

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES
October 21st, 2020 Board Meeting Minutes
7:30 PM, Wyckoff Public Library

“The October 21st 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, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Tony Donato, Lauren McCarthy (virtual), Lori Peters, Brian Saxton, Timothy Shanley

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

Public Comments: Dr. Postma, Superintendent of Wyckoff Schools

Open Session

Board Business:

Trustee Education

Lauren Cohen attended a webinar for Library Board Trustees called Trustee 101. This event was presented by the BCCLS Trustee and Advocacy Committee. Mrs. Cohen pointed out that the Wyckoff Library Board already implements many of the best practices that were addressed at the webinar. Trustee 201 is coming up next month if any board members are interested in attending Ms. Leonard will send out information on how to register for that event.

Secretary’s Report:

The September 16th, 2020, Wyckoff Library Board of Trustees Meeting Minutes were previously distributed to the Board of Trustees. Ms. Peters invited questions. Several edits were suggested. They will be made and the report will be voted on during the November Board Meeting.

Treasurer’s Report

The September 2020 Treasurer’s Report was distributed and Ms. Peters invited questions or comments.

FINAL

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Motion by Brian Saxton seconded by Tony Donato to approve the September 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 October 2020 Voucher list was distributed and Ms. Peters invited questions or comments. Ms. Leonard pointed out that final payment for several reimbursements payments to the town were included in the voucher list. Mr. Donato asked about the voucher for T-Mobile. Ms. Leonard explained that the voucher was for the Hotspots.

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

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

RESOLUTION #2020 - 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, \$150.00 check #24010, virtual sketch class 11/5/20

Motion by Tony Donato second by Lauren DeKorte to approve Resolution 2020-13.

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

FINAL

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Draft Audit

The Draft Audit was reviewed by Ms. Leonard and Ms. DeKorte. No notes were given by the auditor about internal procedures that required change. Thanks to Pat Gioe for the preparation of materials prior to the audit.

Other Financial Matters

The 1/3 mill appropriate was released on October 1st. There is an increase of approximately \$12,000 compared to 2020. Ms. Leonard will be working on the 2021 budget over the next month. She is still waiting on information about the health insurance rate schedule and pension figures.

General

New Business

Old Business

Policy review -The Family and Medical Leave Act (FMLA)

Revisions to the Family and Medical Leave Policy suggested by our attorney and reviewed by the Policy Subcommittee were discussed and approved.

Motion by Tony Donato seconded by Peggy Chagares to approve the revisions made to the FMLA policy.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Tony

Donato, Lauren McCarthy, Lori Peters, Brian Saxton, Timothy Shanley

COVID- 19 response- Reopening Plan

No updates at this time regarding the reopening plan. We are still in Phase 4. The focus will remain on the core services. We are not looking into expanding at this time by adding on additional services such as meeting rooms, etc. Patrons are happy to be able to come in and browse. We are on the right track and will monitor the situation.

General Election- polling locations, ballot drop box

There is some confusion among the public about how the election is being handled this year. The library staff is getting many questions because we have been a polling location for many years. A secure ballot drop box has been set up at town hall by the Bergen County Board of

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Elections. Staff is prepared to answer questions and refer questions that can not be answered to the appropriate department. The library has an election information portal on our website and is regularly posting information to our social media channels.

Memorial Field Project

Mr. Shanely said that no progress or construction will happen until spring. The site plan is not yet available. As soon as Ms. Leonard receives the site plan, it will be reviewed with the Buildings and Grounds Subcommittee. There was a parking issue on Sunday because of a game that was going on. At least two patrons were unable to find parking and had to return on Monday. Ms. Leonard extends her thanks to Andy Wingfield, Head of the Recreation Department for sending additional communications to both home and visiting teams and coordinating efforts with the Wyckoff Police Department to monitor the lot. Thanks also to Chief Murphy for his assistance.

Director's Report

In person visitors are down about 70 percent. This is due largely because there are no in person programs at this time. Since we first opened in July, visits have increased. Rather than the 1st Grade Visits being held in person this fall we are exploring the possibility of conducting virtual tours.

The library, under the leadership of Denise Marchetti will be installing our first StoryWalk in November.

Committee Updates

No Committee updates at this time.

Adjournment

Motion by Vince Antonacci to adjourn the meeting.

All were in favor and the meeting was adjourned at 8:02PM.

The next meeting will be held on November 18th, 2020.

FINAL

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Lori Peters, Board President

Laura Leonard, Library Director