

FINAL

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

“The March 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, Rudy Boonstra, Peggy Chagares, Lauren Cohen, Tony Donato, Lori Peters, Brian Saxton

Absent: Lauren DeKorte, Lauren McCarthy

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

Public Comments: None

Open Session

Board Business:

Secretary’s Report:

The February 16th, 2022 Wyckoff Library Board of Trustees Meeting Minutes was distributed and Ms. Chagares invited questions or comments.

Motion by Lori Peters seconded by Tony Donato to approve the February 2022 Secretary’s Report.

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

Abstained: Rudy Boonstra and Brian Saxton

Treasurer’s Report

The February 2022 Treasurer’s Report was distributed and Ms. Chagares invited questions or comments.

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

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

Voucher List

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

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

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

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

Motion by Lori Peters seconded by Laura Cohen to approve the March 2022 Voucher List.

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

RESOLUTION # 2022 - 07 : 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).]

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The Artful Easel 24897, \$150.00 Virtual Sketch class 3/22/22

Motion by Lori Peters seconded by Tony Donato to approve Resolution 2022-07:
Payment of Vendors in Advance.

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

Other Financial Matters

General

New Jersey Makers Day

New Jersey Makers Day is to be held on Saturday, March 26th. There will be a 3D printing demo and Cricut demo. Patrons will be able to use the button machine. Brush Bot kits will be available on a first come first served basis. Make and Take Mini Art show kits have been available for people to pick and return so that they can be displayed in the library. 39 easel art kits were picked up. Completed works will be displayed for about 2 weeks.

Meeting room policy review

Because of a current issue regarding the use of a meeting room by an outside group, it was suggested by Ms. Leonard that the meeting room policy be reviewed. The Board discussed possible ways to add a revision to the policy to include a cancellation clause. Any suggestions for revision would be brought to the library attorney. Ms. Leonard will contact the attorney to see if there is already a sample policy that includes a cancellation clause. This information will then be brought to the policy committee.

NJ Health Connect @ Your Library

The Wyckoff Library is participating in this statewide program and has received 2 ipads. Patrons can use an iPad to make virtual health appointments, obtain access to telehealth apps, which can connect you to a doctor 24/7, read health information in your language, monitor COVID updates, obtain mental health support and utilize meeting apps, such as Zoom and Google Meet. The goal is to eliminate barriers in accessing health services.

Old Business

New Jersey State Library Annual Report

The New Jersey State Library Annual Report was due on March 15th it was completed by Ms. Leonard and reviewed by Ms. Chagares.

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COVID-19 Response- Reopening Plan

Almost all furniture has been returned to seating areas. In-person programming is back. Many new people are coming to story time for the first time. Afternoons are getting much busier and tutoring is back as well. No complaints about the mask policy- it has been well received by staff and patrons.

Frenkel Family Memorial donation

The Denise and Steve Frenkel Memorial Fund was created by the Frenkel and Reingold families to celebrate the lives and work of their parents and commemorate the 100th anniversary of the Wyckoff Public Library, by establishing a permanent collection of educational materials for the study of Holocaust, Interfaith relations and the study of tolerance, mutual respect and acceptance. Ms. Leonard has been working with the family for nearly a year to select and purchase books for both the public library and three school libraries. A dedication ceremony will be held on the 31st of May at 7:00pm. Wyckoff Living magazine was contacted for a possible story to highlight this event. Books purchased with this donation will be displayed in June.

Director's Report

There is a new addition to the Director's Report- a day in the life of a public library. This addition will highlight all the ways the public library is able to reach so many people in the community. On Thursday, March 3 - Programming began at 10 am with Little Learners, a storytime for 4-5-year-olds, followed in the afternoon by a book club for 4th & 5th graders, simultaneously I visited CHC to deliver books directly to residents, finally at 7:00 pm we hosted a virtual concert celebrating Women in Music. Throughout the day people stopped in to borrow materials, use the computers, ask questions, work quietly at tables, make copies and scan items. On this day we were able to provide services for members of our community from infants to age 102!

New Township Administrator, Matt Cavallo came to the library for a tour. He has experience working closely with the local libraries in his previous positions. Ms. Leonard and Pat Gioe are working to make sure the employee Policy & Procedure manual has been revised and that newly created policies have been added especially for the new staff. The first 1st grade visit is scheduled and they will be here in person during the second week of April. Therese Jones is facilitating a book club at the Vista senior living home. Ms. Leonard has been delivering books to the Christian Health Center monthly. Grab and Go is continuing to do well. The teen section has new volunteers. MakerSpace is starting to have more in-person activities. Steph Crispni is doing a great job with adult maker space programs. A professional development webinar was viewed by the majority of the. It addressed customer service and de-escalation over the phone. Ms. Leonard completed a JIF webinar with cyber security. The Friends of the Wyckoff Library funded the purchase of 40 more Vox Books.

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Committee Updates

Buildings and Grounds

Permits are being gathered for the upcoming project. Quotes for the AV updates are being gathered by Ms. Leonard. Scott Fisher from DPW was contacted about the pavers that need to be addressed. Mr. Boonstra suggested another material other than pavers to be considered since the pavers need to be addressed every few years. We are waiting for the painter to give a timeline for the outdoor painting that is set to be done this spring.

Scott Fisher met with Mr. Boonstra, Mr. Antonacci and Ms. Leonard to discuss the location, use and impact of the Concession Stand and restrooms at Memorial Field. Ms. Leonard asked about security and monitoring. A number of cameras will be installed to address those concerns. Ms. Chagares thanks the mayor for bringing this information to the board.

Ms. Leonard proposed a professional development staff day is to be held the morning of April 7th and the library would open to the public at noon. The Board agreed to the late opening for the benefit of staff development.

Adjournment

Motion by Vince Antonacci second by Tony Donato to adjourn the meeting.
All were in favor and the meeting was adjourned at 8:52 P.M.

The next meeting will be held on Wednesday, April 20th, 2022 in person.

Margaret Chagares, Board President

Laura Leonard, Library Director