The meeting commenced with the reading of the Open Public Meeting Statement by Vincent Antonacci, Board President:

“The March 21, 2012 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.”

Board Member Attendance: Vincent Antonacci, President, Peggy Chagares, Lauren DeKorte, Grace White, Alma Mader, Brian Eller and Mayor Christopher DePhillips.

Absent: Tony Donato and Lori Peters.

Staff Attendance: Jackie Denequolo, Secretary, Chris Romney, Project Manager, Mary Witherell, Library Director and Doug Christie, Township Committee Liaison.

Guest: Richard Kuder, Superintendent of Wyckoff Schools

Mr. Antonacci opened the meeting for public comment. No one was present in the audience.

Construction Update:

a. Apple Lease Program: Richard Kuder stated that the School District is reviewing their options with regard to financing their Apple technology through a purchase or lease. The argument to lease is compelling with a better ability to manage technology. A three year old laptop is virtually obsolete with a new battery costing $70 and chargers costing $80. Districts around Bergen County are managing their technology through the Apple equity lease program. The purpose of his visit was to discuss the Library Board becoming a part of the equipment leasing opportunity through the public schools connection. Service is included and covered through Apple Care. In the spirit of trying to work together and collaborate, Mr. Kuder suggested opening up a conversation with regards to the Library’s needs. From a practical point of view, the lease essentially works like a financing program. There’s a 1% leasing fee which enables the district to amortize the cost of an iPad or laptop over 3-4 years. If for example, the residual on a 4 year old leased laptop was 50% of its original value, Apple would allow you to refresh your laptop(s) for 50% of the cost. After a 2-3 year period, a laptop will be obsolete in addition to maintenance issues.

Mary Witherell, Library Director, stated that she’s a big fan of Mac computers coming from the magazine industry who only use Macs. Public libraries don’t have much experience with Macs, with only three (3) out of seventy-four (74) libraries in the bccls network with them. Ms. Witherell’s plan is to get six (6) desktop iMacs and the rest PCs.

Ms. Witherell thanked Mr. Kuder for being gracious enough to invite the Library to participate in their program. All of the districts are primarily using Macs which the kids are accustomed to.

Grace White, Board Member, questioned the number of staff computers. Fourteen desktops are for patrons with the breakdown of six (6) Macs and eight (8) PCs and the rest are for the staff.

Ms. Witherell planned on 8-10 PC laptops for computer classes. Most of the people taking the computer classes will be adults. The library has access to two large databases of e-books. The ability for a patron to borrow a nook or e-reader will help to familiarize them with the technology. We may not be prepared to loan out an iPad which are much more expensive.
Mr. Kuder questioned if Ms. Witherell was envisioning using Macs with children or adolescents? Ms. Witherell stated that there will be 2 Macs and 2 PCs in the children’s room plus four (4) early learning computers. The reason for the split in the children’s room was to ensure that the parents stay in the vicinity while waiting for their children and adults are more familiar with PCs. In addition, there will be two (2) desktops in the teen area which will be Macs. Eight desktops with an allocation of two (2) Macs and six (6) PCs will be in the adult room.

Doug Christie, Township Committee Liaison, questioned the direction of where children in kindergarten should be with regard to technology. Mr. Kuder stated that he would defer to Dr. Schoen for the regional perspective but it’s inevitable that in the next 3-5 years that students in Middle to High School will be using a one to one device from either home or a school provided device. At the elementary level, teachers check out e-books and children use iPads. Computers are growing in a workshop environment and are part of a child’s education. Mr. Christie questioned if the library can provide or fill a void in another avenue for the school system? Mr. Kuder stated that the library will always be a place to find experts to guide children in the love of reading and selection of books. The hope is that the new library will be a collaborative place for kids to learn and work in teams with the technology available to complete their projects.

Mr. Christie asked if the leasing program takes place once a year or as need changes. Mr. Kuder stated that he didn’t know the answer to that question. The school board members and attorneys are reviewing the lease and hope to have the computers by the end of the school year.

