

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

December 20, 2023 Meeting Minutes

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

“The December 20th 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:

Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Kathy Lane, Donna Macaluso, Tom Madigan, Lori Peters, Brian Saxton

Absent:

Staff Attendance: Laura Leonard, Library Director

Public Comment None

Board Business

Nomination of Tony Donato as President for 2024, Nomination of Lori Peters for Secretary for 2024.

Motion by Lori Peters and Tony Donato, second by Brian Saxton

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Kathy Lane, Donna Macaluso, Tom Madigan, Lori Peters, Brian Saxton

Secretary’s Reports

The November 15th, Wyckoff Library Board of Trustees Meeting Minutes were previously distributed to the Board of Trustees. The Board reviewed the minutes and Ms. Chagares invited questions or comments.

Motion by Lori Peters seconded by Lauren DeKorte to approve the November 15, 2023 Board of Trustees Regular Meeting Minutes.

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

Abstaining: Tom Madigan

Treasurer’s Report

November Treasurer’s Report

The November Treasurer’s Report was distributed and Ms. Leonard invited questions or comments.

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

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

Abstaining: Tom Madigan

December Voucher List – Operating

The December Voucher List was distributed and Ms. Chagares invited questions or comments.

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

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

Abstaining: Tom Madigan

Re-Approve November Voucher List

Motion by Vince Antonacci, second by Lori Peters for Re-Approve November Voucher List

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Kathy Lane, Donna Macaluso, Tom Madigan, Lori Peters, Brian Saxton

Resolution 2023:17 Authorize Inter-local service Agreement with the Township of Wyckoff

**WYCKOFF FREE PUBLIC LIBRARY
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #2023-17**

INTRODUCED:

SECONDED:

MEETING DATE: December 20, 2023

REFERENCE: Authorize Inter-local service Agreement with the Township of Wyckoff

**VOTE: ANTONACCI ___ CHAGARES ___ DEKORTE ___ DONATO ___ LANE ___
MACALUSO ___ MADIGAN ___ PETERS ___ SAXTON ___**

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**PAYROLL SERVICES
UNIFORM SHARED SERVICE AGREEMENT
THE TOWNSHIP OF WYCKOFF
THE WYCKOFF FREE PUBLIC LIBRARY**

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WHEREAS, the Uniform Shared Services and Consolidation Act, NJSA 40A:65-1 through NJSA 40A:65-35 governs shared services between municipalities and local government entities.

WHEREAS, the Wyckoff Library Board of Trustees (WL) and the Township of Wyckoff (W) wish to enter into an agreement under the authority of the Act whereby W would furnish and provide to the WL payroll services in consideration of the payment by WL as hereinafter set forth:

NOW THEREFORE, it is agreed by and between the parties hereto as follows:

1. Term of Agreement

This Agreement shall be in effect for three (3) years commencing January 1, 2024 until December 31, 2026. Either party may cancel this Agreement upon ninety (90) days written notice to the other party.

2. Scope of Services

- A. W shall perform bi-monthly payroll services for the WL. The payroll services shall include: 1) Processing both manual checks AND direct deposit checks. 2) Process all Federal and State taxes by due dates. 3) Perform compliance with all State and Federal Tax and Health Benefit regulations. 4) Allow WL eligible employees (who receive health benefits or other eligibility requirement as per benefit plan guidelines) to enroll in the Township's IRS Code Section 125 Cafeteria Benefit Plan (including pre-tax and post tax benefits) as long as the WL employee pays all costs. The Township of Wyckoff shall not pay for any WL employee cost. 5) Process W-2 forms for all WL employees at year end. 6) Charge municipal budget Wyckoff Free Public Library appropriation directly for salary and wages and transfer funds to W payroll and payroll agency accounts for processing. 7) Process all quarterly pension, IRS, State and Federal taxes by due dates. 8) Process all annual pension, IRS, State and Federal taxes by due dates. 9) ACA Health Benefits Compliance 10) Establish a separate payroll under WL's TIN. 11) Semi-monthly report of all processed payroll, including State and Federal tax. 12) All payroll, taxes, pensions, etc. will be paid by directly charging the Wyckoff Library appropriation budget. 13) All pension, SUI, Federal and State taxes, other medical and insurance payments will be paid by directly charging the Wyckoff Library appropriation budget. 14) All quarterly pension and SHBP reports will be completed by W and copied to WL. 15) All YE SUI, Federal and State Tax reports will be completed by W and copied to WL.

