

## **FINAL**

### **WYCKOFF LIBRARY BOARD OF TRUSTEES**

**November 18, 2015 Meeting Minutes**

**7:30 PM, Wyckoff Public Library, 200 Woodland Avenue**

"The November 18, 2015 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:** Vincent Antonacci, Lauren DeKorte, Anthony Donato (arrived at 7:38 PM), Brian Eller, Lori Peters, Brian Saxton and Grace White (arrived at 7:38 PM)

**Absent:** Peggy Chagares, Mayor Rooney

**Staff Attendance:** Laura Leonard, Library Director. Jackie Dwyer, Board Secretary

**Public Comment** – There were no public in attendance.

### **Open Session**

#### **Lighting Project Status**

Ms. Leonard reported that the Certificate of Occupancy has finally been received and the Board agreed to pay the remaining balance due and payable to the contractor and close out the project.

#### **Hand Rail**

Mr. Antonacci reported that the proposed hand rail project is too small of a job for contractors. He went on to say that he will continue to seek a contractor for the job.

Ms. Peters reviewed the safety plan which was put in place last winter to temporarily rectify the potential for slips and falls due to ice on the sidewalk. Said plan involves a special salt and sand mix and a new rubber mat placed at the front of the building.

#### **Other Construction/Building Matters**

Ms. Leonard mentioned that the sprinkler system has been winterized.

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#### **Secretary's Reports**

Ms. Peters announced that the Meeting Minutes of the Special Meeting held on October 28, 2015 are tabled until the next meeting.

#### **Treasurer's Report**

##### **October Treasurer's Report - Operating**

The October, 2015 Treasurer's Report and Ms. Peters invited the Board to ask questions. There were none.

Motion by Vince Antonacci seconded by Brian Saxton to approve the October 2015, Treasurer's Report.

Voting in favor: Vince Antonacci, Lauren DeKorte, Brian Eller, Lori Peters, Brian Saxton

##### **Resolution #2015-12 Payment to a Vendor 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).

Robert Skead - Trailblazer Productions, \$325.00, check # 20929, 11/19 Children's program

Grace White and Tony Donato arrived (7:38 PM)

Motion by Grace White seconded by Brian Saxton to approve Resolution #2015-12.

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### **Proposed 2016 Salaries**

The Proposed 2016 Salaries Spreadsheet was distributed.

Ms. Leonard reviewed the salaries proposal. She explained that she hasn't been employed as the Director for long enough to fairly evaluate staff, therefore she proposed similar increases to last year. Ms. Leonard went on to say that going forward she will be evaluating staff and rewarding those who are making an extra effort.

Ms. DeKorte reminded the Board that last year a pool of money was allocated to the Library Director for staff salary increases which she disbursed based on staff performance. The Board agreed that going forward the same procedure will be used.

The Board had a discussion about a staff member whose proposed salary increase is slightly higher and is warranted based on her skills and for the sake of aligning her salary with her job responsibilities.

Motion by Tony Donato seconded by Brian Eller to approve the 2016 Salaries Proposal.

Voting in favor: Vince Antonacci, Lauren DeKorte, Tony Donato, Brian Eller, Lori Peters, Brian Saxton, Grace White.

### **Other Financial Matters**

#### **November Voucher List – Operating**

The November Voucher List was distributed and Ms. Peters invited the Board to ask questions.

Mr. Saxton asked if, going forward, lines 34 and 35 (Xerox) could be combined. Ms. Leonard stated that within a month there will only be one line for Xerox.

Ms. DeKorte gave a quick synopsis of the expenses on lines 53 and 54.

Mr. Donato asked if a better description could be added to lines 44 through 52. Ms. Leonard responded that a line can be added with a general description.

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Ms. White asked if staff buys supplies in bulk and Ms. Leonard said that they do when possible.

Motion by Tony Donato seconded by Brian Eller to approve the November, 2015 Voucher List with the revision that the expenses on line #44 will not exceed \$203.50.

Voting in favor: Vince Antonacci, Lauren DeKorte, Tony Donato, Brian Eller, Lori Peters, Brian Saxton, Grace White

### **General**

#### **Strategic Plan Quarterly Update**

Ms. Leonard reported that there is a meeting scheduled for December 2<sup>nd</sup> and she will update the Board at the next Board Meeting.

#### **Technology/Social Media Update**

Ms. Leonard stated that the Twitter and Facebook accounts have been connected. Ms. White mentioned that there are some issues with viewing graphics and she offered her assistance.

#### **Comp Time Update**

Mr.Saxton commented on the positive trend that comp time balances have taken.

The Board had a discussion with regard to comp time policy and how and when the payout for comp time will take place.

Ms. DeKorte reported a total of \$4,420 for some of the larger payouts.

It was agreed that the Board will approve the payouts at the December 16<sup>th</sup> Board Meeting and issue the checks prior to the end of the year. It was agreed that the Policy Committee will meet to review the Comp Time policy once again.