Ms. Witherell would request that an image of the programs used in the schools be provided to ensure that the same programs are provided at the library. Ms. White was concerned that with only two (2) Macs available, the younger kids, who don’t have their own computers yet, will be unable to work on a report and may not come back.

Mr. Kuder questioned if the library will be wireless? Ms. Witherell stated that the library will have a robust wireless system.

Lauren DeKorte questioned if bccls could be used on the Macs? Ms. Witherell stated that it couldn’t be used on the Macs. Mr. Kuder stated that while he doesn’t know anything about bccls, it is used on the Macs at Eisenhower. Ms. Witherell was specifically referring to the Content Management System. The catalog is web-based.

Mayor DePhillips questioned if the technology choices are governed by the bccls system? Does bccls prevent you from allocating more resources towards Macs? Ms. Witherell stated that bccls is not holding her back. Bccls will only support what we purchase from them which include the need for the bccls network. Macs will access the wireless network. Mayor DePhillips questioned why certain patrons are being directed to the non-Mac technology. Ms. Witherell believes that the vast majority of adults are accustomed to PCs. Peggy Chagares, Board Member, questioned how that’s determined? Ms. Witherell thought that the majority of schools were not Macs. Mr. Kuder stated that Apple cultivates relationships with schools. Many schools are not exclusively Mac but many are. Ms. Chagares stated that she went on a college tour and found that all of the colleges use Macs.

Mayor DePhillips stated that the investment made now may tie our hands in the future. We need to see what’s coming beyond 2012.

Mr. Kuder stated that technology should be considered an expected ongoing expense. Mr. Antonacci questioned if Mr. Kuder had a cost analysis of purchasing versus leasing? Mr. Kuder stated that the cost proposal done specifies the most significant piece as the maintenance costs incurred after three years. After three years, there are potentially 800 computers that would need battery replacements which is a significant expense. The benefit to this program is to have the ability to have a refreshed computer in the hands of a child every two (2) years.
Ms. Witherell stated that Mr. Kuder’s e-mail indicated that for the same yearly expense, three times the amount of equipment can be leased than purchased. Mr. Kuder confirmed that the cost if a third of the cost a year but is paid every year. It’s amortized over the cost of the machine.

Ms. Witherell wanted the Board to approve Resolution #2012-12 for an IT vendor. Every patron computer in bccls has Deep Freeze built into it. Every night, the computer is wiped clean to protect it from viruses. Ms. Witherell was concerned with patrons not being able to save information onto the computers since Deep Freeze will be loaded for protection. Mr. Kuder stated that students are accustomed to either using a flash drive or saving projects into a virtual locker. Ms. White stated that students work in Google Docs and work collaboratively at the same time. Mr. Kuder stated that Apple is working on certain controls that won’t allow children to download anything they want even if it’s free.

Ms. Witherell suggested another option. In addition to the handful of desktop Macs, a second group of Mac laptops can be purchased for the children’s room. Ms. White questioned why the plan is to only teach on PCs and not Macs? Mr. Kuder stated that it wouldn’t matter which device is used since most of the programs will be web-based.

Ms. DeKorte questioned when Mr. Kuder needed to know about the Library’s decision? Mr. Kuder stated that he needed to know ASAP. Ms. Witherell questioned if the equipment could be received by May 19? Mr. Kuder couldn’t make any promises.

Mr. Antonacci questioned how the lease would be structured? Mr. Kuder stated that the prorata share of what the annual cost is would be passed on to the library for payment. The Library would have to work with the school since Apple declined to work directly with the Library. A 3 or 4 year lease is being proposed. Ms. Witherell questioned if it’s similar to paying more over the long term of the lease than to purchase outright? Mr. Kuder stated that you would be paying more but would have better technology. In the case of a car, you may want it once the lease is complete but for computer equipment it’s obsolete. Apple provides a discount to educators for their products and Apple Care support. When bundled together, you can buy the product for $1 but they don’t recommend you go to the end of the lease since that’s when costs begin to incur similar to a car lease.

Ms. Chagares stated that the library becomes part of the student’s educational experience by connecting the entire town.