B. WL shall submit and supply all necessary documentation and information to enable W to process payroll consistent with Wyckoff's payroll processing dates and State and Federal compliance dates. Such submissions by WL shall include:

- 1) WL Payroll check and direct deposit release dates shall be the 15th and 30th of each month.
- 2) Establish cut off dates for required documentation (at least one (1) week prior to pay date) to

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enable W to input documentation to ensure checks are processed on pay dates.

3) Provide completed and signed overtime documentation and part time employee payroll documentation and any other WL approved pay vouchers and employee payroll changes to W on or before Wyckoff's payroll cut-off date.

4) Responsible for necessary documents for health benefits, cafeteria plan sign up and any other approved benefits as authorized by WL and transmitting to W.

5) Any and all changes shall be authorized by memo to the Township Administrator from the Library Director and all payroll vouchers shall be signed indicating they have been verified by the Library Director prior to processing.

C. Should the WL desire to increase or decrease the scope of service provided in this Agreement, the parties may negotiate any such modification, which shall not become effective unless approved by the Wyckoff Township Committee and the Wyckoff Library Board of Trustees.

D. All current reimbursements made by the WL for annual expenses made on behalf of WL, but not limited to: pension payments, insurance payments, building & grounds expenses and street lighting expenses shall remain in effect and are considered separate from payroll services and are not affected by this Shared Service Agreement.

3. Staff and Personnel

A. During the term of this Agreement, W shall be responsible for providing the services of a Payroll Control Clerk consistent with the requirements of Paragraph 2A hereof. Should W fail to satisfy this requirement, W or WL may terminate this Agreement by providing ten (10) days written notice.

B. W shall be responsible for the payment of the full salary and all related taxes and expense of the Payroll Control Clerk, (with reimbursement from WL pursuant to paragraph 4A below).

4. Funding

A. In consideration of the services provided to it under this Agreement, WL agrees to pay W as follows as per attached schedule:

2024 - \$14,844 2025 - \$15,290 2026 - \$15,748

B. Any additional "out of pocket" expenses charged to the Township of Wyckoff as a result of performing the payroll service for the WL in connection with this Agreement shall be reimbursed by the WL to Wyckoff, including, but not limited to cost of printing checks, envelopes, W-2's and other state forms, and void check fees.

C. A portion of the WL annual contribution/appropriation budget will be set aside for funding of the WL payroll. This amount will be estimated based on the estimate of the total annual payroll. Any balance remaining after processing of the final annual payroll or payroll charges for the year will be returned to the WL.

5. Indemnification

A. W and WL each shall defend the Wyckoff Payroll Control Clerk in suits and administrative proceedings arising out of activity occurring therein. In addition, WL shall defend, indemnify and hold harmless W from all suits, claims, costs and damages, including attorney's fees, brought by third parties, current employees and/or former employees of WL involving their employment status with WL

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and/or the validity of this Uniform Shared Services Agreement.

6. Resignation or Cancellation

- A. In the event that the Payroll Control Clerk resigns, is terminated or fails to maintain the necessary qualifications, this Agreement may be cancelled immediately by either party by written notification to the other in which event WL shall be responsible for payment for requirements pursuant to this Agreement up to the date of cancellation. In the event that this Agreement is cancelled by either WL or W pursuant to paragraph 1 of the Agreement, in which a ninety (90) day notice period is required, W will pay the Payroll Control Clerk her salary and benefits during the ninety (90) day cancellation period and WL will continue to pay its required payments pursuant to this Agreement, on a pro-rata basis during the ninety (90) day cancellation period.

