

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

October 19, 2022 Board Meeting Minutes

7:30 PM, Wyckoff Public Library and virtual

“The October 19th 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, Rudy Boonstra (8:19pm), Peggy Chagares, Lauren Cohen, Lauren DeKorte, Tony Donato, Lori Peters, Brian Saxton

Absent: Kerry Postma

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

Public Comments: None

Open Session

Board Business:

Secretary’s Report:

The May 18th, 2022 Wyckoff Library Board of Trustees Meeting Minutes was distributed and Ms. Chagares invited questions or comments.

Motion by Brian Saxton seconded by Tony Donato to approve the minutes of the May meeting.

Voting in favor: Vince Antonacci, Lauren Cohen, Lauren DeKorte, Tony Donato, Brian Saxton

Abstain: Peggy Chagares, Lori Peters

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The June 15th, 2022 Wyckoff Library Board of Trustees Meeting Minutes was distributed and Ms. Chagares invited questions or comments.

Motion by Lori Peters seconded by Vince Antonacci to approve the minutes of the June meeting.

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

The July 27th, 2022 Wyckoff Library Board of Trustees Meeting Minutes was distributed and Ms. Chagares invited questions or comments.

Motion by Lori Peters seconded by Lauren Cohen to approve the minutes of the July meeting.

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

The September 21st, 2022 Wyckoff Library Board of Trustees Meeting Minutes was distributed and Ms. Chagares invited questions or comments.

Motion by Lori Peters seconded by Lauren Cohen to approve the September 2022 Treasurer's Report.

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

Treasurer's Report

The September 2022 Treasurer's Report was distributed and Ms. Chagares invited questions or comments.

Motion by Lori Peters seconded by Brian Saxton to approve the September 2022 Treasurer's Report.

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

Voucher List

The October 2022 Voucher list was distributed and Ms. Chagares invited questions or comments.

Motion by Lori Peters seconded by Tony Donato to approve the October 2022 Voucher List.

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

RESOLUTION # 2022 - 13 : 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 #25296, \$250.00, Acrylic Painting 10/27
Paisley Corner #25279, \$150.00, Virtual Watercolor 11/10

Motion by Brian Saxton seconded by Lauren Cohen to approve Resolution 2022-13: Payment of Vendors in Advance.

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

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Other Financial Matters

The State Health Benefits Program costs increased 21%. The township has decided to stay with the state plan for the beginning of 2023 and may consider a mid-year switch.

Ms. Leonard explained the effects that a 21% increase to the health plan would have for the library and employees.

General

Staff Updates

Marilyn Force, Adult Services Librarian, will be working her last day on Halloween after 21 years. Michael DeVincenzo will start the week of October 21st and will work with Marilyn during her last week. Denise Marchetti, Children's Librarian, is celebrating 20 years at the library. Helene Ponceloranca is also celebrating 20 years.

Staff Development (half-day)

On Friday, November 4th, the library will open at 12:30pm for staff training. Training will include department meetings as well as AED training.

BCCLS App and Vega

Ms. Leonard gave an overview of the BCCLS app. The app is customizable to reflect the different services provided by each of the 77 libraries in BCCLS. It is not fully live but will be soon. The BCCLS catalog is currently getting updates as well. Ms. Leonard highlighted new features that will be available in Vega. The updates will improve searchability. BCCLS office staff will lead trainings.

Virtual Author Talks/ Library Speakers Consortium

Library Speakers Consortium provides patrons the opportunity to watch author talks by best selling authors remotely. The talks can be viewed synchronously or after the fact. The library will also have viewing parties once a month of a chosen author. The staff has created bookmarks to highlight the chosen author of the month.

Mango Languages

Mango Languages will be added in November. This service replaces Rosetta Stone which is no longer offered by the State Library. We will try Mango for one year to test its popularity. Veronica will be trained this next week and will train the staff soon after.

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Review of Collections Development and Reconsideration policy and issues

The Collection Development Policy and the Reconsideration Policy has been distributed to the staff. Ms. Leonard showed trustees where to access these policies on the website so that they could direct any patrons with questions regarding the collection or requests for reconsideration. Mayor Boonstra asked that Ms. Leonard also advise the Township Administrator where to find the policy so that residents can be referred.

Ongoing Business

Bathroom Renovations

Phase one of the bathroom renovations were completed over the summer. The second phase is almost complete. We passed the building and electrical inspections. There was a plumbing issue that is being addressed this week. Final inspection will take place after that issue is resolved.

AV Upgrades

We went out to bid and although we had requests for the bid package, we received zero bids. The project will be re-bid for a second time. The parameters were changed to allow for supply chain delays. There have been some inquiries. Bid opening is November 10th. If no bids are received, we will proceed accordingly.

Strategic Plan

The questionnaire is complete and will be distributed. No further updates at this time.

Director's Report

Riley McAurthur will be on maternity leave from approximately mid December - March. She has preplanned all her programs and displays for the time that she will be away.

Committee Updates

none

Adjournment

Motion by Tony Donato, second by Lori Peters to adjourn the meeting. All were in favor and the meeting was adjourned at 8:48 pm. .

The next meeting will be held on Wednesday, November 16th, 2022.

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Margaret Chagares, Board President

Laura Leonard, Library Director