

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

March 20, 2024 Meeting Minutes

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

I. Open Public Meetings Act Statement

a. "The March 20, 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.

II. Call to Order and Attendance:

Vince Antonacci, Peggy Chagares, Lauren DeKorte (7:33), Tony Donato, Kathy Lane, Peter Melcchione, Lori Peters, Brian Saxton

Absent: Donna Macaluso

Staff Attendance: Laura Leonard

III. Public Comment: None

IV. Board Business: None

V. Secretary's Reports

Motion by Saxton seconded by Chagares to approve the February 21, 2024 Board of Trustees Regular Meeting Minutes.

Voting in favor: Peggy Chagares, Tony Donato, Kathy Lane, Brian Saxton

Abstaining: Vince Antonacci, Peter Melcchione, Lori Peters

I. Treasurer's Report

a. February Treasurer's Report

Mr. Donato invited questions. Mr. Saxton asked about the difference in 2023 to 2024 year to date expenditures for the Professional Development line. Ms. Leonard explained that annual membership dues for four organizations were paid in February of 2023. Ms. Leonard explained the negative balance on line #30 resulting from two voided checks.

Motion by Saxton seconded by Peters to approve the February Treasurer's Report.

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

Abstaining:

b. March Voucher List

The March Voucher List was distributed and Mr. Donato invited questions or comments. Ms. Leonard explained that the program listed on line #37 is grant funded. There were no other

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

March 20, 2024 Meeting Minutes

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

questions.

Motion by Saxton seconded by Peters to approve the March Voucher List.

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

Abstaining:

c. Resolution 2024-05

**WYCKOFF FREE PUBLIC LIBRARY
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION # 2024 - 05**

INTRODUCED: SAXTON

SECONDED: ANTONACCI

MEETING DATE: MARCH 20, 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).

- Ellen Lafurn, #26136, \$1,262.28, 3/19 Musical performance
- Justin Derman, #26132, \$275.00, 3/26 Musical Performance
- The Artful Easel, # 26134, \$175.00, 3/27 Sketching class via Zoom
- Joseph Rao, #26135, \$150.00, 4/1, Solar Eclipse lecture via Zoom
- Mallory Mortillaro, #26133, \$300.00, 4/9 How to read a painting Lecture via Zoom

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

March 20, 2024 Meeting Minutes

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

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 MARCH 20, 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 Saxton seconded by Antonacci to approve Resolution 2024:05

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

d. Other Financial Matters:

Patricia Gioe has prepared materials and is ready to schedule the audit.

VII. **General**

- a. Staff meeting to review Emergency Procedures and First Amendment
Ms. Leonard will schedule a staff training. The Library will open late.
- b. Wyckoff Day on June 1
Wyckoff Day has been rescheduled. The library will have a booth. Ms. Leonard expressed gratitude to the staff that has offered to work an additional weekend in order to be present at this important outreach event.
- c. Thank yous
Ms. Leonard shared two cards that were mailed to hear expressing gratitude to the library staff for their excellent work and caring.
- d. State Report
Ms. Leonard filed the required report with the New Jersey State Library. A copy was also submitted to BCCLS.

VIII. **Old Business**

- a. ESL program
The library will advertise for tutors in April. The next training sessions are scheduled for

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

March 20, 2024 Meeting Minutes

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

June. We should be able to match tutors and students this summer.

b. **Book vendors**

The library is transitioning some of its purchasing to a previous vendor.

c. **Lower level repairs**

The majority of the repairs will be completed this week. The carpet replacement is the final item.

IX Director's Report

a. Ms. Leonard answered questions about the previously distributed report (see below)

Director's Report March 20, 2024

Day in the Life

On Tuesday, February 20th the library reopened having been closed for President's Day. It was the busiest non-summer day I can remember. At 9am there were approximately 150 requested items to be pulled and held for Wyckoff patrons or sent to other libraries. The requests continued at a steady pace throughout the day! The staff in the Rizzo Children's Library hosted a Winter Science Drop-in event that had 60 participants. As part of the Winter Reading Club I was lucky enough to hear a few kids tell me about what they had read. That evening eight adults attended the Friends of the Library Book Club to discuss *Starry Messenger* by Neil deGrasse Tyson. Throughout the day there was a steady stream of reference questions including book recommendations and help finding or requesting books; help using Microsoft Word to create a resume; identifying scholarly books on Genesis and more! Members of the Circulation Department checked out nearly 700 items. This does not include the hundreds of items that were returned and the 10-12 bins of items shipped from other libraries to be scanned and received.

