

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES**

**January 18, 2023 Board Meeting Minutes**

**7:30 PM, Wyckoff Public Library**

“The January 18th 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, Kathleen Lane, Lori Peters, Donna Macaluso, Tom Madigan, Brian Saxton

Absent:

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

**Public Comments:** None

**Open Session**

**Board Business:**

**Oaths of office**

Donna Macaluso and Brian Saxton recited the oath of office.

Lori Peters nominated Tony Donato as secretary, Brian Saxton second. Kathleen Lane was sworn in prior to the meeting.

**2023 trustee committee assignments**

Bequest Planning (Antonacci, DeKorte, Peters)

Building and Grounds (Antonacci, Donato, Lane)

Finance, Budget, Audit, Insurance (Antonacci, DeKorte, Saxton)

Legal, State and Township (Chagares, Madigan)

Nominating (Donato, Peters)

Personnel (Peters, Chagares)

Policy (Peters, Saxton)

Strategic Plan (Chagares, Dekorte, Macaluso)

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**Authorize Professional Service for 2023 Auditor - Resolution 2023-01**

WHEREAS, the Wyckoff Library Board of Trustees has a real need and requires the professional services of an Auditor for the current year; and, WHEREAS, the Wyckoff Library Board of Trustees has determined to appoint Gary Higgins, CPA, RMA of PKF O'Connor Davies, LLP as its Board Auditor due to his significant accounting and library compliance experience with municipal library law, the Local Fiscal Affairs Law and the Local Public Contracts Law and its practical application relative to libraries and library accounting compliance. Mr. Higgins possesses broad and extensive knowledge of NJ accounting requirements, skill and professional acumen as both a CPA and RMA. Mr. Higgins and his firm possess the breadth and knowledge of a full service accounting firm if required; and,

WHEREAS, the Library Director and the Board Treasurer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et.seq.; and,

WHEREAS, PKF O'Connor Davies, LLP has completed and submitted a Business Entity Disclosure Certification which certifies that this business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit this business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

WHEREAS, the Wyckoff Library Board of Trustees awards a one year contract for Library Auditor services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

WHEREAS, the Board Treasurer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been appropriated in the current year Library Budget for fees reasonably required in the line item – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Wyckoff Library Board of Trustees that a one year contract for this calendar year is hereby awarded Gary Higgins, CPA, RMA of PKF O'Connor Davies, LLP LLP, 300 Tice Blvd, Woodcliff Lake, NJ 07677 for Library Auditor

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services, for the complete compliance of the mandate requiring the preparation and submission of the annual audit and to establish fees for any additional work as may be needed on an as-needed basis, but only when authorized by the Wyckoff Library Board of Trustees at a public meeting and when vouchers are approved by the Wyckoff Library Board of Trustees as follows:

Audit fee: \$3,400 Rates for additional work requested beyond the scope of the audit, expenditure To be approved by the Wyckoff Library Board of Trustees in advance of the task to be performed:

Partner: \$200 per hour; Manager: \$150 per hour; Supervisor: \$130 per hour; Staff Accountant: \$110 per hour; Other Personnel: \$70 per hour

1. The Board President and Library Director are hereby authorized and directed to execute contracts with each of said professionals and to take all other steps necessary to carry this resolution into effect.
2. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which exempts from competitive bidding "Professional Services" rendered by persons authorized law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5 alternate process.
3. The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are in the professional services files.
4. The Library Director shall execute a public notice of said appointments in the official newspaper of the Township as required by law.

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 et seq. As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is

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awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

Motion by Brian Saxton seconded by Lori Peters to approve Resolution 2023-01.