Mr. Kuder stated that his goal in meeting with the Library Board was to discuss how the relationship would be beneficial. If the Library is interested in pursuing the relationship, Mr. Kuder will await confirmation. The Board of Education will look for the opportunity to collaborate with them.

Mr. Antonacci questioned how the discussion tonight would impact Resolution #2012-12 for an IT vendor? Ms. Witherell stated that the impact is minimal and the purchase of equipment isn’t related to the resolution. The primary reason for the IT vendor is for the installation of the wireless network and the installation of all non-bccls computers and printers.

Mr. Kuder questioned if Ms. Witherell has a technical person on staff? Ms. Witherell stated that she promoted a librarian/reference individual who will be the webmaster, teach the technology courses, maintain and install software and work with the IT vendor as the liaison. The promoted individual doesn’t know Mac computers.
Mr. Christie questioned if it would make sense to put together a technology subcommittee to tie everything together? Mr. Antonacci didn’t think it would be a problem to open the library without some of the computers. Mayor DePhillips stated that the board should make a motion to move forward with the opportunity presented to us. Ms. Witherell stated that she needed to move forward with the resolution or else the library wouldn’t have any technology. The vendor that installs the network should be the same vendor that would troubleshoot and provide the offsite backups.

Mayor DePhillips stated that we, as a board and staff, don’t appear to be expert enough in the technology needs of today and of the future. The library and the board would benefit to have a technology consultant at our disposal for guidance since we’re not equipped to make these decisions. It doesn’t sound like Ms. Witherell has a technology expert on staff that can help lead us towards the technology needs of the community over the next three years.

Mr. Kuder questioned the specific purpose of Resolution #2012-12. Ms. Witherell stated that the resolution is to install the wireless network, computers, printers and new non-bccls hardware. In addition, all of the hardware will be linked together and the vendor will be providing offsite backup for five staff machines. The decision to approve this resolution isn’t connected to the purchase and allocation of specific hardware but is crucial to the technology’s connectivity. Mayor DePhillips believed that the technology element requires a strategic plan or direction from the Grand Opening and beyond. The Board or a subcommittee should be formalized to work continuously to make a commitment towards a three year strategic plan to ensure the library is in sync with today’s technology. The Board isn’t equipped to make that decision. Ms. Chagares stated that she didn’t feel that the Library Board had the knowledge to make the decision for what the population needs.

Ms. Witherell stated that without the wireless network she had nothing. The Mac decision could be departmentalized.

Ms. White was concerned that the Friends gift specifically spelled out what they were providing to the library. Ms. Witherell stated that the preliminary list was a framework for their gift and that they would be agreeable if the items were changed. Mr. Kuder stated that if the Library Board is amenable, he would discuss it further with his board and work out the next steps. The hardware would be amortized over 3 or 4 years with the outlay cost across two years. Once Mr. Kuder gets a decision from his board, he will contact Ms. Witherell.

Mayor DePhillips suggested making a motion to continue this dialogue. Grace White made a motion to continue the dialogue with Mr. Kuder and the Board of Education on the Apple Technology Proposal. Ms. DeKorte seconded. All Board Members voted in favor.

Ms. White made a motion to appoint a Technology Subcommittee to assist in the direction of technology for the library over the next three years. Ms. Chagares seconded. All Board Members voted in favor.

Ms. Chagares stated that she supported and appreciated Mr. Kuder taking the time to discuss it with the Board. Working together with all the partners in town especially the school system is an effort she applauds. Mr. Kuder in turn appreciated that Ms. Witherell reached out to all the school librarians. Mr. Antonacci stated that he and Ms. Witherell would be willing to come to a board meeting if necessary.
b. **Chris Romney Construction Overview:** The project is still scheduled to be completed by April 1 but the Certificate of Occupancy (CO) won’t be ready by March 31. The final plumbing inspection will be ready on March 23, the final electric should be March 30 and the final Fire inspection should be March 28. Ms. Witherell will be able to move books in on April 1. Mr. Christie stated for the record, that the CO is an administrative element in Town Hall which a contractor can’t control. Mr. Romney stated that the outside elevator inspection is scheduled for April 4. A CO can’t be issued until after that inspection. Punch out will take place next Wednesday, March 28. The CO will be issued the week ending April 6.

