

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES
October 16, 2019 Board Meeting Minutes
7:30 PM, Wyckoff Public Library, 200 Woodland Avenue

“The October 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 Dekorte, Tony Donato, Brian Eller, Lauren McCarthy, Lori Peters, Brian Saxton

Absent: Brain Scanlan

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

Public Comments: None

Open Session

Board Business: None

Construction/Building Update:

The lighting project to upgrade fixtures to LEDs through the NJ Direct Install program should be completed on Friday, October 18.

Secretary’s Report:

The April 17, 2019, Wyckoff Library Board of Trustees Meeting Minutes were previously distributed to the Board of Trustees. Mrs. Chagares invited questions. There were none.

Motion by Lori Peters seconded by Vince Antonacci to approve the April 17, 2019 Board of Trustees Regular Meeting Minutes.

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

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The June 19, 2019, Wyckoff Library Board of Trustees Meeting Minutes were previously distributed to the Board of Trustees. Mrs. Chagares invited questions. There were none.

Motion by Brian Saxton seconded by Lori Peters to approve the June 19, 2019 Board of Trustees Regular Meeting Minutes.

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

The July 25, 2019, Wyckoff Library Board of Trustees Meeting Minutes were previously distributed to the Board of Trustees. Mrs. Chagares invited questions. There were none.

Motion by Lori Peters seconded by Brian Eller to approve the July 25, 2019 Board of Trustees Regular Meeting Minutes.

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

The September 18, 2019, Wyckoff Library Board of Trustees Meeting Minutes were previously distributed to the Board of Trustees. Mrs. Chagares invited questions. There were none.

Motion by Brian Saxton seconded by Tony Donato to approve the September 18, 2019 Board of Trustees Regular Meeting Minutes.

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

Treasurer's Report

Treasurer's Report - Operating

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

Motion by Lori Peters seconded by Brian Saxton to approve the September Treasurer's Report.

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Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Dekorte, Tony Donato, Brian Eller, Lauren McCarthy, Lori Peters, Brian Saxton

Voucher List

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

Motion by Lori Peters seconded by Brian Eller to approve the October Voucher List.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Dekorte, Tony Donato, Brian Eller, Lauren McCarthy, Lori Peters, Brian Saxton

Resolution #2019:14 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).

**Christine Hsiao, \$280.00, check #23432, Felting Program 10/28
Valerie Boggis, \$100.00, check #23433, Jiggly Wiggly Program 11/9
Valerie Boggis, \$100.00, check #23434, Jiggly Wiggly Program 12/7
Empowering U, \$395.00, check #23441, Girl Empowered Program 11/7**

Motion by Tony Donato seconded by Brian Saxton to approve Resolution 2019-14.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Dekorte, Tony Donato, Brian Eller, Lauren McCarthy, Lori Peters, Brian Saxton

Other Financial Matters

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General

BCCLS Strategic Plan approved

Ms. Lenoard discussed the BCCLS Strategic Plan which was approved at the September BCCLS System Council meeting. A summary of the plan was distributed to the Board and a link to the complete document was emailed to the members. It is a 5 year plan rather than the previous 3 year plan. The new Executive Director was able to be part of the writing of the new plan and the new delivery system was able to be incorporated in it.

The members of this BCCLS committee is made up of directors from 12 libraries, including Laura Leonard. Both new and old directors made up the group.

Policy Updates

The Building and Grounds Sub Committee is working on a policy to establish guidelines on items being loaned to the library. This would include items on loan to the Library for a minimum of 30 days. The board voiced concerned about the condition of items that may be loaned to the library. The board was given a draft of the policy which will be given to the lawyer for further review. Mr. Antonocci asked which committee would determine if an item would be suitable for the library. Ms. Leonard said the Policy Sub Committee would review requests and may also include the Building and Grounds committee. Ms. Chagares asked if an item on loan is damaged or hurts someone, would it fall under the libraries insurance? And would an appraisal of the loaned item be necessary? Those questions were discussed and will be presented to the lawyer. Ms. Leonard will take the responses and compile a report so the board could vote on the completed policy.

Staff Development Day

Mr. Antonacci asked what takes place during Staff Development Day. Ms. Leonard explained that sometimes a speaker would be invited to talk to the staff. It may also included review of library policy, technology training, and customer service training. Since there are many new employees, there will be two half-day Staff Development Days, one in late fall and another in early Spring. On those days the library would be closed from 9 AM- 12PM.

Old Business

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Unified loan periods & auto-renewal

BCCLS has approved a policy so that all libraries would have a unified loan period. The policy was voted on and approved in September. Ms. Leonard explained that the policy is very patron friendly. Ms. DeKorte asked if any of our loans periods would be changed because of the new policy. Ms. Leonard explained that the new books and media would stay the same, but the loan period for older books would change from 21 days to 28 days. Also, some items could be exempt from the new policy. The policy is to be put into action in February.

Director's Report

As part of the Rizzo Arts Series, we hosted a Skype visit with New York Times bestselling author Martha Hall Kelly. The event was co-hosted by The Friends of the Library Book Group. Many thanks to staff members Susan Valenta and Marilyn Force for their efforts. The event went very well and there were 31 patrons in attendance. The author was excellent and entertaining.

The new Teen Librarian started on Monday.

Today was the first of the 1st grade visits. Last night was the Young Authors' reception and today some visiting 1st graders checked out books written by the Young Authors! Denise Marchetti and Dolores Goetschius will begin a new Leap into Science session focusing on wind. The previous series highlighted hands-on learning related to balance. Two staff members attended the NJ Youth Services Forum.

The Makerspace is being utilized regularly. The Cricut machine is in demand.

The BCCLS Friends of the Library Breakfast will be held on October 22nd. Two Friends of the Library, as well as two staff members will be in attendance.

On October 5th, the library hosted a program attended by Ms. Leonard and coordinated by Dorothy Blakslee, a member of the Access for All Committee. A panel was put together for this event to provide information about housing for adults with special needs. Almost 100 people were in attendance.

Two juniors from Ramapo High School have proposed starting an Inventors Club to be held at the library once a month starting in December. It would be held on Tuesday evenings at 6:00pm for approx. 10-15 students. Denise Marchetti, Children's Librarian, will be supervising.

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They will be conducting engineering type projects. Both students are in the Engineering Program at Ramapo.

Macmillian Publishers will begin placing an embargo how many copies each library system can purchase as of November 1, 2019. Ms. Leonard explained that this is an access issue. Macmilan's policy will restrict a system/consortium to the purchase of 1 copy of a title for the first eight weeks after publication. BCCLS would therefore be allowed to purchase 1 copy for the entire shared collection. A compromise was recently agreed to allow Advantage customers could buy one additional for their library. There are approximately 35 Advantage customers in BCCLS including Wyckoff Library. ALA has put out a statement against this new policy as has NJLA. BCCLS is considering what action to take. Many systems are boycotting Macmillian's ebooks as a result of this restrictive policy.

Committee Updates and Current Action Items

Ms. Leonard will check on Trustee education for this year to determine if requirements have been met.

Adjournment

Motion by Brian Eller seconded by Brian Saxton to adjourn the meeting.

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

The next meeting will be held on November 20, 2019.

Peggy Chagares, Board President

Laura Leonard, Library Director