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

**Authorize Professional Service for 2023 Attorney - Resolution 2023-03**

WHEREAS, the Wyckoff Library Board of Trustees has a need and requires the professional services of a Board Attorney for the current year and,

WHEREAS, the Wyckoff Library Board of Trustees has determined to appoint Douglas Zucker, Esq. as its' Library Attorney due to his significant legal experience with municipal law in New Jersey, his skill and legal acumen as an attorney licensed to practice law in New Jersey and,

WHEREAS, the Library Director and the Board Treasurer have determined that the cost of these services may exceed \$17,500 and believe it is prudent to anticipate the value of these services in excess of \$17,500 to ensure compliance with NJSA 19:44A-20.5 et.seq.; and,

WHEREAS, Douglas Zucker, has completed and submitted a Business Entity Disclosure Certification which certifies that this business entity has not made any reportable contributions (\$300 or more) to a political or candidate committee in the Township of Wyckoff with the elected officials in the previous one year, and that the contract will prohibit this business entity from making any reportable contributions (\$300 or more) through the term of the contract; and,

WHEREAS, the Wyckoff Library Board of Trustees awards a contract for Library Attorney services in accordance with the alternate process pursuant to the provisions of NJSA 19:44A-20.5; and,

WHEREAS, the Local Public Contracts Law NJSA 40A:11-5 requires the resolution authorizing award of contracts for professional services without competitive bids and the contract itself to be made available for public inspection; and,

WHEREAS, the Board Treasurer, in accordance with the Local Public Contracts Law, has duly executed a Certificate of Available of Funds indicating that adequate funds have been

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appropriated in the 2023 Library Budget for fees reasonably required in the line item, legal services and costs – other expense.

NOW, THEREFORE, BE IT RESOLVED, by the Wyckoff Library Board of Trustees that a one year contract for this calendar year is hereby awarded to Douglas Zucker, Esq., 629 Parsippany Road, P.O. Box 0438, Parsippany, New Jersey 07054 for Library Attorney services, on an as-needed basis, when authorized by the Wyckoff Library Board of Trustees of \$175.00 per hour, compensation up to \$5,000.00 when vouchers are approved by the Wyckoff Library Board of Trustees.

1. The Board President and Library Director are hereby authorized and directed to execute contracts with each of said professionals and to take all other steps necessary to carry this resolution into effect.
2. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which excepts from competitive bidding "Professional Services" rendered by persons authorized law to practice a recognized profession and whose practice is regulated by law in accordance with NJSA 40A:11-1 et seq and in accordance with NJSA 19:44A-20.5 alternate process.
3. The Business Entity Disclosure Certification and the Political Contribution Disclosure Forms are in the professional services files.
4. The Library Director shall execute a public notice of said appointments in the official newspaper of the Township as required by law.

BE IT FURTHER RESOLVED that these contracts have been awarded to these contractors based on the merits and abilities of the contractors to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20-4 et seq. As such, the undersigned does hereby attest that these contractors, their subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of these one (1) year contracts to any political party committee in the Township of Wyckoff if a member of that political party is serving in an elective public office of the Township of Wyckoff when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Wyckoff when the contract is awarded.

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Motion by Vince Antonacci seconded by Lori Peters to approve Resolution 2023-02.

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

**Secretary's Report:**

The December 21st, 2022 Wyckoff Library Board of Trustees Meeting Minutes was distributed and Ms. Chagares invited questions or comments.

Motion by Lori Peters seconded by Tony Donato to approve the December 2022 Secretary's Report.

Voting in favor: Vince Antonacci, Peggy Chagares, Tony Donato, Lori Peters, Brian Saxton

Abstain: Lauren Dekorte, Kathleen Lane, Donna Macaluso, Tom Madigan

**Treasurer's Report**

The December 2022 Treasurer's Report was distributed and Ms. Chagares invited questions or comments.

Motion by Lori Peters seconded by Tony Donato to approve the December 2022 Treasurer's Report.

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

Abstain: Tom Madigan

**Voucher List**

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

Motion by Tony Donato seconded by Vince Antonacci to approve the January 2023 Voucher List.

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

**RESOLUTION # 2023-3 : 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 (1). ]

Karlus Trapp Music #25464, \$300.00, Virtual Music program 2/8/23

Motion by Lori Peters seconded by Lauren Dekorte to approve Resolution 2023-3: Payment of Vendors in Advance.

