

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

February 20, 2013 Meeting Minutes

7:30 pm, Wyckoff Public Library, 200 Woodland Avenue

“The February 20, 2013 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, Tony Donato, Brian Eller, Mayor Rudy Boonstra, Brian Saxton and Lauren DeKorte.

Absent: Grace White, Lori Peters and Peggy Chagares.

Staff Attendance: Jackie Denequolo, Secretary and Mary Witherell, Library Director.

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

Township Committee member Doug Christie presented an opportunity for the library to take part in the installation of a Rain Garden by the Environmental Commission. The Environmental Commission has evolved over the years to include a Green Team and an agenda to include four (4) specific projects. Kindergan Landscaping has created a design with the garden to be located at the corner of the library where the labyrinth is located. The cost would be entirely absorbed by the Environmental Commission. The purpose of a Rain Garden is to collect rain water and run solely on its own. A sketch was distributed for the Board Members to review. If the Board Members are in favor of its installation, the Environmental Commission would like to start in the summer. A Rain Garden will generate 20 points towards the Sustainable New Jersey Silver Award for the Township.

Members of the Environmental Commission and Ms. Witherell met to discuss and determine the appropriate location for the rain garden. The South/West location was best for children to gather around it and it was the best place to collect rain water coming off of the roof of the building. This project may be a good learning tool and educational session for children or members of the library.

The garden would include about \$900 in plants and \$300 for 3 tons of crushed stone. The labor will be provided by Kindergan Landscaping at no charge. Ms. Witherell wanted to be sure that the garden wouldn't change the footprint of the existing paths. Mr. Christie stated that he was told that no realignment was necessary. The question of a plaque was raised. Mr. Christie stated that a descriptive plaque is still being discussed. The work would take five days to complete. Ms. Witherell suggested July as a perfect month.

Mr. Donato made a motion to approve the installation of a Rain Garden with the inclusion of the purchase of a plaque. Mr. Eller seconded. All Board members voted in favor. Mayor Boonstra recommended getting the drawing to scale. Mr. Christie will provide the Board with a color version.

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Construction Update:

HVAC Project:

Ms. Witherell stated that the contract has been executed and the submittals have been sent to Mr. Sepp and were approved. The pieces of the HVAC have been ordered. Once received, the HVAC will take between 6-8 weeks to manufacture which will be towards the end of March to mid-April. The old chillers will be removed and replaced with the new units. The last step is to connect the new air handling unit to the existing system while the heat is off.

Lighting and Generator Updates: Tabled to the next meeting.

The combined proposals with drawings from Mr. Sepp weren't received. The contractor is the same for both projects. There are efficiencies to be gained by combining the two projects. As recommended by the engineer, a 147 kilowatt natural gas generator was proposed. Ms. Witherell stated that the cost, not to include the elevator, totaled \$87,000 including installation. Ms. Witherell stated that Bob Shannon has indicated that Town Hall's generator has been ordered. Mayor Boonstra stated that he would check on the status of the purchase.

Flood Insurance Claim – May 17:

Ms. Witherell stated that the flood claim in the amount of \$5,500 was received for furniture and personal possessions. Three quotes for the kitchen cabinets that were exposed to water will be submitted to the adjuster for additional funds. The metal shelving has rusted and needs to be replaced.

Exterior Masonry/Soffit Repairs:

Ms. Witherell stated that she needs to hire a mason to plug exterior holes but that she wasn't sure of the cost. The custodian has seen birds go into the building through the lights. Mr. Antonacci stated that he expected Ms. Witherell to make certain decisions without Board approval.

Mr. Saxton questioned if something was missed during the construction. Mayor Boonstra suggested that Ms. Witherell check with Chris Sepp to see if the covers were missed during the installation.

Other Construction/Building Matters: None to report.

Secretary's Report – January 16 Meeting Minutes:

Mayor Boonstra made a motion to approve the January 16 meeting minutes as revised. Mr. Antonacci seconded the motion. Voting in favor: Mayor Boonstra, Mr. Antonacci, Ms. DeKorte, Mr. Donato, Mr. Eller and Mr. Saxton.

Treasurer's Reports:

January Treasurer's Report – Operating:

Mr. Donato made a motion to approve the January Treasurer's Operating Report. Mr. Eller seconded. All Board Members voted in favor.

February Voucher List – Operating:

Mr. Donato made a motion to approve the February Operating Voucher List. Mr. Saxton seconded. All Board Members voted in favor.

2011 Audit Bill Update:

Ms. Witherell stated that she had a conversation with Liz Shick as requested by the Board to get more detail on the invoice received. Ms. Shick stated that Lerch, Vinci & Higgins, LLP (LVH) writes off about \$1,500 in charges every year. The Library was billed by the hour after July but was never notified. Ms. Witherell stated that she wasn't keeping track of her time since she wasn't aware that she was being billed hourly. Ms. Shick provided Ms. Witherell with a document that was signed by Mr. Antonacci indicating the specific auditor hourly rates. The document also states that additional work needs prior approval from the governing body. Mr. Antonacci stated that the issues arose when the construction and operating numbers were combined and the auditors had to partially redo what was submitted.

