

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES
February 15, 2023 Board Meeting Minutes
7:30 PM, Wyckoff Public Library

“The February 15th 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 (7:38pm), Lori Peters, Donna Macaluso, Brian Saxton

Absent: Kathleen Lane, Tom Madigan

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

Public Comments: None

Open Session

Board Business:

BCCLS Survey

Ms. Leonard forwarded the *Trustee Library Board Committee Survey - 2023* from BCCLS for board members to complete regarding committees.

Trustee Bylaws - revisions

The BCCLS survey prompted Ms. Leonard to review the committees listed in the Wyckoff Public Library Bylaws. The Bylaws were revised to accurately reflect the committees as of January 2023. The revisions included adding a Bequest Committee and taking out the Public Relations Committee and the School Liason.

Motion by Lori Peters seconded by Brian Saxton to approve the revisions to the Trustee Bylaws.

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

Secretary's Report:

The January 18th, 2023 Wyckoff Library Board of Trustees Meeting Minutes was distributed and Ms. Chagares invited questions or comments.

Motion by Lori Peters seconded by Brian Saxton to approve the January 2023 Secretary's Report.

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

Treasurer's Report

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

Motion by Lori Peters seconded by Brian Saxton to approve the January 2023 Treasurer's Report.

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

RESOLUTION # 2023-5 : AWARDING THE NEGOTIATED CONTRACT FOR AUDIO-VISUAL UPGRADES TO MEETING ROOMS – CONTRACT #2022-01N

WHEREAS, the Library advertised for bids for Audio-Visual Upgrades to the Meeting Rooms on two (2) prior occasions (Contracts #2022-01 and #2022-01A, respectively); and

WHEREAS, no bids were received in response to the advertisements on September 13, 2022 (Contract #2022-01) and November 10, 2022 (Contract #2022-01A); and

WHEREAS, on November 2, 2022, the Board adopted Resolution No. 2022-15 authorizing the Township Administrator/Qualified Purchasing Agent to Negotiate with Interested Vendors for the Audio-Visual Upgrades to the Meeting Rooms; and

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WHEREAS, in accordance with N.J.S.A. 40A:11-5(3), the Board has negotiated a mutually acceptable contract with Audio Visual Associates, Inc., 1 Stewart Court, Denville, New Jersey 07834, for the Audio-Visual Upgrades to the Meeting Rooms – Contract #2022-01N for a contract amount of \$94,396.00.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Free Public Library of the Township of Wyckoff that Contract #2022-01N for the Audio-Visual Upgrades to the Meeting Rooms is hereby awarded to Audio Visual Associates, Inc., 1 Stewart Court, Denville, New Jersey 07834 for a contract amount of \$94,396.00

Motion by Lori Peters seconded by Brian Saxton to approve Resolution 2023-5: Awarding the negotiated contract for audio-visual upgrades to the meeting rooms.

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

Voucher List

The February 2023 Voucher list was distributed and Ms. Chagares invited questions or comments.

Motion by Lori Peters seconded by Brian Saxton to approve the February 2023 Voucher List.

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

RESOLUTION # 2023-4 : 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 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

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(1).]

Apco Security Solutions #25489, \$1,975.00, Balance on completion of job
Jolie Della Valle #25479, \$300.00, Virtual Music program 2/22
The Artful Easel #25498, \$275.00, Acrylic Painting 2/28
The Artful Easel #25500, \$175.00, Virtual Sketch 3/13
The Artful Easel #25499, \$175.00, Virtual Sketch 3/28
Marvin Jefferson #25512, \$350.00, Performance 2/23
Christopher Fisher #25513, \$350.00, Lecture 3/8

Motion by Lori Peters seconded by Brian Saxton to approve Resolution 2023-4:
Payment of Vendors in Advance as amended -Jolie Della Velle will in person rather than
virtual.

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

General

RESOLUTION # 2023-6 : Intent to Transfer Excess Funds to the Township of Wyckoff
will be tabled until the Strategic Plan is completed and the application packet can be
submitted for review to the State Library.