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

**Other Financial Matters**

**Updated Capital Plan**

The updated Capital Plan was distributed to the trustees. Updates include carpet replacement in the history room and behind the circulation desk, tile repair and replacement in the kitchen, water heater replacement, HVAC repairs, and the purchase of additional shelving and furniture.

Motion by Lori Peters seconded by Brian Saxton to approve the updated Capital Plan.

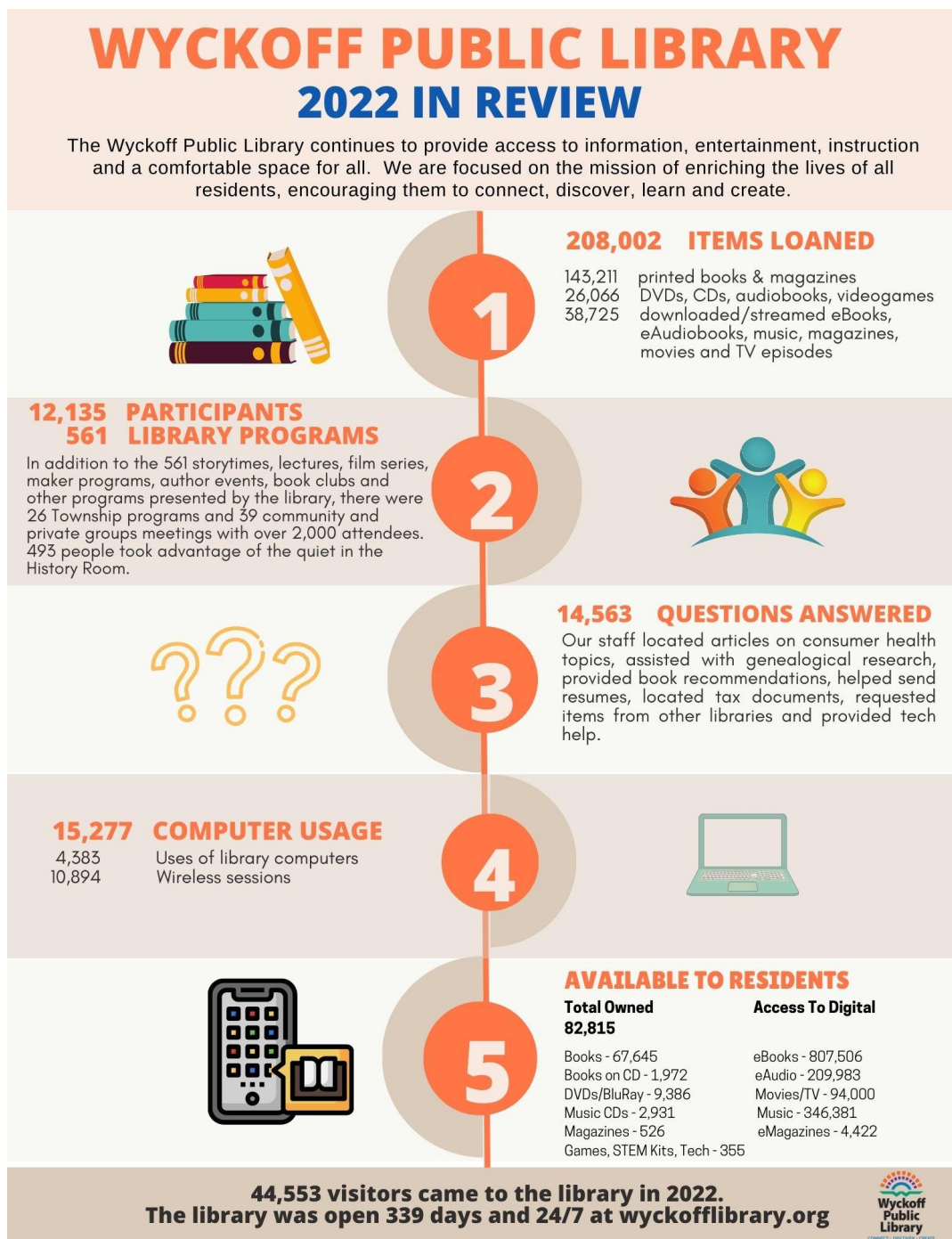
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Voting in favor: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Kathleen Lane, Lori Peters, Donna Macaluso, Tom Madigan, Brian Saxton