Administrative

I completed the annual State Report and submitted it to the State Library and BCCLS as required.

I shared information about First Amendment Audits to all staff. Nine registered for a training on March 12.

The Friends approved the purchase of a new train table, puppet theater and some additional items for the Library of Things. They have been ordered.

I met with representatives from Baker & Taylor to discuss the leasing program. I will complete the necessary paperwork to begin the program. Micheal DeVincenzo will receive training on B&T's interface as he is the only purchasing librarian who has not used their platform previously.

After reviewing the annual contract provided by the landscapers I asked if they could come for a site visit to discuss the contract and areas of need. They revised the contract based on our discussion.

In October I submitted a letter to the National Science Foundation, Solar Eclipse Activities for Libraries (SEAL) initiative. The library just received 500 solar eclipse viewing glasses. We will begin distributing ASAP with a limit of 2 per household.

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

March 20, 2024 Meeting Minutes

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

I shared our Collection Development Policy and Request for Reconsideration of Library Materials. It is important for all staff to review these policies given the rise in challenges to materials locally and nationally.

I worked with all departments to coordinate Leap Day celebrations. We hosted a bonus movie for adults and screened, Leap Year. I created a scavenger hunt that encouraged patrons to walk throughout the main floor looking for six hidden frogs. There were approximately 50 participants, mostly children and their parents. Children could also make a “leap frog” in the Rizzo Children’s Room and teens made felt frog keychains.

Rizzo Children’s Room, **submitted by Denise Marchetti**

I was invited to be a mystery reader at Sicomac School by Library Media Specialist, Kristin Stern on March 5th to celebrate Read Across America Week! The third grade class that I read to was filled with kids who frequently visit the library! They were very excited to see me at their school, and several of them came to the library that very afternoon, eager to borrow the book that I introduced to them.



I met with Wyckoff YMCA Nursery School Director, Jess Volin to schedule YMCA preschool and transitional kindergarten spring visits to the library. Six classes will visit during the weeks of April 15th through April 26th. I will read stories and make themed projects with each group.

The Children’s staff has done an amazing job of decorating the Children’s Room for spring! Donna Barone’s display, Dolores Goetschius’ bulletin board, and Heather Layng’s window decorations all make the Children’s Room a super inviting place to visit.

I’ve received many positive comments about my music-themed article in the March issue of *Wyckoff Living* magazine, and several patrons have come in to check out our music display.

I have reached out to all first grade teachers, and am in the process of scheduling their library field trips. Coolidge 1st graders are the first to come on March 27th.

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

March 20, 2024 Meeting Minutes

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

Heather Layng attended a Summer Reading Workshop at Livingston Public Library on March 8th. She said it was informative, and she will be sharing many good ideas that were presented with the Children's staff. Summer program planning is underway, as I've begun scheduling events.

Adult, submitted by Michael DeVincenzo

March features our usual diverse offerings for adult programming. We have two local authors visiting this month to discuss their work, Shelley Noble and Paul Semendinger. In addition to our monthly One on One Tech Classes with Veronica Potenza, Michael Devincenzo presented "AI: A Brief Introduction" with updates for 2024. Other highlights in March include a portrayal of the New Jersey-born suffragette Alice Paul by the actress Alisa Dupuy to help us celebrate women's history month, a performance by the music educator Justin Derman on the Caribbean steel drums, and multiple sessions of our extremely popular Artful Easel sketch classes.

The main weeding project this month in the adult collections will address the many multiple copies we have of past best selling books, to see if there is unneeded redundancy in some titles. This problem should be greatly mitigated going forward as we transition to leasing for extra copies of the most popular titles via Baker and Taylor's leasing program.

