

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

February 15, 2017 Meeting Minutes

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

“The February 15, 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: Peggy Chagares, Lauren DeKorte, Tony Donato (arrived at 7:50 PM), Brian Eller, Lori Peters, and Brian Saxton, Grace White

Absent: Vincent Antonacci, Brian Scanlan

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

Public Comment – None.

Open Session

Construction/Building Update

Makerspace

Ms. Leonard reported that fire alarm and sprinkler permits are still pending. Sprinkler drawings are being reviewed and the fire alarm drawings have not been submitted yet. Furniture for the Makerspace has been selected.

Other Construction/Building Matters

There were none.

Secretary's Report

Motion by Brian Saxton seconded by Lori Peters to approve the January 25, 2017 Board of Trustees Regular Meeting Minutes with revisions.

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

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Treasurer's Report

January Treasurer's Report - Operating

The January 2017 Treasurer's Report was distributed and Ms. Chagares invited the Board to ask questions. There were none.

Ms. Leonard gave a brief report on various lines that were purposely removed from the Treasurer's Report.

Motion by Brian Eller seconded by Lori Peters to approve the January, 2017 Treasurer's Report.

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

February Voucher List – Operating

The February Voucher List was distributed and Ms. Chagares invited the Board to ask questions.

Ms. Leonard mentioned that Line #44 in the amount of \$350 is for piano tuning and a chemical treatment to keep the tuning pins in place.

Ms. Saxton asked about Line #34. Ms. Leonard asked for someone to attend the Wyckoff Chamber of Commerce Meeting in her absence on February 16th and Ms. White volunteered.

Ms. Chagares asked about Line #36 in the amount of \$25.00 and Ms. Leonard explained that the New Jersey State Library Association offers a training course specific to Library Staff on how to handle someone going through a crisis.

Motion by Lori Peters seconded by Brian Eller to approve the February, 2017 Voucher List.

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

Resolution 2017-04 – Professional Service 2017 – Architect

WHEREAS, the Wyckoff Library Board of Trustees has a real need and requires the professional services of an Architect on an as-needed basis when authorized by the Wyckoff Library Board of Trustees for the current year; and,

WHEREAS, the Wyckoff Library Board of Trustees has determined to appoint Beatty, Harvey, Coco Architects, LLP of 325 Wireless Blvd., Hauppauge, NY 11788 due to their record of providing significant architectural services with public libraries, the service they have provided to the Wyckoff Library Board of Trustees as the Architect of Record with the recent library expansion and their extensive experience and acumen as a full service architectural firm in general and particularly with public libraries; and,

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WHEREAS, the Library Director and the Board Treasurer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et.seq.; and,

WHEREAS, Beatty, Harvey, Coco Architects, LLP has completed and submitted a BusinessEntity Disclosure Certification which certifies that this business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit this business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

WHEREAS, the Wyckoff Library Board of Trustees awards a one year contract for Library Architect services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

WHEREAS, the Board Treasurer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the current year Library Budget for fees reasonably required in the line item – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Wyckoff Library Board of Trustees that a one year contract for this calendar year is hereby awarded Beatty, Harvey, Coco Architects, LLP of 325 Wireless Blvd., Hauppauge, NY 11788 for Library Architect services on an as-needed basis when authorized by the Wyckoff Library Board of Trustees as follows: Christopher Sepp, RA, Senior Associate-\$248.06 per hour; Project Architect-\$192.94 per hour up to \$17,000 when previously authorized, before work begins and when vouchers are approved by the Wyckoff Library Board of Trustees for payment.

1. The Board President and Library Director are hereby authorized and directed to execute contracts with each of said professionals and to take all other steps necessary to carry this resolution into effect.
2. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5 alternate process.
3. The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are in the professional services files.

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4. The Library Director shall execute a public notice of said appointments in the official newspaper of the Township as required by law.

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 *et seq.* As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

Motion by Lauren DeKorte seconded by Tony Donato to approve Resolution 2017-04.

