

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES
September 21st, 2022 Board Meeting Minutes
7:30 PM, Wyckoff Public Library and virtual

“The September 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: Peggy Chagares, Lauren Cohen, Lauren DeKorte, Lauren McCarthy,
Lori Peters

Absent: Vince Antonacci, Rudy Boonstra, Tony Donato, Brian Saxton

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

Public Comments: None

Open Session

Board Business:

Oath of Office

Kerry Postma, Wyckoff Schools Superintendent, was sworn in by Peggy Chagares at 7:45pm. Lauren McCarthy had to step down as the Superintendent’s representative. The Board thanks Mrs. McCarthy for her service.

Secretary’s Report:

The May 18th, 2022 Wyckoff Library Board of Trustees Meeting Minutes was distributed. The minutes will be tabled until the October meeting.

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The June 15th, 2022 Wyckoff Library Board of Trustees Meeting Minutes was distributed. The minutes will be tables until the October meeting.

The July 27th, 2022 Wyckoff Library Board of Trustees Meeting Minutes was distributed. The minutes will be tables until the October meeting.

Treasurer's Report

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

Motion by Lauren McCarthy seconded by Lauren Cohen to approve the July 2022 Treasurer's Report.

Voting in favor: Peggy Chagares, Lauren Cohen, Lauren DeKorte, Lauren McCarthy, Lori Peters

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

Motion by Lauren Cohen seconded by Lauren McCarthy to approve the August 2022 Treasurer's Report.

Voting in favor: Peggy Chagares, Lauren Cohen, Lauren DeKorte, Lauren McCarthy, Lori Peters

Voucher List

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

Motion by Lauren Cohen seconded by Lauren McCarthy to approve the August 2022 Voucher List.

Voting in favor: Peggy Chagares, Lauren Cohen, Lauren DeKorte, Lauren McCarthy, Lori Peters

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

Motion by Lauren McCarthy seconded by Lauren Cohen to approve the September 2022 Voucher List.

Voting in favor: Peggy Chagares, Lauren Cohen, Lauren DeKorte, Lauren McCarthy, Lori Peters

Other Financial Matters - Audit

The final bound copy of the audit was distributed to board members. No comments or recommendation were received from the accountants.

General

Summer Reading Program

The Summer reading program was a success and felt closer to normal than it has in past years. Participation was strong for adults, teens, and children. Ms. Chagares commented that the decorations were fantastic.

Personnel Updates- Anniversaries (20 years), retirement, promotion, new hire

Denise Marchetti, Children's Librarian, is celebrating 20 years at the library. Helene Ponceloranca is also celebrating 20 years. 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.

Health Insurance

There will be a 21% increase to the state health insurance. The Township is considering to the plan for 2024. There are 8 people on staff currently enrolled in the health care program.

The minimum wage for most employees (those under 18 are exempt) starting January 1st will be \$14.13. The legislation had proposed \$14 for the state minimum wage in

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2023 unless it needed to be adjusted for CPI increases. The salary budget will be reviewed accordingly.

Ongoing Business

Bathroom Renovations

Phase one of the bathroom renovations were completed over the summer. The second phase is almost complete.

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 may be changed to allow for supply chain delays.

Strategic Plan

The questionnaire is complete and will be distributed.

Director's Report

Ms. Leonard mentioned professional development that included a webinar covering "First Amendment Audit" for new staff. A memo was sent via email to all staff reviewing First Amendment Audit response and how to process OPRA requests.

The Friends of the Wyckoff Library will be having a holiday concert featuring the Rufus Reed Trio. The Friends will fund the purchase of an additional 40 Vox/Wonder Books. They are also funding the purchase of a Meeting Owls, a video camera with built in microphone that will facilitate hybrid meetings. The device runs through and can be moved to whichever meeting room it is needed in. Finally, they will fund start-up costs for digitizing local history materials.

Thanks to a partnership with the Wyckoff Environmental Commission, the library will receive a free Trex bench! This new bench will replace a worn bench. The library was the site of the plastic bag drive from which the bench was derived. Another drive will take place in October and the library will receive a second bench in the Spring. Thanks to DPW for installing and securing the bench.

The library will close at noon on Saturday, September 24th so the Township can prepare for the fireworks.

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Ms. Chagares asked how the parking issues were going. There have been two occasions when the library lot was full due to football games causing patrons and staff to be unable to park. Ms. Leonard communicated with Mr Wingfield, Director of Recreation.

Committee Updates

none

Adjournment

Motion by Lori Peters to adjourn the meeting.

All were in favor and the meeting was adjourned at 8:20pm. .

The next meeting will be held on Wednesday, October 19th, 2022.

Margaret Chagares, Board President

Laura Leonard, Library Director