Mr. Antonacci stated that a letter from the Library Board attorney should be sent along with a check for \$3,000, which is the maximum amount allowed as stated on the Professional Services resolution. Notification was never received with regard to the charges billed hourly. Mayor Boonstra suggested that a check in the amount of \$3,000 be sent along with a request for Mr. Vinci to meet with the Board to discuss the balance. The audit fee is for \$2,400. A check in the amount of \$3,000 supports the notion that additional work was involved and the Board paid the maximum amount allowed as per the agreement. Last year's auditors began the process in April. If the partnership terminates, a backup auditor will be needed immediately.

All board members voted in favor of sending a voucher or promise of payment in the amount of \$3,000 for professional services received for the 2011 audit. In addition, all were in agreement to request Mr. Vinci to come to our March 20 Board Meeting to discuss the balance. A letter received from Lerch, Vinci & Higgins, LLP, dated February 1, 2012 and signed by Vince Antonacci on February 15, stated the following in the second paragraph on page 5:

"Should any additional matters come to our attention which will require us to enlarge the scope of the engagement, we will discuss the matter as well as the cost estimate with the Governing Body prior to commencement of the work."

Resolution for Professional Services:

Ms. DeKorte made a motion to award a Professional Services Contract to Boggia & Boggia, LLC for 2013. Mr. Donato seconded the motion. Voting in favor: Mr. Antonacci, Ms. DeKorte, Mr. Donato, Mr. Eller and Mr. Saxton. Mayor Boonstra abstained without prejudice.

WYCKOFF FREE PUBLIC LIBRARY
RESOLUTION NO. 2013-01

A RESOLUTION OF THE WYCKOFF FREE PUBLIC LIBRARY AWARDING A PROFESSIONAL SERVICES CONTRACT

WHEREAS, the Wyckoff Free Public Library has a real need and requires the professional services of an Attorney to render legal services for the current year; and

WHEREAS, the Purchasing Agent and the Board Treasurer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et seq.; and

WHEREAS, the business entity has completed and submitted a Business Entity Disclosure Certification which certifies that the business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit the business entity from making any reportable contributions (\$300 or more) through the term of the contract; and

WHEREAS, the Board of Trustees awards the below listed one year contract in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and

WHEREAS, the Local Public Contracts Law, NJSA 40A:11-5, requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and

WHEREAS, the Board Treasurer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds are available for the fees reasonably required for this purpose.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Wyckoff Free Public Library as follows:

1. The appointment of the following professionals is hereby authorized and directed:

Attorney

Boggia & Boggia, LLC

Philip N. Boggia, Esq.

Rates: Partner: \$200/hour; Associate: \$180/hour

2. The Board President and Secretary are hereby authorized and directed to execute a contract with the said professionals and to take all other steps necessary to carry this resolution into effect.

3. Said appointment is made without competitive bidding under the provisions of the Local Public Contracts Law which exempts from competitive bidding "Professional Services" rendered by persons authorized by law to practice a recognized profession and whose practice is regulated by law in accordance with P.L. 2004, Chapter 19, NJSA 19:44A-20.5 alternate process.

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4. The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are in the professional services files.

5. The Board Secretary shall execute a public notice of said appointment in the official newspaper of the Township as required by law.

BE IT FURTHER RESOLVED that this contract has been awarded to this contractor based on the merits and abilities of the contractor to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 *et seq.* As such, the undersigned does hereby attest that this contractor, subsidiaries, assigns or principals controlling in excess of 10% of the company have neither made a contribution that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of this one (1) year contract to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

Attest:

By:

CERTIFICATION OF AVAILABILITY OF FUNDS

I, LAUREN DEKORTE, TREASURER OF THE WYCKOFF PUBLIC LIBRARY, CERTIFY THAT ADEQUATE FUNDS HAVE BEEN APPROPRIATED IN ACCOUNT NO. _____.

LAUREN DEKORTE
TREASURER, WYCKOFF PUBLIC LIBRARY

Other Financial Matters: None to report.

JIF Training Videos/Civil Rights Policy:

Board members acknowledged their compliance on a signature sheet.

Trustee Workshop:

Ms. Witherell provided Mr. Saxton with information relative to a "What Every New Library Trustee Needs to Know" workshop.

Internet Privileges Revoked:

Ms. Witherell stated that a Mahwah resident was sent a letter revoking his use of the internet for two months (February 1 through April 1) due to his retrieval of inappropriate information. The computers are in a visible area where children are present. The Internet Policy is clearly posted on the tables and the website. The gentleman was notified that he shouldn't be accessing inappropriate sites on a number of occasions. A patron complained and notified the police. The police officer caught the gentleman in the act, read him the internet policy, filled out a report and removed him from the library. The Board Attorney and Police Chief were in favor of putting a patron on notice.

Ms. Witherell stated that she made it clear to the gentleman that he would be welcome to use the internet once his suspension is lifted and if there's another internet policy violation, he would be permanently barred from coming into the library.