Beyond construction, the teen counter and tack board is expected March 29, the circulation desk on April 3, the reference desk on April 6, the children’s reference desk on April 13, the teen windows and children’s computer tables on April 16 and the in-panels on the shelving by April 23.

Mr. Christie questioned the responsibility of tying in the phone and electrical lines? Mr. Romney stated that Unimak will take care of all the lines at no cost. Mr. Christie asked when we would contractually release the contingency funds? Mr. Romney stated that the one year warranty doesn’t start until final sign off. Once we get all the subs by April 12 along with final payment, less retainage, we’ll still have 5% of the $3M dollars which will be released in May.

Ms. Mader questioned if the tile was corrected in the Monroe room to ensure that all the names are visible? Mr. Romney stated that it has been corrected.

Mr. Romney stated that the WG contract expires at the end of this month. If the Board plans on extending Mr. Romney, a vote should be taken. Ms. Witherell stated that she would be more comfortable having Mr. Romney available since much is beyond her level of competency. The Board needs to determine if the funds should be taken from the gift or bequest fund to extend the WG contract for one month.

c. **Review of Overall Budget:** Board Members discussed the accounts and the funds available in the gift account.

Mr. Antonacci made a motion to extend the WG contract, with the original conditions of the original contract, for the month of April. The extension will be reflected on the budget as coming out of the bequest money for a total $8,000 plus expenses. Grace White seconded. All Board Members voted in favor.

d. **Resolution #2012-12 for IT Radix:** Ms. Witherell read through the proposal for the Board. The proposal’s summary included the purchase and installation of the firewall and wireless network, four wall-mounted wireless access points, uninterruptable power supply and configuring all of the hardware. Ms. White stated that the resolution indicates 10 laptops. What if we revise that figure? Will we have enough power to support more laptops? Mayor DePhillips stated that the Board may change direction with feedback from the technology subcommittee. Ms. Witherell stated that the system is expandable and the vendor is flexible.

The budget will reflect that the Friends gift will pay for the IT Radix infrastructure upgrade which includes the wireless network and is the first item being paid out of the $60,000 gift. The monthly maintenance will be covered in the operating budget which will include seven months of service.

A motion was made by Ms. Mader to approve Resolution #2012-12 for IT Radix for the wireless network and related services in the amount of $13,188 which will be coming from the Friends Gift fund. The seven months of service at a rate of $230.70 per month will be coming out of the Operating Budget. Mr. Eller seconded. All Board Members voted in favor.
WYCKOFF LIBRARY BOARD OF TRUSTEES
March 21, 2012 Meeting Minutes
7:38 pm, 637 Wyckoff Avenue, Temporary Space
Page 6

WYCKOFF PUBLIC LIBRARY

RESOLUTION NO. 2012-12

A RESOLUTION AWARDING A CONTRACT TO IT RADIX FOR CERTAIN WIRELESS NETWORK EQUIPMENT AND RELATED SERVICES

Whereas, the Wyckoff Public Library has a need for an IT vendor to install and service certain wireless network equipment at the renovated Library as well as set up and maintain the Library’s new non-BCCLS computers and printers; and

Whereas, pursuant to the New Jersey Local Public Contract Law, N.J.S.A. 40A:11-6.1, the amount of this contract is less than the bid threshold but greater than 15% of said amount, and therefore, the contract may be awarded to the vendor offering the most advantageous proposal, price and other factors considered, after solicitation of a minimum of two proposals; and

Whereas, the Library Director did solicit three proposals for said work; and

Whereas, the Library Director has recommended that this contract be awarded to IT Radix in the amount of $13,188.00, plus $230.70 per month for service through December 31, 2012; and

Whereas, the Library’s Treasurer has certified that funds have been appropriated and are available for this purpose.

