

**FINAL**

**WYCKOFF LIBRARY BOARD OF TRUSTEES**

**November 15, 2023 Meeting Minutes**

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

“The 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, Kathleen Lane, Donna Macaluso, Lori Peters, Brian Saxton

Absent: Tom Madigan

**Staff Attendance:** Laura Leonard, Library Director

**Public Comments:** No public Comments

**Board Business:** No board business

**Secretary’s Reports:**

The October 18, 2023 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 Brian Saxton seconded by Lori Peters to approve the October 18th Board of Trustees Regular Meeting Minutes.

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

Abstaining: none

The October 18, 2023 , 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.

**Treasurer’s Report**

**October Treasurer’s Report**

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

Motion by Lori Peters seconded by Brian Saxton to approve the October Treasurer's Report.

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

**November 2023 Voucher List – Operating**

The November Voucher List was distributed and Ms. Chagares invited questions or comments. Ms. Leonard made the Board aware of an automatic renewal via debit, Norton Lifelock Anti-virus protection for Bookkeeper's computer in the amount of \$114.99.

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

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

**Resolution 2023:16 Payment of Vendors in Advance**

**WYCKOFF FREE PUBLIC LIBRARY  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION # 2023 - 16**

**INTRODUCED:**

**SECONDED:**

**MEETING DATE: November 15, 2023**

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

**VOTE: ANTONACCI \_\_\_ CHAGARES \_\_\_ DEKORTE \_\_\_ DONATO \_\_\_ LANE \_\_\_**

**MACALUSO \_\_\_ MADIGAN \_\_\_ 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

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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).

**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 NOVEMBER 15, 2023.

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**TONY DONATO, SECRETARY**

**CERTIFICATE OF AVAILABLE FUNDS**

I, LAUREN DEKORTE, TREASURER OF THE BOARD OF TRUSTEES OF THE WYCKOFF FREE PUBLIC LIBRARY, CERTIFY THAT SUFFICIENT FUNDS ARE AVAILABLE IN THE 2023 WYCKOFF FREE PUBLIC LIBRARY BUDGET, ACCOUNT #1801228.

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**LAUREN DEKORTE, BOARD TREASURER**

Motion by Lori Peters seconded by Vince Antonacci to approve Resolution 2023-16.

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

**Other Financial Matters**

The New Jersey State Library is reviewing the transfer of funds packet.

**General**

**Budget proposal - Part 1**

The Budget Committee introduced the budget. Ms. Leonard discussed the rationale and answered questions. Part 1 of the budget was approved with one minor change.

**Old Business**

**Lower level water damage**

Ms. Leonard is gathering quotes and is in communication with the insurance adjuster.

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**Director's Report**

**Day in the Life**

For Halloween Jenn Ragucci & Susan Valenta came up with the idea of using the library's Cricut machine to create t-shirts that look like the genre spine labels that we use on books to help patrons locate material! Staff got in the spirit (not all pictured) and it generated good conversations with patrons who visited. Realizing that many of our patrons would have other plans for the day, we posted to social media as a way to extend engagement beyond our walls. Staff posed with books that exemplified their shirt choice and we posted a group photo encouraging patrons to think about which genre they are. The Rizzo Children's Room was staffed by a fantasy loving witch who led a storytime in the morning and a pair of friendly dalmatians in the afternoon (missed that photo)!



It's important to remember that patrons value the library for our collections and our expertise - we take opportunities like this as a way to strengthen our connections to community members.

**Administrative**

I scheduled numerous site visits in order to get quotes for the various remediation work to be completed on the lower level. I am continuing to work on the 2024 budget. I am working on completing performance reviews and collaborating with department supervisors to provide feedback.

**Rizzo Children's Room**

submitted by Denise Marchetti

We had an awesome week of events at the library during the NJEA convention, including drop-in projects, a creative writing class, an all-day Read-A-Thon, and a fun Family Disney Trivia event hosted by Brielle Bleeker and myself, with 50 enthusiastic Disney enthusiasts in attendance!

I was visited by the activities coordinator at Wyckoff Christian Preschool, who presented me with a poster, and thank you cards from each of the transitional kindergarten students who attended my class at the library on October 19th. She said that the kids and parents loved the class, and they are eager to visit again. They are proudly displaying the apple tree projects that they created in their school classroom.

I have been particularly impressed with our library's ability to bring people together and foster community through shared stories in the last several weeks. I hosted an event with Wyckoff author Rob Skead on November 1st to celebrate the release of Rob's latest novel, *The Batboy and the Unbreakable Record*. The audience ranged in age from 8 to 81 years. As I looked around

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the room, it was amazing to see the enthusiasm of older attendees as they reminisced about baseball stories from the past, and the equal excitement of the kids in hearing these stories; it was a wonderful opportunity for our community members of multiple generations to come together and enjoy a meaningful, shared experience.

