

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES
MEETING MINUTES**

February 21, 2024 at 7:30 PM, Wyckoff Public Library, 200 Woodland Avenue

I. **Open Public Meetings Act Statement**

a. "The February 21, 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:**

Peggy Chagares, Tony Donato, Kathy Lane, Donna Macaluso, Brian Saxton
Absent: Vince Antonacci, Lauren DeKorte, Peter Melcchione, Lori Peters

Staff Attendance: Laura Leonard, Library Director

III. **Public Comment** None

IV. **Board Business**

V. **Secretary's Reports**

Mr. Donato distributed the minutes and invited questions or comments. No changes were made. Motion by Peggy Chagares seconded by Kathy Lane to approve the January 17, 2024 Board of Trustees Regular Meeting Minutes.

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

VI. **Treasurer's Report**

a. January Voucher List

The January Treasurer's Report was distributed. Ms. Leonard explained the changes in the format which were reviewed by the Finance Committee and the auditor. Mr. Donato welcomed any questions.

Motion by Peggy Chagares seconded by Brian Saxton to approve the January Treasurer's Report.

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

b. February Voucher List

The February Voucher List was distributed and Mr. Donato invited questions or comments. Ms. Leonard distinguished between monthly bills and annual contracts.

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Motion by Peggy Chagares seconded by Brian Saxton to approve the January Treasurer’s Report.

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

c. January Voucher List

The January Voucher List was distributed for reapproval. Ms. Leonard explained that line 29 in the amount of \$82.80 was a debit for Quickbooks that occurred after the January meeting and had to be added to the voucher list. Mr. Donato invited questions or comments.

Motion by Peggy Chagares seconded by Brian Saxton to approve the January Treasurer’s Report.

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

d. Resolution 2024:04

**WYCKOFF FREE PUBLIC LIBRARY
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION # 2024 - 04**

INTRODUCED:

SECONDED:

MEETING DATE: FEBRUARY 21, 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

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being provided in accordance with NJSA 40A:5-16 c (1).

Viktor Florian Schantz Entertainment, #26106, \$450.00, 2/24 Music Performance
The Artful Easel, # 26103, \$175.00, 2/28 Sketching class via Zoom
The Artful Easel, #26104, \$175.00, 3/6 Sketching class via Zoom
Vincent Bruno, #26107, \$275.00, 3/7 Lecture
Alisa Dupuy, #26102, \$325.00, 3/12 Lecture
U-Paint Studio, #26105, \$400.00, 3/18 Acrylic Painting

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 FEBRUARY 21, 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 Brian Saxton seconded by Peggy Chagares to approve Resolution 2024:04.

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

e. Other Financial Matters: none

VII. General

- a. Ms. Leonard discussed the revised Emergency Procedures. These were reviewed and updated in collaboration with the Wyckoff Police Department. Printed copies will be available at each public service desk. All staff members will receive an electronic copy as well.

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- b. Ms. Leonard had shared articles with the board to provide background regarding First Amendment Audits. Several area libraries were visited in February, including Wyckoff. Most of our staff has been trained in this area, but new staff and those wishing for a refresher will attend a webinar in March.
- c. A staff member is willing to facilitate an ESL program and the Friends of the Library will fund the pilot program. Wyckoff would be a satellite location for LVPV which would provide tutor training as well as lists of helpful resources. A discussion about where tutors and students would meet so that they could converse ensued. The goal is to balance the need for quiet spaces and collaborative spaces in which talking can take place.
- d. Ms. Leonard proposed utilizing a book vendor that would allow leasing of new books to meet the immediate demand for new releases in a cost effective way that limits the excess books in our collection. The vendor that has been identified is one that the library currently uses. Ms. Leonard answered questions about the leasing program.

VIII. Old Business

- a. Ms. Leonard gave an update on the lower level repairs.

IX Director's Report

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

Day in the Life

Thursday, February 8th was a very busy day with programs for everyone! The morning started with one of two weekly sessions of Little Learners (3-5 year olds), in the afternoon we welcomed a Daisy Troop, offered a Teen DIY keychain craft, and a drop-in Superbowl/Taylor Swift themed bracelet making session, finishing the night with a Cook the Book program in which participants prepared recipes from Food Network Star cookbooks.

In addition to programming our staff assisted patrons in a variety of ways. For example, we assisted someone printing and copying portfolio items to bring on a job interview scheduled for later that day. While helping a patron look up an item she stated that the library is, "My home away from home."

One of the tasks our patrons face on a regular basis is the need to submit many government forms via electronic delivery over the Internet. This can be challenging, frustrating, and even frightening for some members of the community. This need becomes particularly acute during tax season. We recently helped a patron create an account on Social Security's website so she

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could obtain a duplicate copy of a tax form she had received in the mail but lost. The patron left with tears of gratitude for our assistance.

Administrative

I reviewed our Emergency Procedures documentation and it needed to be updated. I collaborated with the Wyckoff Police Department to make the appropriate revisions. Their expertise is greatly appreciated.

I have begun collating data for the State Report due in mid March.

I distributed training materials related to First Amendment Audits with the staff. I contacted the Township regarding training opportunities. The next webinar is in March and many library staff will participate.