We welcomed Seniors from the Longview building at the CHC. They were happy to get their library cards and explore the library. Staff worked hard to greet everyone and to make recommendations so that everyone went away with something good to read. The library now welcomes two groups from CHC per month, delivers books directly to residents twice monthly and hosts a book club at The Vista once a month.

Teen, submitted by Riley McArthur

This month, we welcomed several student volunteers from Eisenhower Middle School. To earn their service hours, they completed a number of tasks for us, including pulling books for withdrawal, marking withdrawn books, shelving, creating displays for the teen section, and designing bookmarks that we will be handing out at the Christian Healthcare Center. A few of the students have expressed interest in continuing to volunteer, and will be returning in the summer.

We have scheduled a "study hall" event for local high school students to come prepare for their upcoming quarterly exams. Food, drinks, and brain-break activities will be offered as they work. I have reached out to local businesses to request assistance with supplies for the event. I have also shared the flyer and information with RIH library media specialists and the guidance departments. It will take place on April 2nd & 3rd.

Technology/Social Media, submitted by Veronica Potenza

Veronica and Laura did a Canva Basics presentation for patrons after the success of the staff Canva training. Attendees found it very helpful.

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.

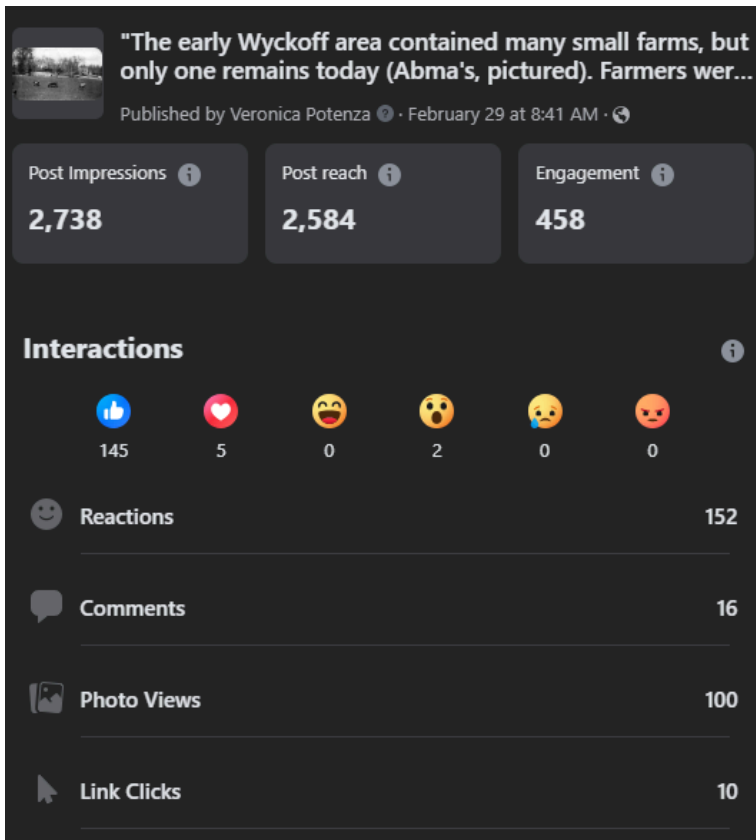
Our top social media post in the last 28 days (as of 3/13/24):

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

March 20, 2024 Meeting Minutes

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



MakerSpace

Jenn Ragucci continues to offer a combination of small classes and appointments. Susan Valenta coordinates the knitting and crocheting group and the volunteer instructor. Susan also assists if a patron needs help with the sewing machine, as one did this month. Veronica Potenza worked with a student to resize and modify a 3D print for a project.

Professional Development

Eight staff members, myself included, attended a First Amendment Audit webinar presented by the JIF. It was a refresher for some and new information for others. All felt that they are better prepared and can respond more confidently.

Throughout the week of March 11, multiple staff members participated in a training presented by BCCLS introducing the new catalog and its features. The new catalog will be available on March 25.