7. Arbitration

- A. In the event that there are any claims or disputes arising out of or relating to this Agreement or the breach thereof, the parties will attempt to resolve such issues through mediation. In the event that mediation does not resolve such disputes, then all such claims and disputes arising out of or relating to this Agreement, shall be decided by binding arbitration before an agreed upon Bergen County Superior Court Retired Judge and the costs thereof shall be divided equally between the parties. The award rendered by the Arbitrator shall be binding upon both parties and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction.

8. Notice

- A. Any notice required to be given hereunder shall be by Certified Mail, Return Receipt Requested to the Wyckoff Municipal Clerk and the Wyckoff Library Director at the addresses set forth herein:

Wyckoff Municipal Clerk
Township of Wyckoff
340 Franklin Avenue
Wyckoff NJ 07481

Wyckoff Library Director
Wyckoff Free Public Library
200 Woodland Avenue
Wyckoff NJ 07481

9. The resolutions of each entity adopting this Agreement are attached hereto. This Agreement shall be filed with the New Jersey Department of Community Affairs.

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CERTIFICATION

I, TONY DONATO, 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 ADOPTED BY THE BOARD OF TRUSTEES OF THE WYCKOFF FREE PUBLIC LIBRARY ON DECEMBER 20, 2023.

TONY DONATO, SECRETARY

CERTIFICATE OF AVAILABLE FUNDS

I, VINCE ANTONACCI, TREASURER OF THE BOARD OF TRUSTEES OF THE WYCKOFF FREE PUBLIC LIBRARY IN ACCORDANCE WITH NJAC 5:30-5.5 (b) 2, CERTIFY THAT THIS CONTRACT AWARD WHICH WOULD TAKE PLACE ON JANUARY 1, 2024, IS SUBJECT TO THE AVAILABILITY OF FUNDS APPROPRIATED IN THE 2024, 2025 AND 2026 ANNUAL BUDGET AND SUBSEQUENT ANNUAL BUDGETS AS REQUIRED. THE BUDGETARY ACCOUNTING ENCUMBRANCE PROCESS AS SET FORTH IN NJAC 5:30 (c) AND 5:30-5.4 (b) FOR EACH FISCAL YEAR SHALL TAKE THE PLACE OF AND BE USED INSTEAD OF WRITTEN CERTIFICATION OF AVAILABLE FUNDS AS SET FORTH IN NJAC 5:30-5.4(a).

VINCE ANTONACCI,
BOARD TREASURER

Motion by Brian Saxton seconded by Lauren Dekorte to approve Resolution 2023:17.

Voting in favor: Vince, Antonacci, Peg Chagares, Lauren DeKort, Tony Donato, Kathy Lane, Donna Macaluso, Tom Madigan, Lori Peters, Brian Saxton

Other Financial Matters

The New Jersey State Library approved the library's application to return funds to the Township for tax relief. The check was included on the December Voucher list.

Approve 2024 Budget

Motion by Lori Peters seconded by Lauren Dekorte to approve the 2024 Budget.

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Kathy Lane, Donna Macaluso,

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Lori Peters, Brian Saxton

Abstaining: Tom Madigan

Old Business

Ms. Leonard reported that the quotes that were submitted to the insurance adjuster were accepted and submitted to the JIF. Work on the repairs should begin soon.

