

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES**

**April 19, 2023 Board Meeting Minutes**

**7:30 PM, Wyckoff Public Library**

“The April 19th 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, Tony Donato, Kathleen Lane, Lori Peters, Brian Saxton

Absent: Donna Macaluso, Tom Madigan

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

**Public Comments:**

Jerome K Goetting of 629 Lawlins Rd., Wyckoff

Mr. Goetting voiced concerns regarding the accounting firm and the transfer of money to different accounts. Mr. Goetting had questions regarding the cost of BCCLS membership, capital expenditures, and also funding regarding repairs. He had questions regarding the shared service agreement. The board and Ms. Leonard said they would get back to Mr. Goetting with answers to all his questions in a timely manner.

**Open Session**

**Board Business:**

**Financial Disclosure Forms**

The Financial Disclosure Form log in information was received and the form needs to be completed by the end of the month.

**Secretary's Report:**

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The March 15, 2023 Wyckoff Library Board of Trustees Meeting Minutes was distributed and Ms. Chagares invited questions or comments.

Motion by Tony Donato seconded by Vince Antonacci to approve the March 2023 Secretary's Report as revised.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Kathleen Lane, Lori Peters, Brian Saxton

**Treasurer's Report**

The March 2023 Treasurer's Report was distributed and Ms. Chagares invited questions or comments.

Motion by Lori Peters seconded by Tony Donato to approve the February 2023 Treasurer's Report.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Kathleen Lane, Lori Peters, Brian Saxton

**Voucher List**

The April 2023 Voucher List was distributed and Ms. Chagares invited questions or comments. Ms. Chagares commented that many patrons have expressed how much they enjoy the many programs the library is offering.

Motion by Lori Peters seconded by Tony Donato to approve the April 2023 Voucher List.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Kathleen Lane, Lori Peters, Brian Saxton

**RESOLUTION # 2023-8 : 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

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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). ]

Health Barn USA, #25582, \$350.00, 5/4 Organic Gardening  
Nick Salmon d, #25583, \$360.06, 5/2 Zoom Coronation UK  
Bill Ervolino, #25584, \$500.00, 4/20 Comedy Show  
Richard Feingold, #25576, \$250.00, 4/25 A. Carnegie Lecture  
Bracco Farms, #25577, \$235.00, 5/17 Gardening Program

Motion by Lauren DeKorte seconded by Lori Peters to approve Resolution 2023-8: Payment of Vendors in Advance.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Kathleen Lane, Lori Peters, Brian Saxton

**Other Financial Matters**

Everything is prepared for the audit, thanks to Pat Gioe. We are awaiting an appointment with the auditor.

**General**

**National Library Week**

Ms. Leonard was invited to speak at the Township Committee Meeting. Peggy Chagares was also in attendance. Ms. Leonard gave a presentation about the library and all it offers. Ms. Chagares raved about Ms. Leonard's inspiring words.

In honor of National Library week, the library provided the following special activities and displays: bookmark contest, author spotlight, puzzle table, guess what book, Road Trip Reads. These special activities were advertised on the website and bi monthly emails, flyers. The friends of the library sponsored a luncheon for the staff. The trustees were invited to attend as well.

**Old Business**

**Strategic Plan**

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Ms. Leonard sent an update to the trustees regarding the findings of the survey. A total of 370 responses were received. The board reviewed the highlights from the survey and data collected. There will be a draft of the strategic plan available by the May meeting.

### **Director's Report**

#### **Day in the Life**

Thursday, April 13th was an unseasonably warm day during spring break that felt like summer! There were many visitors throughout the day who also spent time at the playground - exercise for the body & mind! We often overhear our youngest visitors asking to stay just a little longer to explore the dramatic play area, observe the fish or pick out more books.

Veronica Potenza had 4 one-on-one tech help appointments. Topics included: Wifi vs. data usage when traveling internationally, using WhatsApp; Resetting a laptop to factory settings, how to find out if a computer is eligible to upgrade to Windows 11; Adding a hiking club's Google calendar to a personal one; iTunes alternative for an Android phone, exporting photos from phone to an external hard drive, editing photos. She and Michael DeVincenzo are offering multiple 30 minute appointments each month, limited to Wyckoff residents. Staff regularly assists patrons with technology questions, but these appointments allow for a more focused session without interruption.