Now, therefore, be it Resolved by Board of Trustees of the Wyckoff Public Library that a contract for the above-referenced project shall be awarded as follows:

<table>
<thead>
<tr>
<th>Bidder</th>
<th>In the amount of:</th>
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</thead>
<tbody>
<tr>
<td>IT RADIX, LLC</td>
<td>TOTAL - $13,188.00</td>
</tr>
<tr>
<td>200 Mineral Springs Drive</td>
<td>SERVICE - $230.70/mo.</td>
</tr>
<tr>
<td>Dover, NJ 07801</td>
<td></td>
</tr>
</tbody>
</table>

Be it further Resolved that the Library Director is hereby authorized to execute a contract or purchase order, as appropriate, to effectuate the purpose of this Resolution, subject to approval by the Attorney.

DATE: ________________________________

CERTIFICATION OF AVAILABILITY OF FUNDS

I, ALMA MADER, TREASURER OF THE WYCKOFF PUBLIC LIBRARY, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN ACCOUNT NO. ____________________.

___________________________
ALMA MADER
TREASURER, WYCKOFF PUBLIC LIBRARY
e. AV Update: Ms. Witherell stated that equipment specifications and drawings were received from Diversified System. Chris Sepp has spent hours reviewing the drawings and has made recommendations to Diversified System. The ad will be placed on Monday, March 26 and will be noticed for 10 days. We’re a week behind the original schedule. The AV will not be ready for the grand opening but within a few weeks thereafter. AV equipment will be rented and ready for the grand opening. Ms. Witherell wanted the Board to know that Chris Sepp is billing hourly to assist with the bid process since it isn’t part of his contract. Mr. Antonacci stated that he would call Mr. Sepp to see if he could provide a flat rate for his services instead of billing hourly.

f. Security Update: One vendor submitted a quote and another vendor was taken on a walkthrough of the building. Once that quote is received, a resolution will be prepared and ready for the next meeting since we’ll be below the threshold. The quotes are only for an alarm system. The cameras will be revisited at a later date.

g. Resolution #2012-13: This resolution includes 120 stackable chairs and four (4) dollies. By not using a state contract, approximately $2,000 was saved for a total of $14,240. Ms. Chagares made a motion to approve Resolution #2012-13 for 120 stackable chairs or $107 for each chair and four (4) dollies or $200 each for a total of $14,240. The furniture will be paid from the Rizzo bequest. Ms. Mader seconded. All Board Members voted in favor.

**WYCKOFF PUBLIC LIBRARY**

**RESOLUTION NO. 2012-13**

A RESOLUTION AWARDING A CONTRACT FOR CERTAIN STACKABLE CHAIRS AND TRANSPORT DOLLIES TO CREATIVE LIBRARY CONCEPTS

**Whereas,** the Wyckoff Public Library has a need for 120 stackable meeting room chairs and four transport dollies for the Library’s lower level meeting room; and

**Whereas,** pursuant to the New Jersey Local Public Contract Law, N.J.S.A. 40A:11-6.1, the amount of this contract is less than the bid threshold but greater than 15% of said amount, and therefore, the contract may be awarded to the vendor offering the most advantageous proposal, price and other factors considered, after solicitation of a minimum of two proposals; and

**Whereas,** the Library Director did solicit two proposals for said goods; and

**Whereas,** the Library Director has recommended that this contract be awarded to Creative Library Systems in the amount of $14,240.00, which breaks down as 120 chairs at $107 each, plus four dollies at $200 each, plus $600 in installation charges, and this quote represents the lowest priced proposal received; and

**Whereas,** the Library’s Treasurer has certified that funds have been appropriated and are available for this purpose.

**Now, therefore, be it Resolved** by Board of Trustees of the Wyckoff Public Library that a contract for the above-referenced project shall be awarded as follows:

<table>
<thead>
<tr>
<th>Bidder</th>
<th>In the amount of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creative Library Systems</td>
<td>TOTAL - $14,240.00</td>
</tr>
<tr>
<td>52 Boulevard</td>
<td></td>
</tr>
<tr>
<td>Kenilworth, New Jersey 07033</td>
<td></td>
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</tbody>
</table>

**Be it further Resolved** that the Library Director is hereby authorized to execute a contract or purchase order, as appropriate, to effectuate the purpose of this Resolution, subject to approval by the Attorney.