Director's Report

Day in the Life

Everyday our staff helps community members answer a variety of questions, complete tasks and explore new topics but some days stand out. On November 21 a patron came in who needed to send documents via email. The patron was not particularly confident with their technology skills and was facing a deadline which caused some additional anxiety. Our staff was able to assist them in scanning the documents, saving them to a USB, renaming them and attaching them to the email. The patron left grateful and relaxed knowing their important filings were complete. Later that day a patron came in who selects and delivers books-on-cd to a friend who has multiple sclerosis and can no longer hold or read books. In discussing the situation it became apparent that if the books are too long her friend cannot keep focus and follow the story. We selected some short stories for her friend to try. We also printed an application for the New Jersey Talking Book and Braille Center and explained that they have a vast collection and also have special digital players with simple large buttons that may work for her friend.

In the afternoon the Rizzo Room was bustling with children participating in Turkey Races (balloon turkeys). Staff engaged with the kids discussing what variables affect the speed of the turkeys, what improvements could be made. There was also a lot of time and care given to decorating the turkeys...full STEAM ahead!

Administrative

At the end of this month we bid farewell to a long-time, dedicated and valued employee, Helene Ponceloranca. Helene served the library for 21 years as a Circulation Assistant, a Children's Assistant and most recently in the role of Technical Services. During her tenure she has demonstrated dedication and the desire to continually learn so that she could provide the best service to the Wyckoff Community. We wish her all the best!

This month I focused a good deal of time finalizing the 2024 budget, completing performance reviews in conjunction with department supervisors, and submitting final quotes for the lower level repairs.

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To more accurately reflect the makeup of the member libraries, BCCLS tagline has been changed to Bridging Communities, Connecting Library Services. BCCLS officially welcomed South Orange as the 78th member of BCCLS.

Michael DeVincenzo and I are looking into a variety of approaches to keep wait times down for the most popular books. We gathered information from two vendors and are comparing the offerings.

Rizzo Children's Room

submitted by Denise Marchetti

We've had a bustling month in the Rizzo Room, with science activities and arts & crafts projects for families and kids of all ages, as well as book clubs for kids in grades 1-5! Several parents and caregivers came up to me after the Turkey Races and commented that they are grateful to us for providing so many fun and engaging literacy and learning activities. Speaking of such, we are excitedly preparing for our Winter Reading Magic Challenge, which will last from January 2nd through February 29! (Happy Leap Year) Kids will have opportunities to complete challenges on their BINGO boards and earn cool prizes! Many kids remember it from last year and are super excited about participating again.

Coolidge School Media Specialist, Sue Needleman requested that we order copies of several books by children's author, Wendy Mass for classroom read-alouds and book clubs in preparation for Wendy's school visit on December 8th. Parents were very happy to have the convenience of picking their books up at our library. I attended Wendy's visit and was able to get some signed copies of her very popular books for our library. It was awesome seeing so many of my Coolidge friends. I felt like I knew the majority of students!

During a recent Toddler Tales storytime, caregivers and children sang Happy Birthday to one of the attendees. The parent commented afterwards, "These are my child's first friends, so it just seemed right." How awesome that such meaningful relationships begin at our library!

I was reminded again how our library really does bring our community together when I received a call from a Girl Scout leader asking for books on a specific topic. We pulled the books for her to pick up later in the day. Another Girl Scout leader coincidentally came into the library shortly after in search of books on the same topic. We were able to find more books. She asked me to please give her contact information to the other leader in case she would like to use her books. I found out later that they were in touch and collaborated, sharing both resources and ideas. Our library was the bridge that connected them!

Adult

November and December were quieter months on the adult programming front as we wanted to give our patrons a chance to enjoy the holidays. Nevertheless, we still held a variety of

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programs for the community, including a workshop on decluttering with Jean Marie Herron, a fun combined adult/children's Disney Trivia event held during NJEA's Teacher Convention, and a tech lecture by Michael DeVincenzo on how to shop for technology during the holidays like a pro.

Our regular book clubs also met, with the Friends' Book Club discussing Amy Tan's *The Kitchen God's Wife* while Brielle Bleeker's Escapist Book Club read *The Secret of Snow* by Viola Shipman, and also held a holiday party/cookie exchange with a unique ornament made by Brielle that was a huge hit with the book club members.