Staff assisted a patron in locating CDs to help learn a new language and also introduced the patron to Mango Languages. It wouldn't be mid-April without requests for assistance locating and printing tax forms! Patrons received help locating books on the shelf, learning to place requests and registering for programs.

#### **Rizzo Children's Room**

submitted by Denise Marchetti

We have had two amazing First Grade visits so far, with Coolidge 1st graders visiting our library on March 22nd, and Sicomac 1st graders visiting on April 5th. The kids were super excited to hear all that their library has to offer them, including an incredible variety of books, programs, activities, and events! I have to say, it isn't just the kids who are excited, we all are too! I received thank you cards from the teachers and all of the kids at Coolidge, saying how much they loved their visit, and how happy they are to have their very own library cards! Sicomac 1st graders brought in tote bags they designed themselves to carry their library books! Many parents have commented on how meaningful the visit was for their children, who come into the library beaming with pride, as they say, "I have my very own library card now!" Lincoln 1st graders are scheduled to visit May 10th, and Washington 1st graders will visit May 24th!

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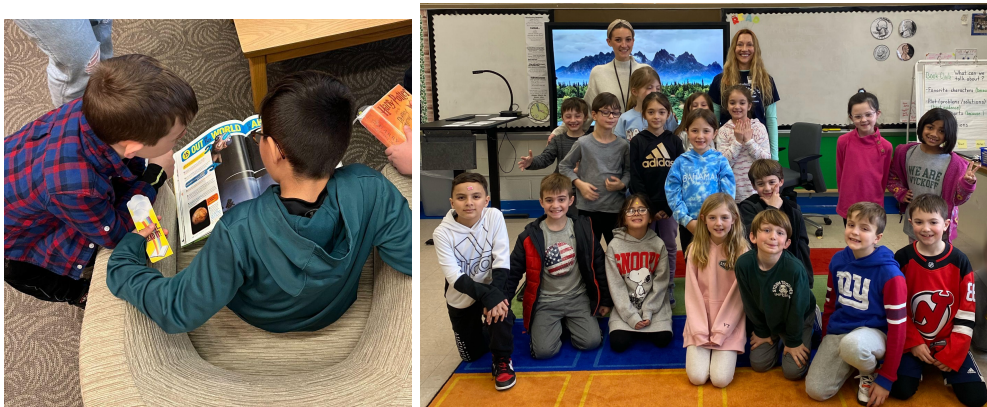
We have had a lively week during Spring Break, offering several well attended drop-in activities and projects, as well as sensory storytime.

I am looking forward to visits from five YMCA preschool groups, including Young Explorers throughout the week of April 17th, as well as the Daisy Girl Scout Troop at Lincoln School, who are visiting May 4th. I will read stories and do theme-related projects and activities with each group.

I am super excited to be participating in Healthy Kids Day at the YMCA on April 22nd. It was such an awesome experience last year, seeing many library friends as well as meeting new kids and families, and having an opportunity to talk with them and share all that we offer at our library, while creating fun projects together.

I was invited by Gail Cordello, Sicomac Media Specialist, to attend children's author Roxie Munro's interesting and informative presentation on March 21st. We now have several of her signed books in our collection!

Sue Needleman, Coolidge Media Specialist, asked that we request multiple copies of five titles through the BCCLS catalog for first through fifth grade book clubs that Sue is hosting at the school library. Parents are very appreciative that we have the books readily available to them.



### Adult

submitted by Michael DeVincenzo

We continued to increase the number and variety of events for adults in March. Events included "Natural Ways to Improve your Health with Essential Oils" hosted by Larinda Walker, two sessions of "How to Sell Your Stuff Online" with Michael, "The Art of the

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Board - Entertaining, Sharing, and Snacking” with Janine Fraino, “We the People” history lecture hosted by Dr. Christopher Fisher of TCNJ, One on One Tech Help with Veronica and Michael, Artful Easel Sketching via Zoom, Knitting and Crocheting with Friends. We also had several events that directly supported our celebration of Women’s History Month, including, “The Art of Sonia Delaunay” hosted by award-winning art historian Janet Mandel, “Mothers of Invention” performed by Carol Simon Levin, and “Woman and Wellness” hosted by several experts on the field of woman’s health.

