

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

April 17, 2024 Meeting Minutes

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

Open Public Meetings Act Statement

“The April 17, 2024, 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.

Call to Order and Attendance:

Board Attendance: Peggy Chagares (late), Tony Donato, Kathy Lane, Donna Macaluso, Peter Melchione, Lori Peters, Brian Saxton

Board Absent: Vincent Antonacci, Lauren DeKorte

Staff Attendance: Laura Leonard, Library Director

Public Comment None

Board Business

- A. The Board was reminded to complete their annual Financial Disclosure Forms before the deadline of April 30, 2024.

Secretary’s Reports

Motion by Brian Saxton seconded by Lori Peters to approve the March 20, 2024, Board of Trustees Regular Meeting Minutes.

Voting in favor: Tony Donato, Kathy Lane, Donna Macaluso, Peter Melchione, Lori Peters, Brian Saxton

Abstaining: Peggy Chagares (arrived late to meeting)

Treasurer’s Report

- A. **March 2024 Treasurer’s Report– Operating**

Motion by Brian Saxton seconded by Lori Peters to approve the March 2024 Treasurer’s Report.

Voting in favor: Tony Donato, Kathy Lane, Donna Macaluso, Peter Melchione, Lori Peters, Brian Saxton

Abstaining: Peggy Chagares (arrived late to meeting)

- B. **April 2024 Voucher List – Operating**

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April 2024 Voucher List was distributed and Mr. Donato invited questions or comments.

Motion by Brian Saxton seconded by Lori Peters to approve the April 2024 Voucher List.

Voting in favor: Peggy Chagares, Tony Donato, Kathy Lane, Donna Macaluso, Peter Melcchione, Lori Peters, Brian Saxton
Abstaining: None.

C. Resolution 2024:06 - Payment of Vendors in Advance

**WYCKOFF FREE PUBLIC LIBRARY
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION # 2024 - 06**

INTRODUCED:

SECONDED:

MEETING DATE: APRIL 17, 2024

REFERENCE: Authorize payments to vendors immediately after services rendered but prior to next board meeting

VOTE: ANTONACCI ___ CHAGARES ___ DEKORTE ___ DONATO ___ LANE ___

MACALUSO ___ MELCHIONNE ___ PETERS ___ SAXTON ___

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).

- NJ Choral Society, #26198, \$400.00, 4/20 Concert
- Olive R Twist, #26179, \$175.00, 4/23 Tasting Event
- Chris McCormack, #26204, \$149.00, 4/24 Travel Lecture
- Michael Gabriele, #26209, \$250.00, 4/25 NJ Diner Program
- The Artful Easel, #26206, \$275.00, 4/25 Acrylic Painting
- Bracco Farms, #26205, \$250.00, 5/2 Farming Lecture

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Leslie Goddard, #26207, 5/7 Barbie Zoom Lecture
Miles Radziwanowski, \$350.00, 5/8 Calligraphy Workshop

CERTIFICATION

I, LORI PETERS, SECRETARY OF THE BOARD OF TRUSTEES OF THE WYCKOFF FREE PUBLIC LIBRARY, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION APRIL 17, 2024.

LORI PETERS, SECRETARY

CERTIFICATE OF AVAILABLE FUNDS

I, VINCE ANTONACCI, TREASURER OF THE BOARD OF TRUSTEES OF THE WYCKOFF FREE PUBLIC LIBRARY, CERTIFY THAT SUFFICIENT FUNDS ARE AVAILABLE IN THE 2024 WYCKOFF FREE PUBLIC LIBRARY BUDGET, ACCOUNT #1801228.

VINCE ANTONACCI, BOARD TREASURER

Motion by Lori Peters seconded by Peggy Chagares to approve Resolution 2024:06 - Payment of Vendors in Advance.

Voting in favor: Peggy Chagares, Tony Donato, Kathy Lane, Donna Macaluso, Peter Melchione, Lori Peters, Brian Saxton
Abstaining: None

Other Financial Matters

- A. The Library is prepared for when the auditors will be available to come onsite and begin the annual audit.

