

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES
January 19th, 2022 Board Meeting Minutes
7:30 PM, Wyckoff Public Library and virtual**

“The January 19th 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, Rudy Boonstra, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Tony Donato, Lauren McCarthy, Lori Peters, Brian Saxton

Absent:

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

Public Comments: None

Open Session

Board Business:

Oaths of office

Peggy Chagares, Tony Donato, and Lauren McCarthy recited the oath of office.

2022 trustee committee assignments

Bequest Planning (Antonacci, DeKorte, Peters)
Building and Grounds (Antonacci, Donato, Cohen)
Finance, Budget, Audit, Insurance (Antonacci, DeKorte, Saxton)
Friends of the Library (Chagares, Donato, Cohen)
Legal, State and Township (Chagares, Boonstra)
Nominating (Donato, Peters)
Personnel (Peters, Chagares)
Policy (Peters, Saxton)
Public Relations (DeKorte, Cohen, McCarthy)
Strategic Plan (Chagares, McCarthy)
Technology (Cohen, McCarthy)

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Authorize Professional Service for 2022 Auditor - Resolution 2022-01

WHEREAS, the Wyckoff Library Board of Trustees has a real need and requires the professional services of an Auditor for the current year; and, WHEREAS, the Wyckoff Library Board of Trustees has determined to appoint Gary Higgins, CPA, RMA of Lerch, Vinci & Higgins, LLP as its Board Auditor due to his significant accounting and library compliance experience with municipal library law, the Local Fiscal Affairs Law and the Local Public Contracts Law and its practical application relative to libraries and library accounting compliance. Mr. Higgins possesses broad and extensive knowledge of NJ accounting requirements, skill and professional acumen as both a CPA and RMA. Mr. Higgins and his firm possess the breath and knowledge of a full service accounting firm if required; and, 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, Lerch, Vinci & Higgins, LLP has completed and submitted a Business Entity 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 Auditor 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 Gary Higgins, CPA, RMA of Lerch, Vinci & Higgins, LLP, 17-17 Route 208, Fair Lawn, NJ 07410 for Library Auditor services, for the complete compliance of the mandate requiring the preparation and submission of the annual

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audit and to establish fees for any additional work as may be needed on an as-needed basis, but only when authorized by the Wyckoff Library Board of Trustees at a public meeting and when vouchers are approved by the Wyckoff Library Board of Trustees as follows:

Audit fee: \$3,400 Rates for additional work requested beyond the scope of the audit, expenditure To be approved by the Wyckoff Library Board of Trustees in advance of the task to be performed: Partner: \$160-\$190 per hour; Manager: \$135-\$150 per hour; Senior Accountant/Supervisor: \$100-\$125 per hour; Staff Accountant: \$80-\$95 per hour; Other Personnel: \$50 per hour

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 exempts 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.
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.

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Motion by Lori Peters seconded by Lauren DeKorte to approve Resolution 2022-01.

Voting in favor: Vince Antonacci, Rudy Boonstra, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Tony Donato, Lauren McCarthy, Lori Peters, Brian Saxton

Authorize Professional Service for 2022 Attorney - Resolution 2022-02

WHEREAS, the Wyckoff Library Board of Trustees has a need and requires the professional services of a Board Attorney for the current year and,

WHEREAS, the Wyckoff Library Board of Trustees has determined to appoint Douglas Zucker, Esq. as its' Library Attorney due to his significant legal experience with municipal law in New Jersey, his skill and legal acumen as an attorney licensed to practice law in New Jersey and,

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, Douglas Zucker, has completed and submitted a Business Entity 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 contract for Library Attorney 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 2020 Library Budget for fees reasonably required in the line item, legal services and costs – other expense.

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NOW, THEREFORE, BE IT RESOLVED, by the Wyckoff Library Board of Trustees that a one year contract for this calendar year is hereby awarded to Douglas Zucker, Esq., 629 Parsippany Road, P.O. Box 0438, Parsippany, New Jersey 07054 for Library Attorney services, on an as-needed basis, when authorized by the Wyckoff Library Board of Trustees of \$175.00 per hour, compensation up to \$5,000.00 when vouchers are approved by the Wyckoff Library Board of Trustees.

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.
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 Lori Peters seconded by Laura Cohen to approve Resolution 2022-02.

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Voting in favor: Vince Antonacci, Rudy Boonstra, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Tony Donato, Lauren McCarthy, Lori Peters, Brian Saxton

Authorize Professional Service for 2022 Architect - Resolution 2022-03

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 Canzani Associates Architects of 80 East Ridgewood Ave., Paramus, NJ 07652 due to their extensive experience and acumen as a full service architectural firm including commercial and residential projects since 1986; and,

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, Canzani Associates Architects will submit a Business Entity 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.

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NOW, THEREFORE, BE IT RESOLVED, by the Wyckoff Library Board of Trustees that a contract to be activated on an improvement by improvement basis as determined by the Board of Trustees is hereby awarded Canzani Associates Architects of 80 East Ridgewood Ave., Paramus, NJ 07652 for Library Architect services on an as-needed basis when authorized by the Wyckoff Library Board of Trustees as follows:

Principal Architect- \$205.00 per hour; Staff Architects-\$145.00 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 will be filed in the professional services files.
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.