#### **Secretaries Report**

Motion by Mr.Antonacci seconded by Mr. Donato to approve the October 21, 2015 Board of Trustee Regular Meeting Minutes.

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Abstaining: Brian Saxton

### **Branding Opportunities with New Logo**

Ms. Leonard stated that the new logo is only on the new library cards and she is researching other avenues to promote the logo. She suggested purchasing magnets and inexpensive plastic bags to start.

Mr. Donato suggested getting banners for the light poles in the parking lot and stated that he would check with Scott from the Township to see how much it would cost and where the Township purchased their banners.

### **Loan Period for TV Series DVD**

Ms. Leonard asked the Board's permission to lengthen the loan period on TV Series DVD's to three weeks. Permission was granted.

### **Staff Holiday Party**

Ms. Leonard asked the Board's permission to close the library at 3:00 PM on Friday, December 18<sup>th</sup> for the Staff Holiday Party.

A discussion ensued with regard to funding the holiday party.

Permission was granted for the Library to close at 3:00 PM on December 18<sup>th</sup>. Furthermore, the Board agreed to personally pay for the holiday party.

## **Old Business**

### **Investment Plan**

### **Lost or Damaged Materials Policy Revision**

Ms. Peters reported that the Committee will be meeting the week after Thanksgiving.

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#### **Library Pay Cards Policy**

Ms. Leonard spoke about Pay Cards and stated that each library sets their own price for the cards. She went on to say that she will draft a new Pay Cards policy but that the use of such cards will have little impact on the Wyckoff Library.

#### **Flag Pole Light**

Ms. Leonard reported that the flag pole light has been repaired and is in working order.

#### **Security Cameras Vendor**

Ms. Leonard stated that she would like to have cameras in the downstairs rooms of the library for safety purposes.

It was agreed that the Board will revisit the potential of purchasing cameras after more research is done.

#### **Certificate of Insurance/Liability waiver Form Policy**

Ms. Leonard reported that Bob Shannon, Township of Wyckoff is preparing a new draft. Ms. Peters will follow up with Mr. Shannon.

#### **Background Checks**

Ms. Leonard will contact the background check company to see what is entailed in fingerprinting as well as performing background checks on all new employees.

#### **Custodians**

Ms. Leonard stated that the custodians are doing a great job!

#### **Director's Report**

The report was previously emailed to all Board Members.

Ms. Peters encouraged questions or comments from the Board. There were none.

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### **Committee Updates and Current Action Items**

The following Committees gave an update as follows:

#### **Makerspace**

Mr. Donato stated that the Committee met with Ms. Leonard and an area was chosen for Makerspace. The architect has been directed to create drawings of the space.

There was a discussion with regard to installing glass doors in the History Room and creating "Quiet Study Rooms".

Mr. Antonacci stated that the timeframe for the Makerspace project will be about 4 months.

#### **Public Relations**

Mr. Donato reported that he attended a BCCLS workshop entitled, "Friends Talk". He went on to say that some libraries have fundraising foundations whose function is different than the "Friends" function.

Mr. Donato further reported that it is suggested that a "Friends" representative be at Board of Trustees Meetings and a Board Member should be at "Friends" Meetings in an effort to have the "Friends", Board and Staff working together for the betterment of the Library.

#### **Policy**

##### **Rules of Conduct Policy**

Ms. Leonard reported that, due to an issue involving a patron's behavior towards a staff member and fellow patrons, she reviewed the current Rules of Conduct Policy and asked the Board to revise a sentence as follows:

"...in person, over the phone or via electronic communication."

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Ms. Leonard also mentioned that she noticed that the Rules of Conduct still say “no eating or drinking” and since the Eating and Drinking Policy has been revised the verbage should be removed from the Rules of Conduct Policy

Motion by Brian Saxton seconded by Lauren DeKorte to approve and adopt the revised Rules of Conduct Policy as stated above.

Voting in favor: Vince Antonacci, Lauren DeKorte, Tony Donato, Brian Eller, Lori Peters, Brian Saxton, Grace White

### Gifts and Donations Policy

Ms. Leonard reviewed the stated that the policy has been revised as well as the acknowledgement letter and a “deed of gift” has been added.

The Board had a discussion with regard to staff members accepting gifts.

Motion by Tony Donato seconded by Brian Eller to approve and adopt the revised Gifts and Donations Policy.

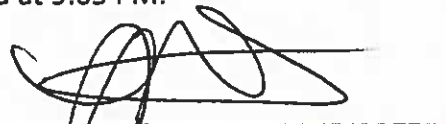
Voting in favor: Vince Antonacci, Lauren DeKorte, Tony Donato, Brian Eller, Lori Peters, Brian Saxton, Grace White

Ms. White asked if the Library as a lockdown procedure and Ms. Leonard stated that they do.

### Adjournment

Motion by Brian Saxton seconded by Tony Donato to adjourn the meeting.

All were in favor and the meeting adjourned at 9:05 PM.



Lori Peters, Board President



Laura Leonard, Library Director