We had an all-day library Read-A-Thon on November 10th, where Ramapo High School Interact student volunteers read to kids throughout the day. It was awesome observing such engagement between the teens and younger kids. Their conversations about the books and characters between readings were lively, and these conversations continued as they worked on projects together and participated in dramatic play. I look forward to creating more of these types of experiences.

Our book clubs for first through fifth graders are a great opportunity to bring kids from all of the elementary schools together, who may not otherwise meet and interact. I am happy to say that many friendships have been formed during library book clubs!

As I looked out at our StoryWalk last week, I noticed that two families had coincidentally started “reading” Stormy, the wordless picture book by Guojing at the same time. The kids and adults from both families were engaging with each other as they enjoyed walking along our library path, and they remained together throughout the entire story. Our library truly offers many wonderful community building experiences.

**Adult**

Michael DeVincenzo has been reviewing the adult print collection with an eye towards balancing purchasing new items and removing items that are in poor condition, are outdated or no longer in demand.

We had a great month of programming at Wyckoff in October, with offerings ranging from Ghosthunting in New Jersey and New York with the President of the New Jersey Paranormal Society, L’Aura Hladik Hoffman, to a very well received lecture and demonstration on the use of essential oils to boost immunity with Lorinda Walker. We also had meetings of our three regular book clubs. Brielle Bleeker’s “Escapist Book Club” read *Smile Beach Murder* by Alicia Bessette, while Rosemary Brennan and Michael DeVincenzo’s Friends of the Wyckoff Public Library Book Club read *The Island of Missing Trees* by Elif Shafak. Therese Jones moderated two groups at The Vista.

November’s programming features our long standing programs like Monday at the Movies, Table Top and Board Games, along with Michael DeVincenzo’s program “Guide to Holiday Tech Shopping”, and “Decluttering in a Nutshell” with professional organizer Jean Marie Herron..

**Teen**

submitted by Riley McArthur

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For Halloween, the teens stopped into the library and created their own cemeteriums. This was our first time trying this craft and our participants loved it! I received an email from two who shared an image of their final projects.

Following the flooding issue on the lower level, I rescheduled a pumpkin painting session for teens to drop in on 10/23. This drop in coincided with some high school students visiting to study for their quarterly exams, and several excitedly took a study break to paint a pumpkin and grab a snack.

I have begun my labeling project in the teen section, starting with some of the most popular series.

A staff member who worked on a recent Sunday reported, "A teen from Ridgewood was checking out her books and very happily told me that Wyckoff Library has the best teen section."

**Technology/Social Media**

Veronica has been training staff on how to use the new AV system in Monroe and Shotmeyer.

**MakerSpace**

Jenn Ragucci continues to offer a combination of group classes, drop-ins and appointments. She offered classes to instruct people how to use the Cricut machine. This has led to follow-up use and will hopefully spur additional interest. The week leading up to Veteran's Day she hosted a drop-in poppy making craft. The poppies could be left at the library to add to our display or be taken home and given to a veteran.

**Professional Development**

I attended the first half of "Renovating for the Missing Patron" workshop held at the Livingston Public Library on October 19th. The objective was to help library directors and staff, as well as board members, understand the principles of library space design, including how to appropriately assess community needs, analyze library space performance and how to initiate a renovation or new construction project.

David Vinjamuri, President of ThirdWay Space and space planning expert, and Joe Huberty, partner with Engberg Anderson Architects, guided attendees through an interactive workshop: designing from the outside in, analyzing library space, understanding territoriality, observation-based design, insights into design and 5 mistakes renovating your library. They talked about personal space, furniture layouts, collections and density, curating, library usage, user segment, heatmaps, storytelling zones, working with planners, architects and construction workers, being an empowered participant and much more. Attendees received a copy of the slides which were packed with great information.

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Susan Valenta & Jeremy Chartier attended the BCCLS system-wide Circulation Meeting at Fair Lawn Library on October 19th. This was only the second in person meeting this year. These meetings are vital to ensure that BCCLS policies are being applied consistently at each library. Staff also have the opportunity to share best practices. Notes from the meeting were shared with all staff.

Denise Marchetti, Donna Barone and Heather Layng attended the YSC Boot Camp: Full STEAM Ahead! program held at our library on October 20th.

Nancy Valentine and Steph Crispini participated in the "Introduction to Cataloging" class hosted by BCCLS on November 14th.

Veronica Potenza attended the BCCLS Tech Committee's webinar Using Generative AI in the Public Sector on October 23rd.

I have been asked to participate in the BCCLS Strategic Plan Committee. I am ending my term as chair and will serve as a member on the new committee. The first meeting was held at the Rutherford Library on November 9, 2023.

#### **Buildings & Grounds**

In addition to working to get quotes for the remediation work on the lower level I have received quotes to replace the hot water heater. I recommend scheduling the work for January.