Michael began a large weeding project to freshen up the Adult Fiction collection from A to Z.

Teen

submitted by Riley McArthur

I have continued to work on my labeling project in the Teen section, adding series and number order information to another round of the most popular YA titles. This has already proven useful for patrons and parents, as well as the teen volunteers who help to shelve the section during the week.

I am also working on incorporating a monthly display of YA nonfiction books to share with visitors, and will be considering the feasibility of a more permanent placement for nonfiction in the Teen section. In order to make space for this, I have created a new "grubby" report, and will be evaluating materials for repurchase or withdrawal based on the wear of item and circulation stats.

It's time again for the Teen Winter Reading Challenge! The last few weeks I have been working on challenge parameters and planning new prizes for our wintertime readers.

Technology/Social Media

Veronica continues to teach one on one tech classes. In November, she helped patrons with a variety of questions, including organizing photos, advice on getting a new laptop, and freeing up computer space.

In order to capitalize on trends and engage patrons, our staff recommendations were posted to social media in the form of "Wrapped Up" lists like those seen on Spotify. A video of top circulating item stats will be posted in mid December. Thanks to all the staff who contributed titles and Veronica for executing the idea.

MakerSpace

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Jenn Ragucci led a number of small group programs for teens and adults. Additionally she and Susan Valenta continue their Pinterest Pick of the Month program. There were many appointments to use the Cricut, beading and sewing. The Reference staff responded to many poster print requests. Veronica handled a few 3D print requests.

Professional Development

I participated in a BCCLS Strategic Plan meeting and attended BCCLS System Council. I attended the Quarterly Township Safety meeting.

Veronica attended the BCCLS Tech Committee's webinar on generative AI. An Intel representative discussed different methods to use generative AI and how to use it in practical ways.

Buildings & Grounds

In early 2024 I will be scheduling replacement of the hot water heater (quotes have been received and received by myself and the Township engineer). I am investigating an upgrade to the exterior lights and a phased upgrade of the large recessed lights in the Rizzo Children's Room.

Friends of the Wyckoff Library

Local history clippings are scheduled to be picked up as the next round of the digitization project funded by The Friends.

November Circulation

1. Circulation: Print circulation continues to increase year over year. The 2023 November circulation was 14,328 which is higher compared to 13,172 in 2022, and increase of 8.7%. The digital collection circulation continues to increase at a higher rate than the print collection, with a large increase in digital magazine use this month for a 43% increase over last year.
2. Meeting Room Use: The meeting rooms were used for 13 programs other than those hosted by the library, 7 rentals and 6 Township. There were 587 attendees.
3. Patron Engagement: During November the library offered 62 programs with approximately 1,570 participants. The majority of programs were in-person, but there were some a handful of Grab & Gos. Please note that the Virtual Author Talk on demand series accounted for 670 participants in November. Three programs of special note are the Rob Skead Author Presentation, Disney Family Trivia and Read-a-thon with Ramapo Interact. Both encouraged participants of all ages - it's great when there is a program that appeals to and connects multiple generations from the community. The library was visited by 4,706 people.

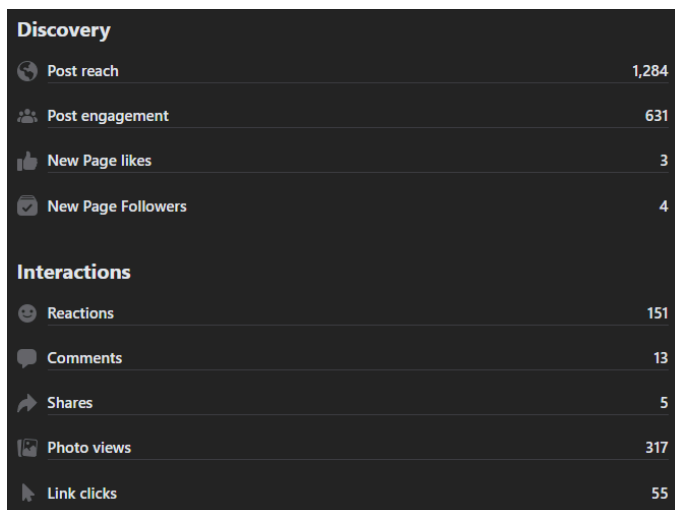
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The library’s website had 5,116 page views from November 14 - December 11.