I recommend shifting the majority of our book ordering to a previous vendor. I would also recommend we allocate funds towards a book leasing program to meet the immediate demand for new releases.

The Circulation Department is having a staff meeting to give everyone a chance to get together and discuss some new advancements in LEAP. BCCLS held a webinar to review new enhancements and the recording is available for staff to watch on demand.

Rizzo Children's Room, submitted by Denise Marchetti

I'm super happy to report that we have 287 participants in our Winter Reading Magic BINGO Challenge! Kids have been excitedly reading, learning, building, writing, making, and creating throughout, and they love sharing it all with us. There have been many interesting, meaningful, and enthusiastic conversations at the Children's desk!

We had a visit from Lincoln School Daisy Girl Scout Troop 98662 on January 26th, and Washington School Daisy Girl Scout Troop 98761 on February 8th. I read stories, and both troops worked on themed projects and activities to earn their badges. The girls all enjoyed their visit, and the troop leaders were very appreciative.

The Children's staff have been planning many events for kids of all ages during the week of Winter Break, February 19-23, including science activities, building games, sensory storytime, and playdough fun. I am very pleased that Interact students from Ramapo High School will be joining us on February 23rd to read to the kids and work on arts & crafts throughout the day. Their previous visit was a huge success!

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Sue Needleman, Coolidge School media specialist, has asked us to order copies of five titles for her April Book Clubs. Students can pick up their books here at the Children's desk.

I have been in contact with the first grade teachers at Coolidge School. Their visit is planned for March 27th! Our first 1st grade visit, yay! It is always such a special day!

Adult, submitted by Michael DeVincenzo

The two programs with the largest attendance were One Fine Tapestry, a Carole King tribute with 77 attendees and Bearing Witness for My Family with 46 attendees. A patron called a few days after these programs to say thank you. She said they were great and she really appreciates our programming.

February also has a great slate of adult programming on tap, with topics ranging from an updated edition of Michael DeVincenzo's "Protecting Your Identity Online" to a Dance Mixer with the Fred Astaire Dance studio, as well as a Gershwin concert with the Florian Schantz Jazz Combo.

The adult fiction weeding project is complete, while weeding of the adult non-fiction DVDs is underway to make room for the continuing growth of our TV dvd box sets, which are very popular with our patrons.

Teen, submitted by Riley McArthur

Between January and February, we received numerous requests from 7th grade students for service hours that would qualify for the Junior Honor Society at Eisenhower. I have been working to identify tasks within the library and organize sessions with the students to help them earn the hours. We recently had our first student in to help pull books for a potential weed of the teen collection. Other students will be visiting in the coming weeks to assist the library further.

Technology/Social Media, submitted by Veronica Potenza

Veronica and Steph ran a staff training session for Canva basics. Veronica and Laura are planning one for patrons.

Veronica helped patrons with a variety of tech questions during one-on-one help sessions, including basic online shopping tips and iCloud assistance.

MakerSpace

We continue to offer a combination of small group programs, drop-in programs and one-on-one appointments led by staff. A Wyckoff patron, Anna Shin is donating her time to teach folks how to knit/crochet. She is an active member of our Yarn Therapy group and an avid reader.

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Professional Development

I attended a virtual meeting for the BCCLS Strategic Planning Committee and Policies and Procedures Committee.

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

Buildings & Grounds

In the Monroe Room the following repairs have been completed: walls repaired (insulation, sheetrock, paint, molding). Carpet to be ordered.

The ceiling tiles were replaced in the lower level hallway and women's room.

The kitchen cabinet and counter installation began on February 14th. The counter should be installed by the end of the month. Handles will be added to the cabinets at that time.

Friends of the Wyckoff Library

The Friends will be met on January 24th. They agreed to fund the launch of an ESL program if the library decides to proceed. They are also allocating some additional funds for the Library of Things.

January Circulation Report Highlights

1. Circulation: Circulation rose 12.42 % from January 2023 to January 2024. Increases were present in every category except physical periodicals, but if you combine the circulation for physical and digital magazines it has nearly doubled since last year. Once again we are seeing a steady rise in physical circulation, 9.26% but an even greater increase in digital circulation, 23.85%.

The physical collection is being curated with skill by our purchasing librarians, Denise Marchetti, Veronica Potenza, Riley McArthur, Michael DeVincenzo. They also oversee the withdrawal of materials based on accuracy of information, condition of material and demand.

2. Meeting Room Use: The meeting rooms were used by a similar number of groups this month as compared to January 2023, but with less attendees per meeting.

