

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES**  
**July 25, 2019 Board Meeting Minutes**  
**7:30 PM, Wyckoff Public Library, 200 Woodland Avenue**

“The July 25th 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, Brian Eller, Lori Peters, Lauren McCarthy,  
Absent: Vincent Antonacci, Tony Donato, Brian Saxton, Brian Scanlan

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

**Public Comments:** None

**Open Session**

**Board Business**

**Construction/Building Update:**

**Other construction/building matters**

The Chair Lift will be complete and inspected by August 12<sup>th</sup>. Mrs. Chagares suggested keeping track of usage.

**Secretary's Report**

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

Tabled.

The May 15, 2019, Wyckoff Library Board of Trustees Meeting Minutes were previously distributed to the Board of Trustees.

FINAL

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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 June 2019 Treasurer's Report was distributed and Ms. Chagares invited questions or comments. There was a question regarding Buildings and Grounds expenditures. It was explained that these were the annual contracts being paid as well as additional repairs.

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

Voting in favor: Peggy Chagares, Lauren DeKorte, Lauren McCarthy, Lori Peters, Brian Eller.

**Voucher List**

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

Mrs. DeKorte asked about line 66 Capital Expenditures. Mrs. Leonard explained that these are new microphones for the Shotmeyer Room that will comply with new FCC regulations.

Motion by Brian Eller seconded by Lori Peters.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Brian Eller, Lori Peters.

**Resolution #2019:11 Payment of Vendors in Advance**

WHEREAS, the Wyckoff Free Public Library has a real need to pay its bills every month without delay or omission to keep the Library operating without interruption; and

FINAL

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WHEREAS, the procedure requires the Board of Trustees to review and approve all bills before the Director is authorized to release payment of claims and this review occurs at the Board's regular monthly meeting; and

WHEREAS, the Board has decided not to meet during the month of August 2019;

Vendors

1) Sync/Amazon	\$1,500.00
2) Rockland Electric	\$5,000.00
3) PSE&G	\$500.00
4) Optimum	\$158.00
5) Readyfresh	\$80.00
6) Horizon Pest	\$58.00
7) Giulia Bombace	\$125.00
8) Metropolitan Communications	\$450.00
9) Petty Cash	\$300.00
10) Ridgewood Water	\$180.00
11) Staples Advantage	\$700.00
12) Xerox	\$360.00
13) Cartridge World	\$375.00
14) John's Aquarium	\$190.00
15) Demco	\$300.00
16) Gale Group/Cengage	\$550.00
17) Baker & Taylor	\$9,500.00
18) Blackstone	\$500.00
19) Midwest Tape	\$850.00
20) Uncle Louie G	\$425.00
21) T-Mobile	\$88.00
22) Laura Leonard	\$100.00
23) Marica Lesnik	\$60.00
24) Donna Barone	\$200.00
25) Dolores Goetschius	\$100.00
26) Denise Marchetti	\$400.00
27) Marianne Brennan	\$100.00
28) R&S Landscaping	\$870.00
29) Overdrive	\$1,000.00

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30) Environmental Climate Control	\$800.00
31) Magnificent Cleaning	\$480.00

Motion by Lori Peters seconded by Lori DeKorte to approve Resolution 2019-11.

Voting in favor: Peggy Chagares, Lauren DeKorte, Brian Eller, Lauren McCarthy, Lori Peters.

**Resolution #2019:12 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).

Pearl Observatory, \$295, check #23259, Children's program 8/13  
The Challenger Learning Ctr, \$100.00, check # 23260, Children's program 7/31  
Juggling Hoffmans, \$625.00, check #23248, Children's program 8/14  
Christine Hsiao, \$260.00, check #23242, Children's program 7/24  
Pentawinds Quintet, \$550.00, check #23241, Children's program 8/1  
Art Kids Academy, \$285.00, check #23232, Children's program 8/5  
Franklin Institute, \$435.00, check #23217, Children's program 7/25  
Joseph J. Lennox, \$150.00, check #23251, Space program 7/22  
Artful Easel, \$375.00, check #23252, Acrylic program 8/15  
Gail Cordello, \$1,800.00, check #23253, Young Publishers July Program  
Sharon Gross, \$285.00, check #23254, Teen Program 7/24  
Jody Rubel, \$270.00, check #23256, Tai Chi 7/23, 7/30  
Jody Rubel, \$270.00, check #23257, Tai Chi 8/6, 8/13  
Robert Rivest, \$500.00, check #23258, Children's program 7/22  
Encore Performing Arts, \$800.00, check #23250, Children's program 8/7

FINAL

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Motion by Lori Peters seconded by Brian Eller to approve Resolution 2019-12.

Voting in favor: Peggy Chagares, Lauren DeKorte, Brian Eller, Lauren McCarthy, Lori Peters.

**Other Financial Matters**

**Audit**

Mrs. Leonard distributed final copies of the audit and reported that there were no issues raised by the auditors. She invited questions. There were no questions to follow.

**General**

**Old Business**

**Fine Structure**

Ms. Leonard explained that half of the income from fines received comes from one-dollar fines on DVDs. BCCLS is working on creating a policy that would unify loan periods of all libraries. This would also mean automatic renewal that could cause a reduction to fine revue Ms. Chagares asked how many renewals would be automatic. Ms. Leonard answered that there would be 2 automatic renewals for most items. Mrs. Peters agrees with fine reduction although it means a possible \$5,000-10,000 reduction in revenue. It is important to note that circulation of media has been declining as a result of streaming services. As less physical DVDs, CDs and audiobooks are circulated that opportunity for fine revenue also declines.

Circulation of retro game systems will begin soon.

Ms. McCarthy asked about purchasing video games. Ms. Leonard explained that video games will still be purchased but like DVD purchases will also decrease as time goes on.

Fines will remain as is for hot spots, gaming systems, STEAM tools and equipment.

Mrs. Peters suggested keeping dollar fines until the end of the year, but making an adjustment for 2020. The Board agreed.

Ms. Leonard will share the current fine policy with the board next meeting.

**Energy Audit**

The library project received approval for our plan. The lower level can be worked on during open hours when there are no scheduled programs. Work on the main floor can be done before

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and after hours. They will check on the possibility of working on Sundays or in the evening without any extra fee.

The Eastern Christian Fair is cancelled this year in September so the library will remain open on that date.

**BCCLS Delivery update**

Only minor hiccups concerning the new BCCLS Delivery system. A driver quit with short notice and first two weeks of July is the busiest time of year. Other than that, the system is still working well.

**Circulating STEAM & Gaming Materials**

STEM and gaming materials should be ready for circulation soon. All parts must be individual labeled and accounted for prior to circulation.

**Director's Report**

Patrons are very pleased with the quality and variety of programs offered this summer. Programs are offered at a variety of different times during the week and on weekends as well. The Junior Police Academy went extremely well; very positive responses. The Police Department is interested in holding the academy again next year. The Friends of the Library purchased a second podium for the library. A collection for Project Venus will take place again this summer. Collection is lighter than usual possibly because of vacations.

**Committee Updates and Current Action Items**

**Personnel**

Motion made by Ms. Peters to go into Closed Session at 8:28 PM. Seconded by Lauren DeKorte. A motion was made by Ms. Peters and seconded by Brian Eller to come out of Closed Session at 8:32 PM.

**Adjournment**

Motion by Ms. Peters seconded by Ms. McCarthy to adjourn the meeting.

All were in favor and the meeting was adjourned at 8:40 PM.

There will be no meeting in August. The next meeting will be held on September 18<sup>th</sup>.

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Peggy Chagares, Board President

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Laura Leonard, Library Director