Brown water

There have been issues with brown water & sediment in the toilets and faucets at the
library for years (prior to the renovation). When we have notified Ridgewood Water of
the situation in the past, they flush the system. Generally, the water quality improves in
the short term. This fall/winter the system was flushed 3 times. Now, the water is once
again brown with dirt/sediment in the toilets. Ridgewood water has proposed a
short-term solution (monthly flushing) and long term that involves lining or replacing
pipes. The Township Administrator will work with Ridgewood Water toward a long-term
solution. Ms. Leonard will continue to monitor and report issues to Ridgewood Water
and Mr. Cavallo.

Old Business

Payroll Services

The Shared Services Agreement for Payroll Services with the Township is valid through
December 2023. The library's bookkeeper, Pat Gloe and Ms. Leonard solicited quotes
for service from three vendors. None of the quotes were of significant savings when

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considering the cost of the service plus personnel costs. Additionally, library staff would no longer be able to participate in certain benefits (dental, FSA, Aflac). Because the estimates did not offer substantial savings, Ms. Leonard recommends that we continue with the current payroll services agreement. The board agreed.

Strategic Plan - Board brainstorming & report on results so far

The survey has been released to patrons. 295 responses have been collected. The town will eblast the survey tomorrow. As the data starts to come in, goals will be discussed and results will be evaluated. 95% of patrons rated customer service at a 4 or 5 (scale of 1-5 with 5 being the highest). The initial look through is very positive.

Possible areas of focus for the next 3-5 years:

- Community engagement
- Comfortable space for different purposes/sound levels
- Sustainability
- Technology
- Collections

Director's Report

Day in the Life

Overall, January into early February has been very busy with library visits! One particularly busy day was Thursday, January 19th. The morning was bustling from the start with a large group meeting in the lower level. This group has met here several times and they have 40-90 attendees at each meeting. Soon after that 9:30 meeting began, our Little Learners began arriving. Mrs. Marchetti led these 4 & 5 year-olds in a session filled with reading, exploring and learning! Simultaneously, the first meeting of our newest book club, The Escapist Book Club, kicked off with ten eager readers. In the afternoon, a group of ten First & Second graders came together to discuss, Captain Awesome Has the Best Snow Day Ever. It was also one of the month's busiest days for the History Room quiet study use (5 people), questions, and computer use.

Administrative

There have been a number of B&G issues that I had to address. I have been consulting with and updating members of the B&G committee. I prepared the Transfer of Funds

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packet for review by the New Jersey State Library. I have begun compiling and entering data for the annual State Report.

Rizzo Children's Room

Two hundred sixty-five participants are excitedly completing literacy and learning activities as part of our BINGO Winter Reading Challenge, which lasts until February 28th! Seeing them beam with pride as they share how tall they built their book towers; an interesting fact they learned about a person after reading a biography, or how they enjoyed baking with grandma and grandpa is truly awesome!

A Daisy Troop from Washington School visited on February 10th to learn about all their library has to offer, and what a great resource it is. I will share library-themed stories, work on a word wand project, and go on a scavenger hunt with them!

Dolores Goetschius and I attended a virtual Summer Reading Prep Chat on February 3rd, which was hosted by the Youth Services Committee. It was a wonderful opportunity for all of us to share thoughts and ideas as we start to plan our summer programs. - submitted by Denise Marchetti.

Adult

Veronica Potenza will be creating mid-month eblasts with input from Michael DeVincenzo and me. This eblast will focus on highlighting library resources, databases, technology tips and reader's advisory.

We are increasing the offering of programs for adults. Programs include a combination of staff lead (book clubs, tech classes, gaming, crafts, movie showings) to those coordinated by staff but presented by outside vendors (concerts, lectures, art classes, fitness).

The Wyckoff Friends of the Library Book Club had a lively meeting on January 17th where the influential book *Sapiens* was discussed. Two new members were welcomed as well.

Wyckoff Shoprite Registered Dietician Kailey Napolitano presented "New Year, New You!" on January 24th. She shared valuable dietary information with members of the community about the key differences between "fad" diets and making sustainable and permanent lifestyle changes.