#### **Friends of the Wyckoff Library**

The Friends of the Wyckoff Library hosted a concert featuring Dr. Dubious on Saturday, November 4th at 2pm. About 40 people attended and the feedback was excellent.

#### **October Circulation**

1. Circulation: Print circulation continues to increase year over year. The 2023 October circulation was 19,449 which is higher compared to 17,353 in 2022. Digital collection circulation continues to increase at a higher rate than the print collection, 18% compared to 7%.
2. Meeting Room Use: The meeting rooms were used for 8 programs other than those hosted by the library, 3 rentals, 4 Township and 1 BCCLS. Two of the meetings had between 80-100 attendees and required intense set-up and breakdown. One series of events planned by the Recreation Department had to be canceled because it required a kitchen.
3. Patron Engagement: During October the library offered 70 programs with approximately 1,433 participants. The majority of programs were in-person, but there were some online/remote programs and Grab & Gos, most notably the Virtual Author Talk on demand accounted for 526 participants in October. The library was visited by 4,734 people.

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The library’s website had 6,201 page views from October 10 - November 6.

	Page title and screen class	↓ Views	Users
		6,201 100% of total	2,990 100% of total
1	Wyckoff Free Public Library	3,470	2,167
2	Events – Wyckoff Free Public Library	503	293
3	Children's Programs – Wyckoff Free Public Library	343	160
4	Museum Passes – Wyckoff Free Public Library	272	211
5	Ramapo High School Yearbooks – Wyckoff Free Public Library	163	115
6	Digital Collections – Wyckoff Free Public Library	129	126
7	Adult Programs – Wyckoff Free Public Library	107	87
8	Wall Street Journal Digital Access – Wyckoff Free Public Library	92	53
9	New York Times Digital Access – Wyckoff Free Public Library	69	38
10	Hours/Holidays – Wyckoff Free Public Library	68	62

Below is a summary of Facebook activity from the last 28 days (as of November 7, 2023)

The screenshot shows the Facebook Page Overview for the last 28 days. It includes a 'Create a post' button and a 'Last 28 days' filter. The data is organized into two sections: Discovery and Interactions.

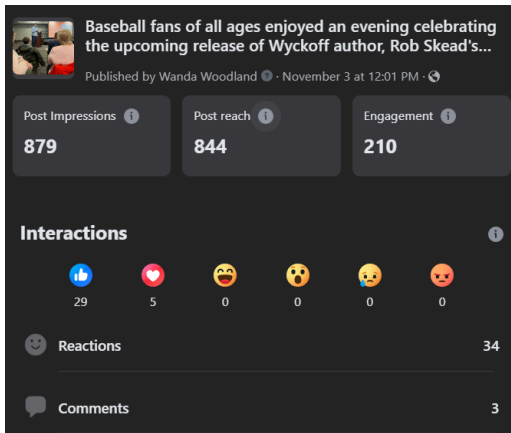
Category	Metric	Value
Discovery	Post reach	1,721
	Post engagement	978
	New Page likes	6
	New Page Followers	11
Interactions	Reactions	232
	Comments	15
	Shares	4
	Photo views	445
	Link clicks	62

Top Facebook post in the last 28 days:

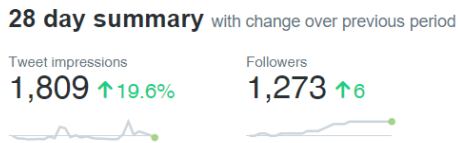


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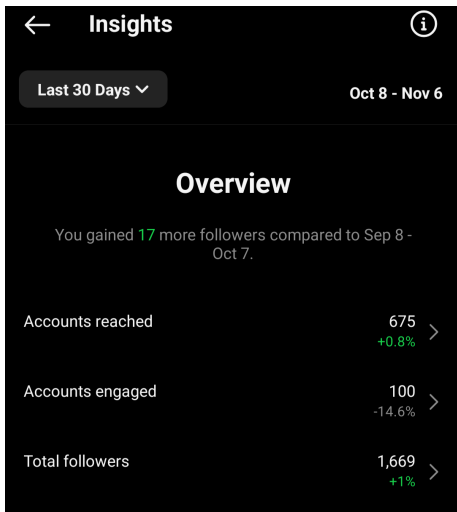
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Below is a summary of Twitter activity from the last 28 days (as of November 7, 2023)



Below is a summary of Instagram activity from the last 30 days (as of November 7, 2023)



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**Nominating Committee**

Nominated Vince Anotonacci for the position of Treasurer starting December 2023. Lauren DeKorte was recognized for her many years of service in this role and is welcome to resume duties in the future.

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

**Adjournment**

Motion by Lori Peters to adjourn the meeting, seconded by Brian Saxton.

All were in favor and the meeting adjourned at 8:56 PM.

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Peggy Chagares, Board President

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Laura Leonard, Library Director