DATE: ______________________________________________
CERTIFICATION OF AVAILABILITY OF FUNDS

I, ALMA MADER, TREASURER OF THE WYCKOFF PUBLIC LIBRARY, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN ACCOUNT NO. ___________________.

___________________________
ALMA MADER
TREASURER, WYCKOFF PUBLIC LIBRARY

Resolution #2012-14: This resolution is for desk furniture and a conference table and chairs for the Director's office. All of this furniture is from a state contract vendor for a 46% discount. Ms. Chagares recommended checking into whether we should be receiving discounts from all state contract vendors going forward.

Mr. Eller made a motion to approve Resolution #2012-14 for desk furniture and a conference table and chairs for a total of $14,690.16 to be paid from the Rizzo bequest. Ms. Mader seconded. All Board Members voted in favor.

WYCKOFF PUBLIC LIBRARY
RESOLUTION NO. 2012-14

RESOLUTION AWARDING CONTRACT TO CREATIVE LIBRARY CONCEPTS UNDER STATE CONTRACT NO. T-0176 PURSUANT TO N.J.S.A. 40A:11-12a

Whereas, the Wyckoff Public Library pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

Whereas, the Wyckoff Public Library has the need on a timely basis to purchase goods or services utilizing State Contract No. T-0176 for furniture for the renovated Library; and

Whereas, the Wyckoff Public Library solicited a quote from Creative Library Concepts for certain work-surfaces, hutches, bookcases, shelving, desks, file cabinets, conference table, chairs, and various other items under State Contract No. T-0176; and

Whereas, Proposal No. WPL031312 was received from Creative Library Concepts in the amount of $14,690.16; and

Whereas, Creative Library Concepts is an authorized distributor for Trendway under State Contract No. T-0176; and

Whereas, the prices quoted by Creative Library Concepts were consistent with the Price List for State Contract No. T-0176; and

Whereas, the Library Treasurer has certified that sufficient funds exist and are available for this purpose.
Now, Therefore, Be It Resolved, that the Wyckoff Public Library hereby accepts the quote of Creative Library Concepts, 525 Boulevard, Kenilworth, New Jersey 07033, for the aforementioned furniture and authorizes the Library Director to execute a contract and/or purchase order for these items, subject to all the conditions applicable to State Contract No. T-0176 and subject to approval by the Board Attorney.

Attest:________________________________________  By:_____________________________________

Witness:________________________________________

DATE: _________________________________________

CERTIFICATION OF AVAILABILITY OF FUNDS

I, ALMA MADER, TREASURER OF THE WYCKOFF PUBLIC LIBRARY, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED FOR THIS PURPOSE IN ACCOUNT NO. ___________________.

___________________________________________
ALMA MADER
TREASURER, WYCKOFF PUBLIC LIBRARY

Resolution #2012-15: Ms. Witherell provided a quick summary of the convoluted process required to move the library items out of storage into the new library. The original vendor (BRS) cannot exceed $40,000 since it’s a state contract. A new bid is necessary to make the next couple moves back to the new library. The first bid specification will include a pick up from the loading dock of BRS to 200 Woodland in April and the second bid specification will include a move from this location to 200 Woodland in mid-May. A resolution will not be needed since it’s a state contract vendor. The bid will service as the contract.

Mayor DePhillips questioned where the funds would be coming from to pay for these moves? Ms. Witherell stated that Mr. Voytus felt certain that both of the moves will be under the threshold of $17,500. Mr. Antonacci stated that the original move came out of the operating budget and the $70,000 listed for the move on the Construction Budget wasn’t used. The original construction budget wasn’t adopted at the time of the original move. Ms. Witherell stated that these moves can be funded out of the $70,000 Moving account. Resolution #2012-15 is an amendment to the original BRS contract which will allow them to move the items to the loading dock.