Our new Escapist Book Club hosted by Brielle Bleeker continues to be a success, and for March, the club read “The Siren” by Katherine St. John, while our longstanding Friends of the Wyckoff Library book club read “The Feather Thief: Beauty, Obsession, and the Natural History Heist of the Century” by Kirk Wallace Johnson. Finally, our Movie Mondays had a very strong month, including a combined attendance of 50 patrons for our two screenings of “A Man Called Otto” starring Tom Hanks.

### Collection and Development

The adult print collection development focused on making advance orders of books that will be popular “beach reads” with our patrons over the summer, while continuing to ensure the collection has breadth and depth with attention paid to promising new authors writing well-reviewed debut novels and inclusive, diverse voices.

### Teen

Submitted by Riley McArthur

I completed a major shift of teen fiction this month. This has opened up a large amount of space where she plans to expand and further develop the graphic novel collection. I have also begun planning summer events and is currently working on the details of this year’s teen summer reading program.

### Technology/Social Media

Veronica and Michael continue to offer 30 minute one on one tech classes, which have been very popular.

Our most popular post this month:



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**Professional Development**

I attended the webinar, Legal Issues in Libraries Part 2. The focus was on content challenges and associated policies. The series was hosted by the New Jersey State Library.

Veronica Potenza attended the second session of the BCCLS Supervisor Training series. The instructor Rita Williams-Bogar went over topics such as performance management and coaching/mentoring.

**Buildings & Grounds**

Scheduling of and following up with repairs including:

Lightning upgrade defective fixtures; Expansion Tank, pump 4 and leaking pipe;  
Window repair; Emergency light & duct detector; AV upgrade

**Friends of the Wyckoff Library**

The Friends met on March 21. They are coordinating a lunch for staff during National Library Week. They have booked a concert on May 20th featuring Dr. Dubious Hot Jazz.

Museum passes for the Thomas Edison Center at Menlo Park were added.

**Community Partnerships**

The first of four FLOW Green Film Series events was held on April 6th. I worked with representatives of the FLOW towns Green Team s& Environmental Commissions to coordinate, plan and promote the series.

I am working with Girl Scout Anastasia Milliman to help raise awareness surrounding heart health. We met to discuss how to create a pathfinder of accurate, reliable health information. I reviewed her bibliography and will review her pirnted material before distribution (bookmark with resources and social media posts).

Denise Marchetti & I are working with Kiera Duffy to design a STEM activity hosted by her troop for younger scouts. We provided feedback regarding the number of experiments/stations to have and which may work best for this setting.

**Policy**

Revision of the meeting room policy is being considered. The Policy Committee wishes to clearly define the expectation of using a meeting room to avoid confusion or misunderstandings. Staff will be educated on how to answer questions regarding the policy.

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**March Circulation Report Highlights**

1. Circulation: As the first quarter comes to an end the positive trends of 2022 (post Covid) are continuing. Circulation has increased in Q1 from 49,298 to 54,372. Growth is present in print and digital with media being the only area of decline.
2. Meeting Room Use: The number of meeting room uses is nearly double that of Q1 2022 and the attendance is 4x higher. The large increase in attendance can partially be attributed to a single repeat rental group who averages 80 people per session.
3. Patron Engagement: Foot traffic also continues to increase. This can be attributed to more visits for browsing & checkouts (as reflected in circulation numbers), a large increase in programming and greater use of the meeting rooms by outside groups. The patron visits for Q1 have increased from 8,819 to 12,275.

**Adjournment**

Motion by Tony Donato second by Vince Antonacci to adjourn the meeting.  
All were in favor and the meeting was adjourned at 8:18 pm.

The next meeting will be held on Wednesday, May 17th, 2023.

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Margaret Chagares, Board President

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Laura Leonard, Library Director