

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES
September 27th, 2021 Board Meeting Minutes
7:30 PM, Wyckoff Public Library and virtual**

“The September 27th 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, Lauren McCarthy, Brian Saxton

Absent: Lauren Cohen, Tony Donato, 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 We are looking into a new phone system. We have received one proposal. There would be new hardware without a charge. They are highly recommended from other libraries. The monthly bill would be less.

Secretary’s Report:

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

The July 21st, 2021 Wyckoff Library Board of Trustees Meeting Minutes were previously distributed to the Board of Trustees. Ms. Peters invited questions.

Motion by Peggy Chagares seconded by Vince Antonacci to approve the July 21st, 2021 Board of Trustees Regular Meeting Minutes.

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

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Treasurer's Report

The July 2021 Treasurer's Report was distributed and Ms. Peters invited questions or comments. Buildings and Grounds line included charges for the annual maintenance contract for Environment Climate Control. Health insurance costs went down because of a staff change.

Motion by Brian Saxton seconded by Lauren McCarthy to approve the July 2021 Treasurer's Report.

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

The August 2021 Treasurer's Report was edited to add a fee for the Amazon Prime Membership on line 62 which came after the voucher list was originally approved.

Voucher List

The July 2021 Voucher list was distributed and Ms. Peters invited questions or comments.

Motion by Brian Saxton seconded by Peggy Chagares to approve the July 2021 Voucher List.

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

The August 2021 Voucher list was distributed and Ms. Peters invited questions or comments. There was a question about Line 20. That expense is for the copy machine leasing company.

Motion by Brian Saxton seconded by Peggy Chagares to approve the August 2021 Voucher List.

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

The September 2021 Voucher list was distributed and Ms. Peters invited questions or comments. The book expenditure amount was larger than usual because Baker & Taylor has been very delayed in fulfilling orders and many items ordered in August were recently received. Line 40 is for the air purifiers that were purchased as a Covid safety enhancement.

Motion by Brian Saxton seconded by Vince Antonacci to approve the September 2021

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Voucher List.

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

Resolution 2021:12 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).

Jill Slater, check #24582, \$400.00 Virtual Smart Stretch 10/4, 10/11, 10/18, 10/25
Amanda Sacks #24553, \$200.00, Teen Yoga 10/6

Motion by Peggy Chagares seconded by Lauren McCarthy to approve Resolution 2021-12: Payment of Vendors in Advance.

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

Other Financial Matters

General

Township Update - Robert Shannon, Township Administrator will retire on 12/31/21

Robert Shannon has been with the township for 37 years. He was always an advocate of the library and offered support.

Donation Updates

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There were two additional donations to the Bennett family in memory of Betty Bennett. The books that were purchased with those donations are being processed. We will also be replacing many classics with funds from this donation. Book plates will be put in these books and a display will be made in November. The other donation is in progress from the Frenkel family. It was given as a result of the 100 year anniversary. The money will be used for a collection of books focused on the Holocaust, diversity, and interfaith relationships as well as a program that will be held in late April. Ms. Leonard suggested reaching out to the local schools and will meet with these schools to discuss possible ways to use these funds to add to their collections. The larger donation that was received earlier this year may be used to help with replacing the audio visual equipment in the meeting rooms.

Old Business

COVID-19 Response- Reopening Plan, Meeting Rooms

Masks are required for everyone regardless of vaccination status. Meetings are now being held in the meeting rooms. There are several groups scheduling meetings, both new and returning groups.

Director's Report

Summer Reading was very successful. We made good use of outdoor spaces for programs. The children's department held 34 programs with very positive engagement. The teen program had solid engagement. The adult summer reading program was slower than the previous years.

We now offer the Wall Street Journal online. The Friends of the Library will be meeting next week. Their winter concert will be discussed. The media specialist at the high school is pushing for all freshmen to get library cards. The staff will work on getting these students library cards. Christian Health Care Center has been bringing patrons to the library.

The library is now open on Sundays. There was an issue with parking because of the games that are going on at the field. Ms. Leonard is in communication with the Recreation Director to remedy this issue. The Board discussed possible ways to handle this situation if it continues to be a problem. Ms. Leonard will reach out to Robert Shannon about the parking issue.

Committee Updates

Building and Grounds Committee- Bathroom Renovation Update

A pdf of revised drawings were received last week. We are making progress as far as receiving the bid package. If the cost is in an acceptable range the renovations will start soon.

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Boiler pump replacement- a reasonable estimate was given to the committee and the repairs were completed last week. It was recommended that the water be tested. Front door aluminum saddle is starting to corrode and will need to be replaced soon.

Strategic Plan Committee

It was decided to extend the current Strategic Plan for another year and work on revising the plan in 2022.

Adjournment

Motion by Peggy Chagares second by Vince Antonacci to adjourn the meeting.
All were in favor and the meeting was adjourned at 8:49 P.M.

The next meeting will be held on Wednesday, October 20, 2021 in person or via Zoom.

Lori Peters, Board President

Laura Leonard, Library Director