Old Business

- A. The Library will be hosting an ESL Training Program. The volunteer trainers will be recruited beginning in June. The training will be 4 - 6 hours.
- B. The Library will be participating in Wyckoff Day on June 1st. Library staff has volunteered to participate and manage the Library booth at the event. Laura Leonard, Library Director, will be on PTO and unable to attend but has ensured coverage for this event.
- C. The Wyckoff Fireworks have been scheduled for Saturday, September 28, 2024, and at the request of the fire department and the police department the Library was requested to close by noon that day. Based on the Library's posted hours and staffing for the day, it has been approved by the Board to close for the day instead of only being open for two hours. Should the

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fireworks be rained out, backup staff has been identified and the Library would then be able to open for the posted hours.

- D. It was noted that every year the Library is asked to provide a listing of dates when the Library will be closed due to holidays and other events in the Town to be posted on the Wyckoff website and it is included in the Wyckoff town calendar. It was further suggested it be noted in the information which is provided to the Town to add a reminder the Library would be closed on the day of the Wyckoff town fireworks when the final date is set.

Director's Report

- A. The Board reviewed the Director's Report in advance of the meeting and Laura provided an overview during the meeting. There were no questions related to the Director's Report.

Director's Report April 17, 2024

Day in the Life

There are so many excellent days to choose from this month! It was a tough decision between April 6 featuring A Swiftie Afternoon, April 8 during which we fielded over 100 calls regarding eclipse glasses or April 11th, but the latter is the one I will focus on. We had an extremely busy morning. We welcomed three classes from Lincoln School between 9:30-11:00 am. A huge thank you to Denise Marchetti and Dolores Goetschius from the Children's Department, as well as all the members of the Circulation Department - those on hand for first checkouts and those that entered all the cards prior to the visit!

While this was happening we had a small group of adults join Brielle Bleeker for Cookies & Conversation. This was an opportunity to get together and discuss what is coming up at the library and share some library joy during National Library Week. Also during the morning Jenn Ragucci led a group in the Makerspace to create individual batches of Olive Oil Sugar Scrub. In the afternoon Denise Marchetti led a session of Little Learners.

In addition to the programs listed above staff assisted patrons with a variety of questions and services. Reference staff prepared multiple poster prints for Washington School's Theme Day and Jenn Ragucci assisted someone using the Cricuit also for Theme Day. Staff guided patrons in locating various books and DVDs on the shelves. We helped a patron scan documents to the USB so they could email to their attorney. A patron was looking to continue reading the books in a series but all she could remember was that the detective was named Simon - much to her son's surprise, we found the series for her! A young teen inquired about learning Italian. Staff showed her a few books to choose from and introduced her to the Mango app which she downloaded right away. Finally, we printed a number of tax forms including specific schedules and extensions.

Administrative

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In October I submitted a letter to the National Science Foundation, Solar Eclipse Activities for Libraries (SEAL) initiative. The library distributed 500 solar eclipse viewing glasses - limit of 2 per Wyckoff household. Thanks to all the staff who fielded inquiries.

I completed the necessary paperwork to initiate leasing from Baker & Taylor and also to begin ordering processed books from them again. I took this opportunity to thoroughly review the account and coordinated the deletions of defunct subaccounts.

Rizzo Children's Room, submitted by Denise Marchetti

We had an awesome visit with Lincoln 1st graders on April 10th! Sicomac 1st graders are visiting on April 24th, and Washington 1st graders on May 22nd. A Coolidge 1st grader who recently got her library card excitedly ran into the Children's Room and said that she was going to use her very own card to borrow books for her entire family. Her mom shared with me that she said the day of her visit was the best day of her life!

The Children's staff will be offering a variety of programs during the week of Spring Break, including science, music, building, arts & crafts, an Earth Day project, and sensory storytime. Rambo Interact students will be visiting us once again, on Thursday, April 18th. Kids love spending time with them; building, creating, reading, and engaging in dramatic play.

YMCA preschool and transitional kindergarten classes will be visiting throughout the weeks of April 15 and April 22nd. I will be reading themed stories and working on projects with each group.

I am super excited that we've been invited back to Healthy Kids Day at the YMCA on April 27th!

I have been invited by Barbara Sharer to visit the three third grade classes at Sicomac School on April 23rd. I will be sharing multicultural Cinderella stories from around the world and encouraging the kids to visit the library for more. I will also have an opportunity to share all the exciting details about our upcoming Summer Reading Club, which will begin on June 24th.