	Page title and screen class	↓ Views	Users
		5,116 100% of total	2,417 100% of total
1	Wyckoff Free Public Library	3,059	1,894
2	Events – Wyckoff Free Public Library	327	201
3	Children’s Programs – Wyckoff Free Public Library	232	119
4	Ramapo High School Yearbooks – Wyckoff Free Public Library	190	135
5	Adult Programs – Wyckoff Free Public Library	134	89
6	Hours/Holidays – Wyckoff Free Public Library	105	80
7	Museum Passes – Wyckoff Free Public Library	90	63
8	New York Times Digital Access – Wyckoff Free Public Library	66	35
9	Staff – Wyckoff Free Public Library	65	49
10	Contact Us – Wyckoff Free Public Library	63	52

Below is a summary of Facebook activity from the last 28 days (as of December 12, 2023)

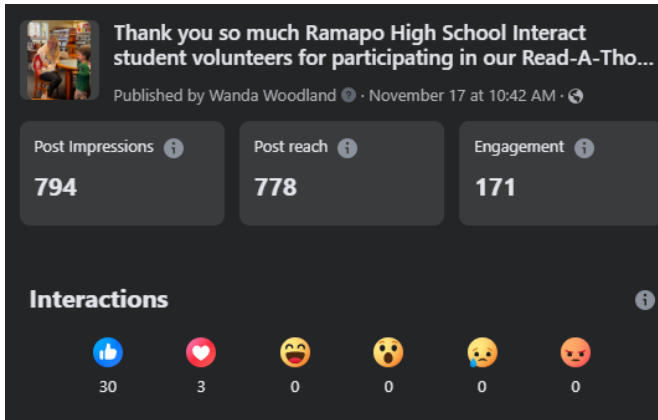


Discovery	
Post reach	1,284
Post engagement	631
New Page likes	3
New Page Followers	4
Interactions	
Reactions	151
Comments	13
Shares	5
Photo views	317
Link clicks	55

Top Facebook post in the last 28 days:

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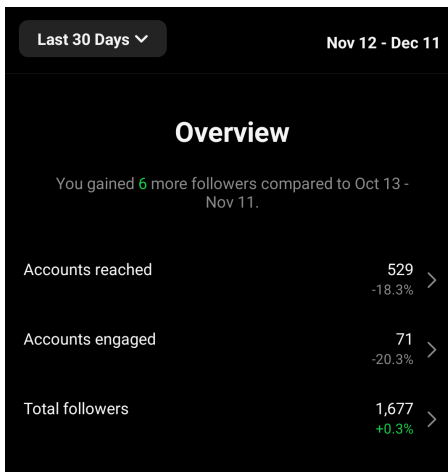
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Below is a summary of X/ Twitter activity from the last 28 days (as of December 12, 2023)



Below is a summary of Instagram activity from the last 30 days (as of December 12, 2023)



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Committee Updates and Current Action Items

The Break policy was reviewed by the Policy Committee. The revised policy is more clear and concise.

Motion to approve the revised Break policy made by Lori Peters, second by Kathy Lane

Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Kathy Lane, Donna Macaluso, Tom Madigan, Lori Peters, Brian Saxton

Adjournment

Motion by Lori Peters to adjourn the meeting, seconded by Vince Antonacci.

All were in favor and the meeting adjourned at 8:29 PM.

Peggy Chagares, Board President

Laura Leonard, Library Director