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We continue to offer programs in-person, online and hybrid. For patrons who aren't comfortable with the technology used to stream programs or prefer to be together with other people we have been offering "watch parties" for certain events. The most recent example was, The Roots of Black Music in America. There were 6 people attending in person and 9 more online.

Teen

The Teen Winter Reading Program continues through the end of February. The program is online and is a modified version of the summer program. The set-up and prize purchasing were completed by Riley McArthur prior to the start of her family leave. Reference staff are fielding questions and distributing prizes.

Information regarding programs was shared with the media specialists at Eisenhower Middle School as well as Ramapo and Indian Hills High School. The Grab & Go programs have higher levels of participation than the in-person or virtual programs that are at a set time. Veronica & I are managing the monthly programs. Veronica is swapping out displays monthly in the Teen Area to keep it fresh and engaging.

Reference staff are coordinating the Teen volunteers. We are not accepting new volunteers until late spring or early summer.

Technology/Social Media

Veronica Potenza and Michael DeVincenzo are conducting one-on-one tech help sessions. Each session is 30 minutes. Michael is presenting monthly classes on various technical topics. He presents the same topic during two sessions, one in the daytime and one in the evening, to accommodate patrons' schedules. The January classes focused on the library's digital content platforms - Libby, Hoopla, and Kanopy. Response to both programs has been very positive.

Laura, Michael and Veronica successfully set up and tested the Owl Labs Meeting Owl.

Professional Development

Susan Valenta attended her first BCCLS Circulation Committee meeting.

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Buildings & Grounds

HVAC repair - the heat transfer unit was replaced on February 7th. Thank you to the Wyckoff DPW for assisting by temporarily removing fencing to allow access to the unit.

Window replacement & repair - scheduling replacement of the broken window in the Shotmeyer Room & repair a casement window that gets stuck in an open position.

Security Cameras - It has been deemed necessary for additional exterior security cameras to be installed. We do not have sufficient coverage and activity in the complex has increased significantly.

Lighting - It was brought to my attention that the lenses on two fixtures in the adult area are cracked. Then, we noticed the lenses of some of the fixtures in the Children's room appeared to be cracked or overheated. These are fixtures that were upgraded as part of the NJ Clean Energy program in 2019. I had our electrician take a look when they were here for a different situation. He suggested I reach out to the contractor. I reached out to Lime Energy & NJ Clean Energy. NJ Clean Energy informed me that Lime Energy (the state-designated subcontractor) has been acquired by Wilan Energy Solutions. The NJ Clean Energy representative and I reached out to Wildan. I have made the Township Administrator aware of the situation. A representative from FSGI is scheduled to come this week to examine the fixtures and initiate a warranty claim.

Friends of the Wyckoff Library

The Friends met on January 17th. They are considering a spring concert and will support the staff during National Library Week in April. The Friends Book Group facilitated by Rosemary Brennan and Michael DeVincenzo continues to meet monthly on the third Tuesday evening.

Community Partnerships

I participated in a Stigma Free Committee meeting on February 1, 2023. There are two new student representatives who are very knowledgeable and enthusiastic. We discussed initiatives in the school and opportunities to reach adults. I shared two brochures created by our staff, Community Mental and Asking for a Friend, with the new members of the committee.

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December Circulation Report Highlights

1. Circulation: It's very early, but circulation increased from January 2022 to January 2023.
2. Meeting Room Use: The meeting rooms continue to be very busy. Although there were the same number of uses as last January (8), the attendance was much higher (445). Thank you to Lisa Apsey for coordinating the rooms and to our custodians for set-up, breakdown and clean-up.
3. Patron Engagement: Foot traffic was higher than this time last year. This could be a combination of increased programming and mild weather.

Committee Updates

none

Adjournment

Motion by Tony Donato second by Lori Peters to adjourn the meeting.
All were in favor and the meeting was adjourned at 9:16 pm.

The next meeting will be held on Wednesday, March 15, 2023.

Margaret Chagares, Board President

Laura Leonard, Library Director