Adult, submitted by Michael DeVincenzo

April will feature our usual rich smorgasbord of adult programming, with offerings that include two sessions on how to use our library apps (with Michael DeVincenzo, Veronica Potenza, and Laura Leonard), a return visit by art historian Mallory Mortillaro, who will be delivering a lecture on how to "read" paintings, an olive oil tasting, artful easel sketch classes, a "Top of the Pops" concert, and a lecture on the history of New Jersey diners by author Michael Gabriele. As our portfolio of programming continues to diversify and expand, there will truly be a program for everyone in Wyckoff and beyond!

Teen, submitted by Riley McArthur

This month, we held our very first set of Study & Snacks events for local high school students. In planning the program, we sought to give students preparing for Quarterly exams a place to come and hang out, get some studying in, and enjoy some food, drinks, and brain-break activities. Information was posted throughout the library, on our social media, and sent over to

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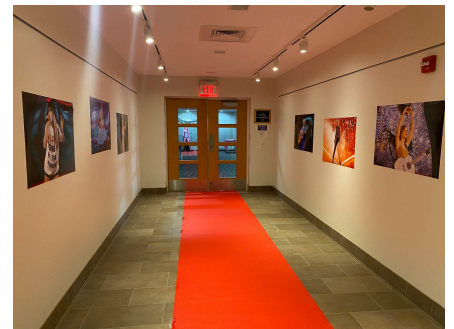
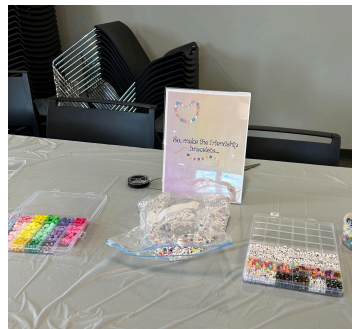
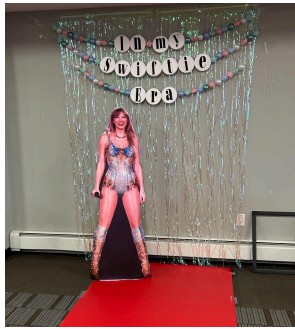
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the RIH Guidance departments and library media specialists. We received food and drink donations from Shoprite and Pizzeria Mandara, and set everything up downstairs in the Shotmeyer and Monroe meeting rooms. Though the weather was gloomy April 2nd-3rd, we had 15 teens drop in to study! This is a great start and we look forward to offering this event again for final exams.

On April 6th, Jenn Ragucci, Brielle Bleeker and I hosted fans of Taylor Swift for two sessions of *In My Swiftie Era*; a celebration for those aged 7-18 that included crafts, trivia, music, and raffles. Altogether, 80 participants (kids, teens, adults) joined us to share their love of Taylor Swift. Teen volunteers were on hand for both sessions to help run the various stations. Parents and children both reported having a blast at the program!



I hosted a quick cupcake decorating session this month where I was able to touch base with some teen volunteers, get ideas for upcoming events, and discuss summer reading. Each had some great Spring designs for their cupcakes!



Preparations for the Teen Summer Reading program are underway and I am so excited. I'll be adding new prizes, raffles, activities, programs, and volunteer opportunities for our participants and visitors to enjoy.

Technology/Social Media, submitted by Veronica Potenza

Veronica continues to offer the popular one on one tech classes for Wyckoff residents. This month a teen volunteer (Angela) began doing sessions under Veronica's supervision.

MakerSpace

Jenn Ragucci led five small group programs and fifteen one-on one appointments that included using the Cricut to make reflective trail markers and personalized gifts. Thank you to Veronica Potenza for helping patrons with 3D print requests. Also, to members of the Reference Department who all assisted patrons with poster printing.

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Professional Development

I attended a BCCLS Strategic Planning Committee during which we reviewed three RFPs for a Strategic Planning consultant. I then participated in three online interviews of the candidates. The committee will make the final recommendation to BCCLS Executive Board in April and then to the System Council.

As a member of the BCCLS P&P Committee I have been meeting online monthly. We have been working to streamline and make more consistent the process of handling damaged items. We are recommending that BCCLS add the material type 4K DVD as more libraries begin to collect this format.

Pat Gioe attended a PERS webinar. This was a useful refresher with some new information given. This training allows Pat to answer questions staff might have and provide appropriate referrals.