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Motion by Lori Peters seconded by Vince Donato to approve Resolution 2022-03.

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

Abstain: Brian Saxton

Secretary's Report:

The September 27th, 2021 Wyckoff Library Board of Trustees Meeting Minutes was distributed and Ms. DeKorte invited questions or comments.

Motion by Lauren DeKorte seconded by Brian Saxton to approve the September 2021 Secretary's Report.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Lauren McCarthy, Brian Saxton

Abstain: Rudy Boonstra, Lauren Cohen, Tony Donato, Lori Peters

The November 17th, 2021 Wyckoff Library Board of Trustees Meeting Minutes was distributed and Ms. DeKorte invited questions or comments.

Motion by Lori Peters seconded by Vince Antonacci to approve the November 2021 Secretary's Report.

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

Abstain: Rudy Boonstra, Lauren McCarthy, Brian Saxton

The December 15th, 2021 Wyckoff Library Board of Trustees Meeting Minutes was distributed and Ms. DeKorte invited questions or comments. will be tabled until the next meeting.

Motion by Brian Saxton seconded by Lori Peters to approve the December 2021 Secretary's Report.

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Voting in favor: Vince Antonacci, Peggy Chagares, Lauren McCarthy, Lori Peters, Brian Saxton

Abstain: Rudy Boonstra, Lauren Cohen, Lauren DeKorte, Tony Donato

Treasurer’s Report

The December 2021 Treasurer’s Report was distributed and Ms. Chagares invited questions or comments.

Motion by Lori Peters seconded by Lauren McCarthy to approve the December 2021 Treasurer’s Report.

Voting in favor: Vince Antonacci, Rudy Boonstra, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Tony Donato, Lauren McCarthy, Lori Peters, Brian Saxton

Voucher List

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

Motion by Tony Donato seconded by Vince Antonacci to approve the January 2022 Voucher List.

Voting in favor: Vince Antonacci, Rudy Boonstra, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Tony Donato, Lauren McCarthy, Lori Peters, Brian Saxton

**WYCKOFF FREE PUBLIC LIBRARY
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION # 2022 - 04**

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INTRODUCED:

SECONDED:

MEETING DATE: January 19, 2022

REFERENCE: Authorize payments to vendors immediately after services rendered but prior to next board meeting

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**VOTE: ANTONACCI ___ BOONSTRA ___ CHAGARES ___ COHEN ___ DEKORTE ___
DONATO ___ MCCARTHY ___ PETERS ___ SAXTON ___**
.....

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).

The Flavor Lab #24794, \$129.00, Virtual Teen Baking program 2/2
Christine Hsiao #24788, \$288.00, Virtual Teen Felting program 2/15

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 JANUARY 19, 2022.

LAUREN COHEN, SECRETARY

CERTIFICATE OF AVAILABLE FUNDS

I, LAUREN DEKORTE, 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 #1801228.

LAUREN DE KORTE, BOARD TREASURER

Motion by Lori Peters seconded by Lauren Cohen to approve Resolution 2022-04:
Payment of Vendors in Advance.

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Voting in favor: Vince Antonacci, Rudy Boonstra, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Tony Donato, Lauren McCarthy, Lori Peters, Brian Saxton

Other Financial Matters

General

BCCLS Certification.

Once a year the board president and library director are required to verify that they are in compliance with the BCCLS bylaws. This certification will be signed and sent to BCCLS.

Old Business

COVID-19 Response- Reopening Plan

There was only one evening that the library had to close early due to staffing issues because of covid exposures and staff members testing positive. Other staff members were able to be flexible as far as staffing. Most programs will be virtual. There are plans to hold some small programs in person starting in February. Staff is still wearing masks and everyone is following safety protocols. Ms. Chagares commented on Ms. Leonards dedication to the library by ensuring the library runs efficiently especially during this pandemic and in the face of many obstacles. Ms. Peter's also commented that whenever an issue comes up she presents not only the issue but also possible solutions.

Director's Report

The children's program is just shy of 200 participants. The Friends have given funds towards Vox and Wonderbooks. These books are electronic and are beneficial for new readers. They are very popular and we will be looking into purchasing additional titles. Grab and Go is still popular and will continue. The top three book picks of each staff member are being highlighted on our Instagram Account. Interior painting on the lower level started yesterday. Our year end circulation statistics show that 2021 went up 30% and is almost back to pre pandemic numbers. Though foot traffic is not the same, people are still checking out materials and especially ebooks. Media was one notable collection where circulation did decline. There is a new staff member in the children's department, Heather Lange. We will have an intern from Ramapo starting soon and a position will soon need to be filled in the circulation department.

Committee Updates

Buildings and Grounds- advertisement for bids for the bathroom renovations will go out next week.

Adjournment

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

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

Margaret Chagares, Board President

Laura Leonard, Library Director