

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

October 18, 2017 Meeting Minutes

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

“The October 18, 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: Vince Antonacci, Peggy Chagares, Tony Donato (arrived at 7:37 PM), Lauren DeKorte, Brian Eller, Lori Peters, Brian Saxton, Brian Scanlan

Absent: Grace White

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

Public Comment – None

Open Session

Construction/Building Update

Other Construction/Building Matters

Nothing to report.

Secretary's Report

The September 2017 Wyckoff Library Board of Trustees Meeting Minutes were previously distributed to the Board of Trustees. Ms. Chagares invited questions or comments. There were none.

Motion by Lori Peters seconded by Lauren DeKorte to approve the September 2017 Board of Trustees Regular Meeting Minutes.

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

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Treasurer's Report

September Treasurer's Report – Operating

The September 2017 Treasurer's reports was distributed and Ms. Chagares invited questions or comments.

Mr. Saxton inquired about line #27 of the Treasurer's Report and Ms. Leonard explained that there were numerous annually contract renewals, including for Environmental Control for over \$8,000. The cost for the previously approved bird exclusion project was also included in the total.

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

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

October Voucher Lists – Operating

The October 2017 Voucher Lists were distributed and Ms. Chagares invited questions or comments.

Ms. DeKorte explained that the check in the amount of \$100 to Baker and Taylor should not be on the voucher list. She stated that the List will need to be approved with revisions.

Motion by Brian Scanlan seconded by Brian Eller to approve the October 2017 Voucher List with revisions.

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

Resolution 2017-14 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,

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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).

Jody Rubel, \$700.00, check #22146, Tai Chi 10/23 – 11/15 classes

Susan Altman, \$200.00, check #22148, Michelangelo Lecture – 11/9

Motion by Tony Donato seconded by Lauren DeKorte to approve Resolution 2017-14.

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

Other Financial Matters

There were none.

General

BCCLS Advocacy Series

Ms. Leonard spoke about the BCCLS Advocacy Series, specifically “Library Advocacy Services for Library Staffs and Boards of Trustees” to be held on November 16 at 7PM and November 17 at 10AM at the Hasbrouck Heights Library. The Board is required to complete 7 hours of continuing education annually and if a Board Member participates the Board will receive 2 continuing education credits. Ms. Leonard also mentioned that the online programs are still available to the Board and also earn credits upon completion.

Old Business

Memorial Field Complex

Ms. Leonard reported that she spoke with Andy Wingfield after “Rocktoberfest” and he stated that there was a very good turnout but they are still far from the goal. Mr. Scanlan mentioned that a significant donor will most likely be needed to reach the goal.

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Hoopla Digital Service

Ms. Leonard announced that Hoopla is no longer provided by BCCLS and the Library obtained its own account and a cap of 5 checkouts per card, per month is in place through the end of 2017 at which point usage will be reviewed. The Library will be billed monthly for the Hoopla services.

Mobile Hotspots

Ms. Leonard reported that the staff has been testing the new mobile hotspots.

Ms. Chagares asked if any of the hotspots have been checked out by patrons. Ms. Leonard stated that no one has checked out a hotspot yet.

Director's Report

The Director's Report was previously distributed and Ms. Chagares asked if there were any questions or comments from the Board.

Ms. Leonard mentioned that she will send out a short addendum with regard to the Children's and Teens segment which was not on the Director's Report.

Ms. Leonard reported that she attended a debriefing for libraries who hosted the Human Origins exhibit. The debriefing was held in Washington DC and 17 of the 19 hosting libraries were represented. Ms. Leonard shared stories from all over the country showing diverse reactions to the exhibit.

Lastly, Ms. Leonard announced that a staff Strategic Planning Meeting is scheduled for Thursday, November 29th and the Wyckoff Police Department will perform active shooter training for the staff. She invited the Board of Trustees Members to attend.

Committee Updates and Current Action Items

Ms. Chagares mentioned that the "no parking" sign was posted at the Sunday Football game, however spectators were still parking in the Library's parking lot.

Mr. Antonucci asked if there were any staff changes made since the last Board of Trustees Meeting.

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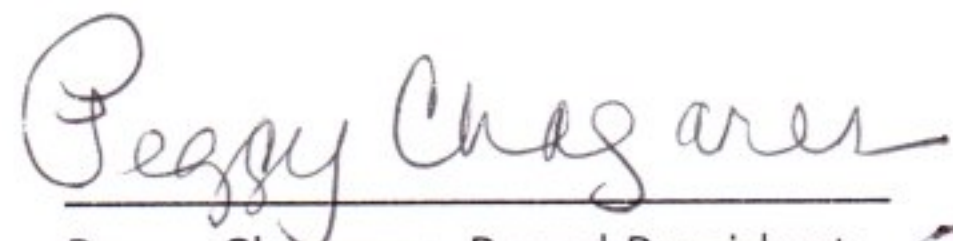
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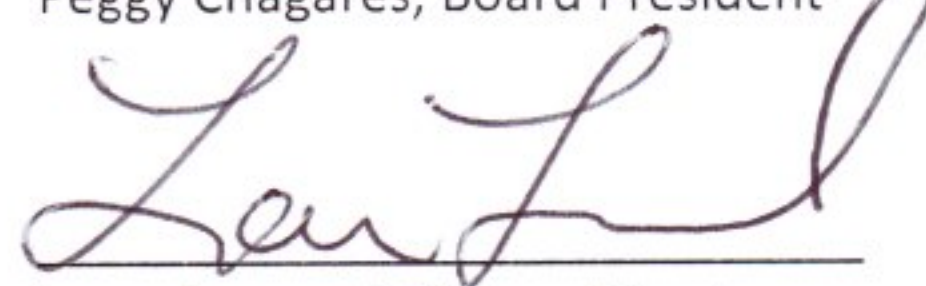
Adjournment

Motion by Brian Eller to adjourn the meeting.

All were in favor and the meeting adjourned at 8:05 PM.



Peggy Chagares, Board President



Laura Leonard, Library Director