Ms. DeKorte made a motion to approve Resolution #2012-15 for BRS to move all of the library items out of storage and onto the loading dock. Ms. Chagares seconded. All Board Members voted in favor.
Whereas, the Wyckoff Public Library pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may, without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

Whereas, the Wyckoff Public Library previously awarded a contract utilizing State Contract No. T-0877 for Moving and Storage Services to BRS Relocation Services; and

Whereas, the bulk of the Library’s collection is presently located at BRS’s storage facility and must be moved back to the Library at 200 Woodland Avenue; and

Whereas, the State Contract Manager has advised that the Library can and should obtain a formal quote and execute an amendment to BRS’s contract for the cost of moving the Library’s collection from storage to BRS’s loading dock, provided the total value of the amended contract with BRS does not exceed $40,000; and

Whereas, the purpose of amending said contract and moving said materials to BRS’s loading dock is to permit quotes to be obtained from the top three authorized state contract vendors to move these materials from BRS’s storage facility to 200 Woodland Avenue, in accordance with State Contract procedures; and

Whereas, the Library Director intends to promptly solicit said formal quote from BRS.

Now, Therefore, Be It Resolved, that the Board of Trustees of the Wyckoff Public Library authorizes the Library Director to execute an amendment to the Library’s contract with BRS Relocation Services, provided the quote received does not cause the contract’s total value to exceed $40,000.

Be It Further Resolved that any such amendment shall be subject to the Certification of Availability of Funds by the Treasurer.

Attest:  

By:

_________________________________  

Witness:

_________________________________

CERTIFICATION OF AVAILABILITY OF FUNDS

Date: ______________________________

I, ALMA MADER, TREASURER OF THE WYCKOFF PUBLIC LIBRARY, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN ACCOUNT NO. ______________ FOR THIS EXPENDITURE.

_______________________________

ALMA MADER
TREASURER, WYCKOFF PUBLIC LIBRARY
i. **Building Signs:** Ms. Witherrill questioned if the Board Members were considering naming the children’s library, wing or room with a reference to the Rizzo bequest. Mr. Antonacci suggested making those decisions at a later date. The sign with the name, “Wyckoff Free Public Library” will be ordered for the exterior of the building.

j. **Portable Stage:** Ms. Witherell received three quotes for a mobile stage. A resolution is not needed since they're below the threshold. The quotes don't include tax but do include freight. Quotes ranged between $6,000 and $7,000.

Ms. DeKorte questioned the additional items planned with regard to the use of the Rizzo funds? Ms. Witherell stated that she has a few more small purchases. Mayor DePhillips stated that he was a bit uncomfortable using the Rizzo funds without a plan in place. After the portable stage, a plan needs to be put in place for the funds.

Ms. Witherell stated that a stage can take five weeks to receive. Ms. Mader suggested purchasing the $7,000 stage out of the construction budget since there was excess in the Moving account. Mr. Antonacci wanted to ensure that all of the expenses in the construction budget are identified before using any of that money.

Mayor DePhillips wanted to ensure that the bequest and grand opening are top priorities at the next meeting.

k. **Treasurer’s Report:**

**March Voucher List – Operating:**

Ms. DeKorte made a motion to approve the March Operating Voucher List. Ms. White seconded. All Board Members voted in favor.

**March Voucher List – Renovation:**

Ms. DeKorte made a motion to approve the March Renovation Voucher List. Ms. Chagares seconded. All Board Members voted in favor.

Ms. Mader stated that she transferred money from the Lakeland account into the Renovation account to pay the bills.

Ms. Mader suggested that a stipend or American Express gift card be provided to Lois, the previous bookkeeper on staff. Lois indicated that she couldn't receive income based on the way the pension system works. She offered to help out for free so that the new bookkeeper can get accustomed to the system. Lois has been logging many hours since October 2011. She comes in a couple of times a month in addition to many phone calls. The Board felt that a $500 gift card would be reasonable.

Ms. Mader made a motion to provide the past bookkeeper with a $500 gift card. Ms. White seconded. All Board Members voted in favor.

Ms. Mader stated that the new full time employee has opted out of the health plan. A payback will be provided back into her salary at a total of $208.33 per paycheck or $5,000 for the year. If the employee was enrolled in the health plan, it would cost $21,020.28.