Nancy Valentine and Michael DeVincenzo participated in a webinar presented by BCCLS on how to use Record Manager. This tool is utilized by libraries to request items be added to the BCCLS catalog/database.

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

March 20, 2024 Meeting Minutes

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

Therese Jones attended a LLNJ webinar related to statewide delivery and how it impacts ILLs.

Buildings & Grounds

The sprinkler system, fire alarm and fire extinguishers were inspected. A few minor repairs were needed and were completed on March 14th.

The installation of the replacement doors on the lower level began on March 18.

Friends of the Wyckoff Library

The Friends held a book sale on March 9-10. The sale was successful and some of the leftover books are being donated through a collaboration with students working with Books4Smiles. The next meeting is on March 19th.

February Circulation Report Highlights

1. Circulation: Circulation rose 16% from February 2023 to February 2024. Increases were present in every category except physical periodicals and media. Once again we are seeing a steady rise in physical circulation, 12% but an even greater increase in digital circulation, 33%. The library was extremely busy during the February public school break.

2. Meeting Room Use: The meeting rooms were used by a similar number of groups this month as compared to February 2023, but with less attendees per meeting. Last year we had a few groups that averaged 75 attendees.

3. Patron Engagement: We have increased our programming significantly, especially for adults. We did have to cancel three programs due to snow closure. Please note that more than half of the attendees for adult programs were participants in the Virtual Author Talks.

58 museum passes and vouchers were provided to patrons in February. Usage tends to increase when there is a break from school.

Below is a summary of Facebook activity for the last 28 days (as of 3/13/24):

FINAL

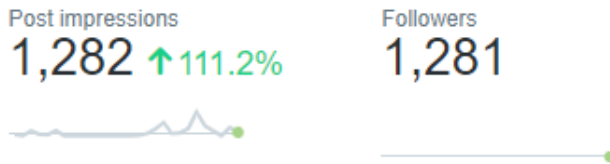
WYCKOFF LIBRARY BOARD OF TRUSTEES

March 20, 2024 Meeting Minutes

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

Discovery	
Post reach	3,630
Post engagement	1,075
New Page likes	10
New Page Followers	21
Interactions	
Reactions	352
Comments	25
Shares	15
Photo views	350
Link clicks	55

Below is a summary of Twitter/X activity for the last 28 days (as of 3/13/24):



Below is a summary of Instagram activity for the last 30 days (as of 3/13/24):

Last 30 Days ▾		Feb 12 - Mar 12	
Overview			
You reached +26.6% more accounts compared to Jan 13 - Feb 11			
Accounts reached	756	+26.6%	>
Accounts engaged	123	+14.9%	>
Total followers	1,747	+1.6%	>

The library's website had 7,523 views over the last 28 days (as of 3/13/24):

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

March 20, 2024 Meeting Minutes

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

	Page title and screen class ▾ +	↓ Views	Users	Views per user
		7,523 100% of total	3,246 100% of total	2.32 Avg 0%
1	Wyckoff Free Public Library	4,194	2,463	1.70
2	Events – Wyckoff Free Public Library	756	357	2.12
3	Children's Programs – Wyckoff Free Public Library	446	219	2.04
4	Adult Programs – Wyckoff Free Public Library	208	117	1.78
5	Museum Passes – Wyckoff Free Public Library	198	125	1.58
6	Ramapo High School Yearbooks – Wyckoff Free Public Library	161	124	1.30
7	Friends Book Sales & Book Donations – Wyckoff Free Public Library	96	70	1.37
8	New York Times Digital Access – Wyckoff Free Public Library	84	53	1.58
9	Contact Us – Wyckoff Free Public Library	80	67	1.19
10	Hours/Holidays – Wyckoff Free Public Library	79	68	1.16

X. Committee Updates

The Buildings and Grounds Committee will schedule a meeting to discuss space use prior to the April Board meeting.

XII. Adjournment

Motion by Chagares to adjourn the meeting, seconded by Peters.

All were in favor and the meeting adjourned at 8:22.

Tony Donato, Board President

Laura Leonard, Library Director