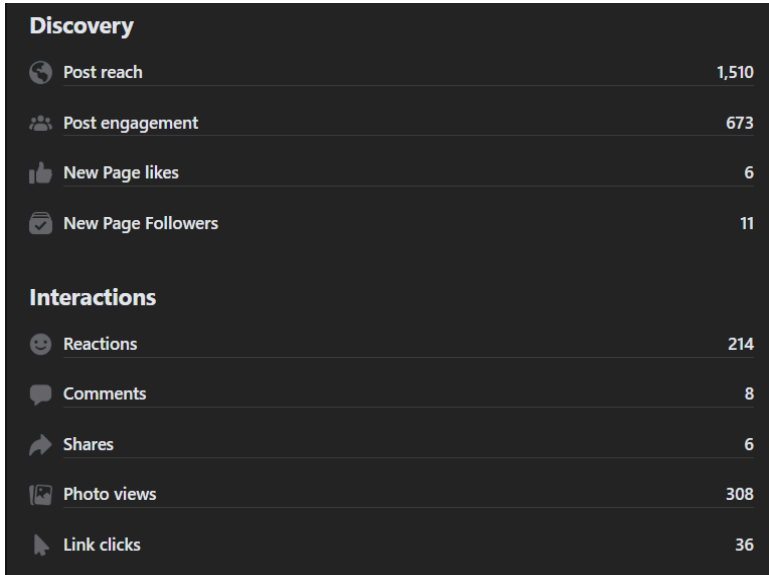
3. Patron Engagement: We offered more programs this January than last year, especially for adults. This is a direct result of increased staffing in this area. Please note that more than half of the attendees for adult programs were participants in the Virtual Author Talks. Some of those participants may not be Wyckoff residents. That being said, the in-person attendance still grew significantly.

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Below is a summary of Facebook activity for the last 28 days (as of 2/15/24):



Discovery	
Post reach	1,510
Post engagement	673
New Page likes	6
New Page Followers	11
Interactions	
Reactions	214
Comments	8
Shares	6
Photo views	308
Link clicks	36

Top post from the past 28 days:



 **Thank you so much to Mimi's Cookies for a wonderful cookie decorating class! 🍪**
Published by Veronica Potenza · January 22 at 9:43 AM · 🌐

Post Impressions ⓘ	Post reach ⓘ	Engagement ⓘ
620	588	125

Below is a summary of Twitter/X activity for the last 28 days (as of 2/15/24):

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28 day summary with change over previous period

Post impressions

624 ↑12.4%

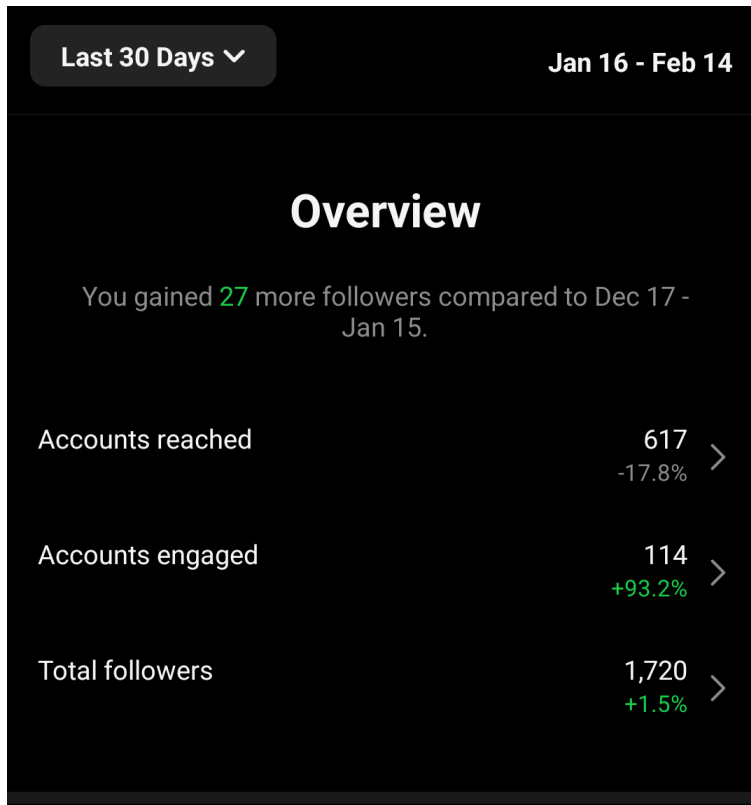


Followers

1,278



Below is a summary of Instagram activity for the last 30 days (as of 2/15/24):



The library's website had 7,217 views over the last 28 days (as of 2/15/24):

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	Page title and screen class ▾ +	↓ Views -----	Users -----
		7,217 100% of total	3,209 100% of total
1	Wyckoff Free Public Library	4,115	2,467
2	Events – Wyckoff Free Public Library	690	354
3	Children’s Programs – Wyckoff Free Public Library	343	180
4	Adult Programs – Wyckoff Free Public Library	247	164
5	Ramapo High School Yearbooks – Wyckoff Free Public Library	176	134
6	Museum Passes – Wyckoff Free Public Library	152	104
7	Contact Us – Wyckoff Free Public Library	85	65
8	Hours/Holidays – Wyckoff Free Public Library	80	61
9	Staff – Wyckoff Free Public Library	69	58
10	Meeting Rooms – Wyckoff Free Public Library	66	49

X. **Committee Updates and Current Action Items** reported above

XII. **Adjournment**

Motion by Peggy Chagares to adjourn the meeting, seconded by Brian Saxton.

All were in favor and the meeting adjourned at 9:30 PM.

Tony Donato, Board President

Laura Leonard, Library Director