

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES**  
**September 18, 2019 Board Meeting Minutes**  
**7:30 PM, Wyckoff Public Library, 200 Woodland Avenue**

“The September 18th 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 Dekorte, Tony Donato, Lauren McCarthy, Lori Peters, Brian Saxton

Absent: Vince Antonacci, Brian Eller, Brian Scanlan

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

**Public Comments:** None

**Open Session**

**Board Business:** None

**Construction/Building Update:**

**Other construction/building matters**

There is a house that backs up to the library property that has had construction ongoing for the past year. It has been recognized that when there is heavy rain, mud flows on to library property. This is being addressed and will continue to be monitored.

The Township installed a new flag pole near our property that belongs to the town. It is referred to as a public speech flag which will address different current causes. The Township will determine what flags will be flown. All questions can be directed to Town Hall.

**Secretary's Report:**

The April 17, 2019, Wyckoff Library Board of Trustees Meeting Minutes were previously distributed to the Board of Trustees.

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Tabled.

The June 19, 2019, Wyckoff Library Board of Trustees Meeting Minutes were previously distributed to the Board of Trustees.

Tabled.

**Treasurer's Report**

**Treasurer's Report - Operating**

The July and August 2019 Treasurer's Report was distributed and Ms. Chagares invited questions or comments.

Motion by Lori Peters seconded by Tony Donato to approve the July Treasurer's Report.  
Voting in favor: Peggy Chagares, Lauren Dekorte, Lauren McCarthy, Brian Saxton

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

Motion by Lori Peters seconded by Tony Donato to approve the August Treasurer's Report.  
Voting in favor: Peggy Chagares, Lauren Dekorte, Lauren McCarthy, Brian Saxton

**Voucher List**

The August 2019 Voucher List was distributed and Ms. Chagares invited questions or comments.

Motion by Lori Peters seconded by Brian Saxton .  
Voting in favor: Peggy Chagares, Lauren Dekorte, Tony Donato, Lauren McCarthy,

September 2019 Voucher List was distributed and Ms. Chagares invited questions or comments.

Motion by Lori Peters seconded by Brian Saxton.  
Voting in favor Peggy Chagares, Lauren Dekorte, Tony Donato, Lauren McCarthy

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**Resolution #2019:13 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).

**Marilyn Fish, \$150.00, check #23360, Program 10/24**

Motion by Tony Donato seconded by Lori Peters to approve Resolution 2019-13.  
Voting in favor: Peggy Chagares, Lauren Dekorte,, Lauren McCarthy, Brian Saxton

**Other Financial Matters**

18 month CD was renewed at 1.75 % for another 18 months.

**General  
Policy Updates**

Social Media Policy has been reviewed and approved by a committee made up by Lori Peters and Brian Saxton. They believe the policy covers most possible situations but may need to be edited in the future. Everyone agreed that the policy is very comprehensive. Ms. Chagares had a question about who is allowed to post on library social media. Ms. Leonard explained that patrons can comment but only library staff can post.

Motion by Lauren Dekorte seconded by Tony Donato.  
Voting in favor Peggy Chagares, Lauren McCarthy, Lori Peters, Brian Saxton

Tech and Game Lending Policy explains how the gaming materials will be circulated. The policy included information about replacement fees and length of lending etc. Chagares had question about borrowers under the age of 18. Ms. Dekorte asked where games were being

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stored. Ms. Leonard stated that board games are stored in a bookcase adjacent to the circulation desk, video game systems are stored behind the desk..

Motion by Tony Donato seconded by Lori Peters.

Voting in favor: Peggy Chagares, Lauren Dekorte, Lauren McCarthy, Brian Saxton

**Old Business**

**Energy Efficiency Lighting Project**

80% of the work was done over Labor Day weekend. Some wrong bulbs were sent so there are still some that need to be replaced. The majority of the lighting in the building is now LED which will result in lowered energy use and cost savings. The new bulbs have double the lifespan of fluorescents (average ten years). Work was able to be completed while the library was closed and was supervised by myself and our custodians Russ Hoeffs, Tom Sabo and Joe Salerno.

**Director's Report**

Girl Scout Troop 95860 planted native plants in front of the library to attract pollinators.

Circulation is up from last year.

Members of the Board commented on the Staff Summer Highlights stating that they illustrate the range of activities taking place in different departments every day. Several board members suggested the possibility of posting to social media. This would give patrons a chance to learn more about the day-to-day of the library.

There was a discussion about collection boxes in the lobby. It was agreed not to host a permanent box for any organization, but rather rotate the boxes so that the community may support a variety of organizations and causes.

A volunteer from the Firework Committee is asking that lawn signs be sold in the library's lobby. Currently Town Hall is selling them at the clerk's office. The library acknowledges the importance of supporting organizations in town, but does not allow for patrons to be solicited. The board is discussing the possibility of creating a policy to determine if an organization would be able to sell anything whether it be as a fundraiser for an organization, non profit, or town organization. If a policy is to be drafted and agreed on, unfortunately it would not be in time for this particular event. The Board continued to discuss specifics that would be addressed in the policy including but not limited to: where/ who would be responsible for holding money, would

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cash or only check be accepted, would a volunteer from the establishment have to be present, where would signage be posted or advertised.

We hosted the Chamber of Commerce meeting last week during which I mentioned that September is National Library Card Sign-up Month. A resolution was drafted by the Township to recognize September National Library Card Month. The resolution focused on educational support libraries can provide.

**Committee Updates and Current Action Items**

The Library was approached by the Wyckoff Historical Society. They would like to loan to the library a large mural. It is on canvas. It was originally displayed in the Grange Hall. The board will consider the proposal.

**Personnel**

Barbara Weber worked her last day earlier this month. Joe Salerno also worked his last day and is now working full-time for the DPW. We wish them both all the best. There is a prospect for his position.

**Adjournment**

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

All were in favor and the meeting was adjourned at 8:45 PM.

The next meeting will be held on October 16<sup>th</sup>.

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Peggy Chagares, Board President

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Laura Leonard, Library Director