Buildings & Grounds

The replacement part for AC4, which caused the leak in the fall, is being installed this week. There were numerous production delays. ECC followed up frequently with the manufacturer on our behalf. Pump 1 was leaking. ECC is repairing it at no charge and would like to look to have the system evaluated and rebalanced.

The carpet tiles for the Monroe Room have been ordered.

Friends of the Wyckoff Library

The Friends generously hosted a staff lunch to celebrate National Library Week. It was wonderful for staff and members of the Friends to have the opportunity to sit down together and discuss all that is going on with the library.

Thanks to their generous support we continue to digitize more of our local history collection. A new batch was posted last week and more will be picked up to be scanned and indexed at the end of the month.

March Circulation Report Highlights

1. Circulation: Circulation rose 8% from March 2023 to March 2024 with a first quarter increase of 12.5%. Increases were present in every category except physical periodicals and media. The greatest percentage increase is in digital circulation, 24%.

2. Meeting Room Use: Meeting room use was down. The decrease is almost entirely due to the fact that in March of 2023 the Township held six meetings at the library and this year they held none.

3. Patron Engagement: The library was visited by over 5,000 patrons in March. Programming continues to be robust for all ages. The large increase in adult program attendance is constituted of Virtual Author Talk views. With the addition of a part-time staff member dedicated to adult programming it has allowed staff to offer programs for adults throughout every

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week. Thanks also to Pat Gioe who coordinated the series of virtual sketch classes which are perfect for the cold winter months! Also, to Susan Valenta who coordinates the knitting group. The group continues to work on personal projects and lap blankets for the VA home in Paramus. Children's programming continues to be strong! The lower number this March compared to last month is mainly due to a passive voting program in March 2023 (400 votes cast) and slightly fewer Take & Make crafts.

Please note that the library registered nearly the same amount of patrons as the previous year, but the total registered patrons has decreased. Susan Valenta created a report to capture patrons who have been inactive for more than five years. She and I reviewed the report and the majority of those patrons were purged from the database. We have gone through this process previously, but not since COVID. It is important to have an accurate reflection of who is actually using library services, both in-person and digitally, and to reduce excess data in the database.

56 museum passes and vouchers were provided to patrons in March.

Committee Updates and Current Action Items

- A. Bequest Planning (Antonacci, DeKorte, Peters) - No Updates
- B. Building and Grounds (Antonacci, Donato, Lane)
 - a. Space use - The committee is investigating the use of privacy pods in the library and has identified some potential locations where they could be installed. The committee will be visiting a library in NYC to view and experience the pods. This is in response to our patrons looking for quiet space to study, conduct tutoring, or other similar activities.
 - b. Lower level repairs - a few repairs remain to be completed as a result of the flooding a few months ago. This includes some molding to be replaced and installing the new carpeting in the Monroe Room.
- C. Finance, Budget, Audit, Insurance (Antonacci, DeKorte, Saxton) - No Updates
- D. Legal, State, and Township (Chagares, Melchionne) - No Updates
- E. Nominating (Donato, Peters) - No Updates
- F. Personnel (Peters, Chagares) - No Updates
- G. Policy (Peters, Saxton)
 - a. The Meeting Room Policy was reviewed and updated to revise the capacity limits for the Shotmeyer and Monroe meeting rooms. The capacity limits have been lowered as the initial capacity did not take into account factors such as the stage in the Shotmeyer room and the library's parking capacity. The revised policy was unanimously approved by the Board.

Voting in favor: Peggy Chagares, Tony Donato, Kathy Lane, Donna Macaluso, Peter Melcchione, Lori Peters, Brian Saxton

Abstaining: None.

- b. The Library Director, Laura Leonard, informed the Board as per policy the Library will be hosting a book author visit on May 30th. During the visit, the author's books will be

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available for purchase, however, as per policy, the purchase of a book is not contingent on our patrons' ability to attend. It was also noted this event will occur during early voting and should impact voters' ability to find parking and to complete their early voting or attend the book visit event.

H. Strategic Plan (Chagares, Dekorte, Macaluso) - No Updates

Adjournment

Motion by Lori Peters to adjourn the meeting, seconded by Peggy Chagares

All were in favor and the meeting adjourned at 8:20 PM.

Tony Donato, Board President

Laura Leonard, Library Director