

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES
October 20th, 2021 Board Meeting Minutes
7:30 PM, Wyckoff Public Library and virtual**

“The October 20th 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, Brian Saxton

Absent: Lauren McCarthy, Lori Peters, Melissa Rubenstein

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

Public Comments: None

Open Session

Board Business:

Phone system upgrade

Ms. Leonard is looking into a new phone system. One proposal has been received. There would be new hardware without a charge. This company is highly recommended from other libraries. The monthly bill would be less than the current bill.

Construction/ Building Updates:

Bathroom renovation update

The final bid package has not been received.

Exterior Front Door Saddle Replacement

Exterior front door saddle will be replaced. A date has not yet been scheduled.

Water Treatment Proposal

Treating the boiler will help with the maintenance of the pump. A test revealed that there is hard water. The cost for annual treatment would be \$760 and would include three treatments per year.

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Painting projects

We are in the process of getting quotes. The last time the library was painted was 10 years ago. Some walls need spackling and there are areas that had leaks that would need repair as well as wood window trim that needs attention. Two companies did walk-thoughts and we are expecting one more. Once estimates have been received, they will be given to the Buildings and Grounds Committee.

Hvac

Pump 5 needs to be rebuilt. This project would be about \$3000. There is money in the budget for repairs such as this.

AV upgrades

Ms. Leonard is starting to get proposals. This may be a multiple phase project that would start this year and continue next year. The screen in the Shotmeyer Room needs replacement as soon as possible due to leaking oil, stickiness on the screen and occasional jamming. Microphones need upgrading per FCC. The touch panels need to be replaced. The gradual replacement of this AV system is necessary if groups will be using the meeting rooms.

Secretary's Report:

The June 16th, 2021 Wyckoff Library Board of Trustees Meeting Minutes will be tabled until the next meeting.

The September 27th, 2021 Wyckoff Library Board of Trustees Meeting Minutes will be tabled until the next meeting.

Treasurer's Report

The August 2021 Revised Treasurer's Report was distributed and Ms. DeKorte invited questions or comments.

Motion by Brian Saxton seconded by Tony Donato to approve the August 2021 Treasurer's Report.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Tony Donato, Brian Saxton

The September 2021 Treasurer's Report was distributed and Ms. DeKorte invited questions or comments.

Motion by Brian Saxton seconded by Tony Donato to approve the September 2021 Treasurer's Report.

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Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Tony Donato, Brian Saxton

Voucher List

The October 2021 Voucher list was distributed and Ms. DeKorte invited questions or comments. Line 1 was the 3rd and final payment of the pension contributions. Line 23 refers to the pump on the boiler. Line 44 is payroll services provided through a shared services agreement with the Township. It is the second of 2 payments.

Motion by Brian Saxton seconded by Lauren Cohen to approve the October 2021 Voucher List.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Tony Donato, Brian Saxton

Resolution 2021:13 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).

Brian Rose #24595, #24595, \$250.00, Virtual Lecture Alfred Hitchcock
Amanda Sacks #24596, \$200.00, Teen Yoga 11/3
Richard Feingold #24624, \$200.00, Virtual Lecture Cornelius Vanderbilt, 11/4

Motion by Tony Donato seconded by Brian Saxton to approve Resolution 2021-13: Payment of Vendors in Advance.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren Cohen, Lauren DeKorte, Tony Donato, Brian Saxton

Other Financial Matters

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General

Donation Update

The books purchased with the Bennett donation have mostly been received. The Frenkel donation is paying for a program that has been moved to April in addition to books that will be purchased.

Girl Scout Silver Award Proposal

Three Girl Scouts are proposing to create an outdoor art installment consisting of three freestanding shapes reusing plastic bottle caps. This outdoor art creation would go near the labyrinth and a larger mural would be placed just past the labyrinth. They have all the bottle caps because they have been collected, cleaned and separated by size. They have experience creating art with bottle caps from school projects.

BCCLS Vega app and discovery layer

The 2022 BCCLS budget includes funding for a mobile app and discovery layer. This app will allow for many additional features beyond the website. The discovery layer enhances the user experience through better search functionality as well as many features for reader advisory. The app can be customized for each member library. It should be available early 2022. BCCLS received favorable pricing as an early adopter.

Old Business

COVID-19 Response- Reopening Plan, Meeting Rooms

There have been multiple community groups that have made use of the meeting rooms. Patrons have been in compliance with the mask mandate. Ms. Leonard recommends that we continue the course we are on regarding the mask mandate and possibly add more furniture. This will be revisited next month.

Director's Report

Denise Marchetti, Children's Librarian is excited because the Friends of the Wyckoff Library have donated money to purchase Vox Books. Twenty have been purchased so far. There will be a display to show this new collection.

BCCLS now has a VPN that can be logged into when working on any non-BCCLS computers for extra protection and cyber-security.

Susan Valenta and Therese Jones are starting a new book club to be held at The Vista.

Committee Updates

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Adjournment

Motion by Peggy Chagares second by Tony Donato to adjourn the meeting.
All were in favor and the meeting was adjourned at 8:20 P.M.

The next meeting will be held on Wednesday, November 17, 2021 in person.

Lori Peters, Board President

Laura Leonard, Library Director