

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES
February 16th, 2022 Board Meeting Minutes
7:30 PM, Wyckoff Public Library and virtual**

“The February 16th 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, Lori Peters

Absent: Rudy Boonstra, Lauren McCarthy, Brian Saxton

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

Public Comments: None

Open Session

Board Business:

**WYCKOFF FREE PUBLIC LIBRARY
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #2022 - 05**

INTRODUCED:

SECONDED:

MEETING DATE: February 16, 2022

REFERENCE: Bathroom Renovation

VOTE: ANTONACCI ___ BOONSTRA ___ CHAGARES ___ COHEN ___

DE KORTE ___ DONATO ___ MCCARTHY ___ PETERS ___ SAXTON ___

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WHEREAS, the Wyckoff Library Board of Trustees has a need and requires construction services from a competent contractor to remodel six bathrooms; and,

WHEREAS, the Wyckoff Library Board of Trustees approved the specification and authorized sealed competitive bidding; and

WHEREAS, a legal advert soliciting competitive sealed bids was published in the January 20, 2022 issue of the Bergen Record; and,

WHEREAS, on February 8, 2022 at 2:00 pm, the following bids were publicly received, opened and their contents read aloud as follows:

BIDDER		PRICE
Ranco Mechanical LLC	2 Melba Dr, Newton, NJ	\$219,500.00
Lanyi & Tevald, Inc	6 Powder Horn Dr, Warren, NJ 07059	\$196,310.00
Walkill Group, Inc	3505 Route 94, Hamburg, NJ 07419	\$247,000.00
RJ Michaels & Co, Inc	333 Dodd St, East Orange 07017	\$239,000.00
Northeast Construction Services, LLC	15 Donna Ln, Flanders, NJ 07836	\$232,800.00
TNS Construction LLC	1294 Waterloo Rd, Stanhope, NJ 07874	\$238,000.00
BGD Contracting	220 Homestead Pl, Park Ridge NJ 07656	\$236,000.00

WHEREAS, the Wyckoff Library Board of Trustees professional service – Canzani Architects has reviewed the bids and after a diligent review has recommended a contract award to the lowest responsive and responsible bidder – Lanyi & Tevald, Inc .

WHEREAS, the Library Treasurer has provided a certificate indicating that adequate funds exist for this contract award in capital account # 005142011 amounting to \$ 196,310 and,

WHEREAS, the Wyckoff Board of Trustees has performed its due diligence reviewing the recommendation from their professional service architect and desire to award a contract to achieve this improvement;

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NOW, THEREFORE, BE IT RESOLVED, by the Wyckoff Library Board of Trustees that in accordance with the recommendation from its professional service architect that a contract is awarded to the lowest responsive and responsible bidder, Lanyi & Tevald, Inc, for the amount of \$ 196,310 in accordance with the plans and specifications prepared by the Library Board of Trustees professional service architect.

BE IT FURTHER RESOLVED that the Library Director shall provide a certified copy of this resolution to Canzani Architects for their use in beginning the improvement project and the Library Director is authorized to issue a purchase order.

CERTIFICATION

I, LAUREN COHEN, SECRETARY OF THE BOARD OF TRUSTEES OF THE WYCKOFF FREE PUBLIC LIBRARY, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE BOARD OF TRUSTEES OF THE WYCKOFF FREE PUBLIC LIBRARY ON FEBRUARY 16, 2022.

LAUREN COHEN, SECRETARY

CERTIFICATE OF AVAILABLE FUNDS

I, LAUREN DE KORTE, TREASURER OF THE BOARD OF TRUSTEES OF THE WYCKOFF FREE PUBLIC LIBRARY, CERTIFY THAT SUFFICIENT FUNDS ARE AVAILABLE IN THE 2022 WYCKOFF FREE PUBLIC LIBRARY BUDGET, ACCOUNT # 005142011 AMOUNTING TO \$ 196,310.

LAUREN DE KORTE, BOARD TREASURER

Motion by Tony Donato seconded by Lori Peters to approve Resolution 2022-05 pending no objections from the town fire official.

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

Secretary's Report:

The January 19th, 2022 Wyckoff Library Board of Trustees Meeting Minutes was distributed and Ms. DeKorte invited questions or comments.

Motion by Lori Peters seconded by Laura Cohen to approve the January 2022 Secretary's Report.

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

Treasurer's Report

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

Motion by Lori Peters seconded by Tony Donato to approve the January 2022 Treasurer's Report.

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

Voucher List

The February 2022 Voucher list was distributed and Ms. Chagares invited questions or comments. Some capital expenditures were pointed out. Five new computers were purchased; four for the Rizzo Children's Room and one for the Teen Area.

Motion by Lori Peters seconded by Tony Donato to approve the February 2022 Voucher List.

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

RESOLUTION # 2022 - 06 : 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).

EmpoweringU #24817, \$395.00, Girl Scout program 2/17

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Screen Door Records #24819, \$350.00 Virtual Music program 3/3
The Artful Easel 24821, \$150.00 Virtual Sketch class 2/24
The Artful Easel 24822, \$150.00 Virtual Sketch class 3/8
Margaret Caruvana 24870, \$180.00 Virtual Teen program 3/10
Food Explorers 24872, \$150.00 Virtual Children's program 3/22

Motion by Lauren DeKorte seconded by Lauren Cohen to approve Resolution 2022-06:
Payment of Vendors in Advance.

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

Other Financial Matters

General

New Jersey State Library Annual Report

Ms. Leonard is working on the Annual Report which is due on March 15th.

Old Business

COVID-19 Response- Reopening Plan

As of March 7th, schools have the option of going mask optional. After discussion, the board decided that the mask mandate would be lifted and masks would be optional starting March 1st. Programs set to be virtual will remain virtual and some programs will begin to shift to in person.

Director's Report

Ms. Leonard said the interior painting was complete and the painter will return to complete the exterior painting in the spring. The winter reading programs for children and teens has been successful. Circulation is still going well. An Eagle Scout ceremony was held in the library for the first time in two years. A thank you note was received by an inmate from Fort Dix who was very appreciative of a book received via interlibrary loans. A grant for reimbursement for PPE expenses was applied for and received. This items eligible for reimbursement include plexiglass sneeze gaurds, masks, gloves and cleaning supplies necessary to meet health and safety goals during the pandemic. A check was received for \$3,400.

Committee Updates

Adjournment

Motion by Lori Peters second by Tony Donato to adjourn the meeting.
All were in favor and the meeting was adjourned at 8:16 P.M.

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The next meeting will be held on Wednesday, March 16th, 2022 in person.

Margaret Chagares, Board President

Laura Leonard, Library Director