Labyrinth Landscaping, Artwork Commission and Dedication Ceremony:

Rita Berkowitz, a patron of the arts, was a member of the Friends of the Wyckoff Library. Her husband wants to give a large monetary gift to the library in memory of his wife. Ms. Witherell stated that she had a meeting with Mr. Berkowitz who's very interested in the labyrinth. The labyrinth is incomplete with regards to landscaping. In addition, Ms. Witherell had hoped to add a piece of public artwork to be associated with the project. In particular, a glass ceramic mural on the building was discussed with Mr. Berkowitz who was very interested. The Friends of the Wyckoff Library stated that they would pay the difference if there's a gap between Mr. Berkowitz's donation and the cost of the mural.

Ms. Witherell found a New Jersey mosaic artist that could visit the site in April. The piece may be complete by this fall or next summer. The landscaping will be complete by May 4 which is the date of the labyrinth dedication ceremony. Ms. Witherell had also wanted to get two urns or totems by the same artist to go at the front of the pathway to direct people to the entrance of the labyrinth to finish the space. Mr. Berkowitz wanted a plaque in his wife's memory. The landscaping should cost about \$6,000 and the artwork should be between \$12,000 and \$15,000. Mr. Saxton suggested engaging Mr. Berkowitz in the formulation of the artwork.

Mayor Boonstra recommended that the pieces should be anchored since they're out of the line of sight to avoid vandalism.

New Library Programs Launched/Planned:

Ms. Witherell wanted to inform the board of the program series for the month of March which will be centered around "Radio." Technology classes were started for e-book downloads and movies are being held every Monday associated with the monthly theme.

The monthly theme for April will be "Walking" and May will be "Broadway."

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Rizzo Program Series Candidate:

Ms. Witherell suggested dedicating an entire Saturday as a Wyckoff Library Health Festival to include a variety of speakers on a variety of topics. A nutritionist at Abma's Farms has a new book out to encourage children to eat well. The day can include half hour sessions all over the library (inside and out). Sessions could include hands on demonstrations, quiz show with unusual fruits and Zumba. The speakers will need to be paid and tents may need to be rented. The cost of the day may be approximately \$5,000 to \$8,000. The program will be free to the public.

Mayor Boonstra wanted to ensure that speakers wouldn't be using a public facility to promote their business. The sessions need to be guided to knowledge and not their business. Ms. Witherell agreed that she didn't want any shameless marketing. The programs are being carefully selected. Mr. Donato made a motion to approve Ms. Witherell's concept for an all-day health festival at an approximate cost of \$5,000 to \$8,000. The funding will be coming from the Rizzo account. Mr. Eller seconded the motion. All board members voted in favor.

On a separate topic, Mr. Antonacci suggested safely investing some of the Rizzo money in an outside firm thereby taking some of the concern out of the Treasurer's hands. Mr. Antonacci stated that a professional company could do a presentation for the board to provide insight towards safe investments. The fees are virtually zero. A special meeting could be set up specifically for this purpose. All board members were in favor.

Gertrude Lee Bequest:

Ms. Witherell stated that the \$5,000 bequest was received from Ms. Gertrude Lee who was born and raised in Wyckoff. The bequest is required to be used in the Children's Library. A digital camera and storage pieces have already been purchased with the bequest. Ms. Witherell felt that a public building should include some artwork. Three pieces for a total cost of approximately \$1,000 to \$1,500 was suggested to finish the space.

Strategic Plan Timetable:

Ms. Witherell stated that she will hire a consultant and will solicit three proposals. The last plan took approximately six months to complete.

Library as Polling/Voting Location:

Mayor Boonstra stated that he's chairing a working subcommittee that will relocate the polling stations out of the public schools. The library is ADA compliant and is an obvious and very suitable location. Mayor Boonstra is requesting that the library board approve this location as a suitable option. The polling will take place on the first Tuesday in June and November every year. The Board of Elections will need to inspect the location by April 1. Other criteria include the ease of access, need for parking and that the location be within 1,000 ft. of the nearest property in any polling district. The voting machines are delivered 2-3 days ahead of time and picked up a couple days after the vote. The library board provided their approval for Mayor Boonstra to have the Board of Elections inspect the site for approval. The polls open at 6 AM. The Public Works crew will start at 4:15 AM by delivering the books and tables. Involvement from the Library Director or staff is not a necessary component whatsoever.

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"Sister Library" Idea: Tabled to the next meeting.

Status of Patron-Use Laptops and iPads:

Ms. Witherell stated that the laptops and iPads were recorded in a catalog for purposes of being checked out. The Apps have been identified and the policy is complete. The units will be ready to be released within a month. The iPads need to be segregated for children, teens and adults. A discussion with the Board of Education needs to be scheduled to discuss how units can be disabled from allowing patrons to download apps. The laptops have Deep Freeze on them which will clear out the memory every night. Similar software needs to be purchased for the iPads.

The Board adjourned at 10:10 PM.

Vince Antonacci, Board President

Mary Witherell, Library Director