren DeKorte to approve Resolution 2020-14.

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

Audit

The final printed version was received and there were no questions.

Other Financial Matters

Two CDs came up for renewal. They were renewed for 18 months with an increased rate of .75%.

General

New Business

Budget Proposal- Part 1

A carefully prepared personnel portion of the budget was presented. Ms. Leonard had previously shared two versions of the budget with Lauren Dekorte and Brian Saxton of the Budget & Finance subcommittee. Adjustments were proposed based on changes to the minimum wage law and job duties. Staffing levels were considered and adjusted in light of workflow changes resulting from the new delivery service. Ms. Leonard fielded questions and some minor revisions were made.

Motion by Tony Donato second by Lauren Cohen to approve Part 1 of the 2021 Budget.

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Shared Services Review

Last year the board had considered the continued need for management consulting and resolution writing services provided through a shared service agreement with the Township. The cost is \$5,500 per year. The board agreed that although the support was needed years ago and the guidance provided is much appreciated this particular shared service is not being utilized the way that the library once had. It is a line item that is no longer needed at this time. If something comes up in which the shared services will again be utilized, this decision will be revisited. The shared services agreement for the payroll process is still in effect.

Old Business

COVID- 19 response- Reopening Plan

In order to remain in compliance with Executive Order 192, Ms. Leonard shared with the Policy Committee a daily COVID-19 self checklist for staff to fill out. Staff was made aware of the proper way to deal with a patron who says they cannot wear a mask for health reasons.

There are some libraries that are starting to pull back services such as computer use and the use of study rooms. Some libraries have decided to go back to only curbside/doorside delivery. Our services will remain the same at this time and will be reviewed monthly.

Ms. McCarthy suggested that the December board meeting be held virtually.

Director's Report

The Storywalk has been well received. The children's staff is already considering what book will be chosen next. Even older patrons have been going on the Storywalk. WiFi printing is being set up for people who come in with their mobile devices. Helene, our tech process staff member just completed an ALA certified cataloging course. The Friends of the Library had a meeting and they are looking into ways to memorialize Dianne Ulrich, a member who volunteered her time since the 1970s. They also have four new members. Digital circulation keeps increasing each month. We will need to increase investment into our digital collection as this is a trend that will grow.

Committee Updates

Strategic Plan Subcommittee

It was planned that the revisions to the strategic plan would take place in 2020. To give the plan the appropriate time and effort, it is recommended that we keep with the current plan and revise it next year. The Strategic Plan Committee will work on revising the plan in 2021.

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Adjournment

Motion by Lauren Dekorte to adjourn the meeting.

All were in favor and the meeting was adjourned at 8:36PM.

The next meeting will be held on December 16th, 2020.

Lori Peters, Board President

Laura Leonard, Library Director