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

Resolution 2017-06 Advance Payment to Vendors

Ms. Leonard mentioned that Linda McLachlan/Nutrition Matters, LLC is presenting two programs on nutrition. One program will be presented to the general public and one program is geared towards parents and healthy snacks for children.

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).

Linda McLachlan/Nutrition Matters LLC, \$125.00, check #21713, Nutrition program 3/7/17

Linda McLachlan/Nutrition Matters LLC, \$125.00, check #21714, Nutrition program 3/23/17

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Motion by Tony Donato seconded by Lauren DeKorte to approve Resolution 2017-06.

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

Other Financial Matters –

Ms. Leonard announced that the Library's annual audit is scheduled to be begin on March 21, 2017 and end on March 23, 2017.

General

Maker Mentor Position

Ms. Leonard reported that the Maker Mentor position was advertised and she received 3 viable responses. Interviews will be scheduled shortly.

Old Business

Makerspace Use Policy

The Makerspace policy has been reviewed by Bob Shannon and he made some very small changes. Ms. Leonard will present the new policy to the Sub-Policy Committee.

Revised Strategic Plan

Ms. Leonard stated that she is still working on the Strategic Plan and asked key staff to review the draft and give her feedback.

Director's Report

The Director's Report was previously distributed and Ms. Chagares invited the Board to ask questions.

Ms. Leonard mentioned that a program and book signing by New Jersey Author, Brad Parks is being held. She stated that Book Ends, located in Ridgewood will be selling the books at the Library on the day of the program.

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The Board had a discussion with regard to policy on an outside vendor selling books at the Library and it was agreed that, as long as there was no obligation for program attendees to purchase the book the Board will give their approval.

Motion by Tony Donato seconded by Lori Peters to authorize Book Ends to sell copies of "Say Nothing" written by Brad Parks, at the Bard Parks Event scheduled for May 18, 2017 at 2:00 PM. and with no purchase obligation to event attendees.

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

Committee Updates and Current Action Items

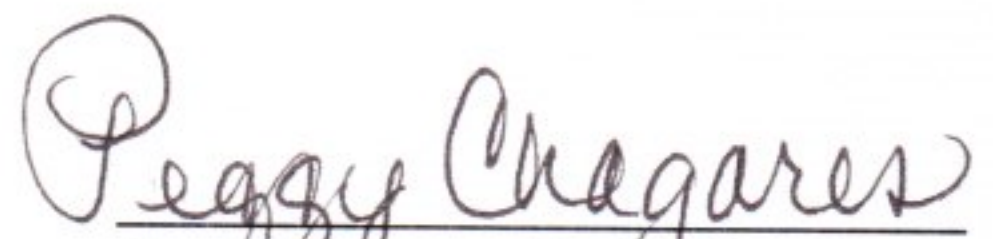
Building and Grounds Committee –

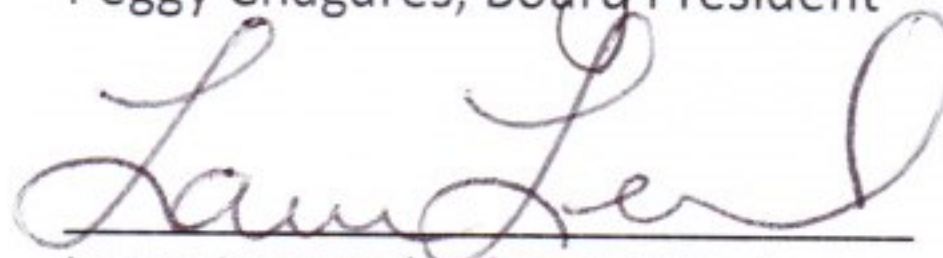
Mr. Donato presented the Board with drawings of proposed renovations to the Wyckoff Field and its perimeters. The Board had a discussion with regard to the possibility of being involved in the plans for the transition area, which is located between the Library and field.

Adjournment

Motion by Tony Donato seconded by Lori Peters to adjourn the meeting.

All were in favor and the meeting adjourned at 8:34 PM.


Peggy Chagares, Board President


Laura Leonard, Library Director