Mayor DePhillips requested that the first order of business be the plan for the bequest at the next meeting. Mr. Antonacci stated that he had discussed donating the interest from the bequest to the town. Funds used from the bequest are only on paper and need to be addressed. Both a short and long term plan will be put in place.
I. Grand Opening:

Ms. DeKorte provided the theme for the day “The Wyckoff Library: Be Part of the Next Chapter.” The day would start off with a ceremony that would include an Invocation (opening) and a Benediction (closing). Mr. Christie volunteered to do both. Mayor DePhillips recommended inviting the Clergy Association and Houses of Worship leaders from the community. Unimak will be at the ceremony to help the Board lay the Cornerstone. A ribbon cutting, presentation of a proclamation and opening remarks from the Mayor can start the ceremony.

Mr. Antonacci requested that Ms. Mader provide a list of invitees for the Board to review at the next meeting.

Ms. DeKorte questioned if any of the Board Members had an issue with a therapy dog in the library? Ms. Witherell stated that a common program in libraries is to have small children read to therapy dogs when they're learning how to read. A resident from Wyckoff approached the library about the idea.

Ms. Chagares questioned the issue of allergies? Ms. White has seen where some parents are horrified to see a dog at school or public place. Ms. Chagares knew that dogs were not allowed at Sicomac because of allergies. Ms. Witherell stated that a therapy dog is a common program in libraries. Ms. White agreed that if the program is offered to the public, they can choose to attend but not at a Grand Opening. Ms. Witherell stated that the programs were already booked. Mr. Antonacci understood the time constraints but wasn't aware that programs were in the process of being booked.

Ms. Witherell stated that, generally speaking, the programs are supposed to be the staff’s responsibility. Mr. Antonacci and Mayor DePhillips both stated that this is different since it’s a Grand Opening.

Ms. Mader made a motion to include a therapy dog in the Children’s Room at the Grand Opening. Mr. Eller seconded. Voting in favor: Ms. Mader and Mr. Eller. Voting in denial: Ms. Chagares, Ms. DeKorte, Ms. White, Mr. Antonacci and Mayor DePhillips.

Ms. Witherell is looking into strolling musicians in the Adult library. A café was proposed in the Shotmeyer room while a pianist played the piano from 4-5 pm. Vendors from town may donate food. Mr. Christie thought that people may be dwindling down from 4-5pm and that the café should be scheduled a little earlier when there’s lots of traffic. Ms. Witherell indicated that the Shotmeyer room doesn’t have any other time open for the café. Ms. DeKorte thought that the café could be scheduled from 11am-1pm after the ceremony. Ms. Witherell didn't think it could be done since all the different programs will be on the heels of each other. Plus the staff may have to miss the ceremony to get ready for the café. Ms. White didn’t believe that the staff had to be part of the set up for the café. The vendor will come in and set up whatever time you provide.

Mr. Antonacci questioned the alternate location if it were to rain. Ms. Witherell suggested it be in the lobby by the circulation desk.
Ms. Witherell stated that the website announced the Grand Opening and Ms. White stated that it was also e-blasted last Friday. Ms. Mader suggested a full page ad in the Villadom and Suburban News. Ms. White questioned if there was going to be a Summer Programming plan ready to be distributed since we’ll have a captive audience all day? Ms. Witherell stated that Summer Reading is planned for the teens and children. Mayor DePhillips also added that remarks from the Library Director, Library Board President and himself, may be an opportunity to get certain topics out to the public that day. A vision will be discussed with comments coordinated. Ms. White was wondering what other programs were planned besides Summer Reading and if they can be presented at the next meeting or ready by May. Ms. Witherell stated that she may receive the Big Read Grant but had too much going on to focus on programs at this time.

Motion to adjourn by Ms. Mader, seconded by Mr. Eller. The next meeting is scheduled for April 4, 2012. The Board adjourned at 11:00 pm.

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Vince Antonacci, Board Chairperson

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Mary Witherell, Library Director