**New Business**

**Year in review**

Ms. Leonard created an infographic to highlight library statistics for 2022. It was distributed to the board and is also being distributed to patrons.





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### **BCCLS Certification**

Ms. Leonard explained the purpose of signing the BCCLS Certification yearly and it was signed by Ms. Chagares.

### **Old Business**

#### **Payroll Services**

Payroll Services agreement with the town was signed for a 1 year renewal rather than a 5 year renewal. Ms. Leonard reached out to the township regarding health insurance and it was confirmed that the library has to be enrolled in the same health insurance plan as the township. She will now get quotes from vendors regarding payroll services. The township administration recommended a vendor that specializes in municipal payroll.

#### **Strategic Plan**

Ms. Leonard had a small staff meeting to discuss the strategic plan. The survey will be released to the public next week. As the data starts to come in, goals will be discussed and information will be evaluated. It will be available to patrons for 6-8 weeks.

#### **Approval of books for sale at the Wyckoff Historical Society Meeting**

The Wyckoff Historical Society will be meeting in March and there will be a speaker who has requested to sell his book. Ms. Leonard reviewed the book. The Trustees agreed that the book could be sold at the event.

#### **Director's Report**

##### **Day in the Life**

Friday, January 6th started off busy and very positive. As one of our regular visitors was heading out he stopped me to report, "I just wanted to compliment your staff. They are always so pleasant and go above and beyond." At the time a reference staff member was helping someone with their phone.

As I handed another patron her prints she said, "The office at my printer isn't working and I can always count on the library."

We had visitors from CHCC who come by van once a month on Friday morning. Staff assisted them in finding materials to check out, set them up with periodicals and scrap paper to take notes, and scanned a Christmas card to convert to a 18" x 24" poster for their room (this is the second poster we have helped them print of his grandchildren).

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The 3D printer whirred to life just after 10 to continue printing pieces of a model for a student's school assignment.

### **Administrative**

Pat Gioe completed the 1099 filings. The IRS changed the 2022 filing rules, requiring organizations paying more than 10 vendors to file electronically. She reported the task to be quicker and more efficient.

### **Rizzo Children's Room**

Our BINGO Winter Reading Challenge 2023 is off to an awesome start, with 127 participants in just one week! Kids are having fun completing various learning and literacy activities! A Daisy troop group leader at Washington School reached out to me about the troop visiting the library in February to earn their "use resources wisely" petal.

### **Adult**

Michael DeVincenzo led two sessions of "Introduction to Library Apps." 11 patrons were introduced to Libby, Hoopla, and Kanopy, or learned how to get more out of these apps by learning about advanced features. Veronica and Michael are offering one-on-one assistance as well. Brielle Bleeker has started in her role of Adult Programming Assistant. She, Michael and I met to plan for the winter quarter and look ahead to the spring.

### **Teen**

The Teen Winter Reading Program is underway. The program is online and is a modified version of the summer program. A combination of in-person and virtual programs were designed by Riley McArthur. Themed displays are changed monthly to keep it fresh and engaging.

### **Technology/Social Media**

Once again Veronica Potenza is compiling the Top 3 Picks of 2022 and creating staff recommendation posts for social media. This campaign not only promotes books from our collection, but also fosters a personal connection to individual staff members.

A patron came in today to pick up two holds. She proceeded to tell Susan that she was in Target with her daughter who asked if she could buy 2 books. The patron said, "Wait", opened the BCCLS app, scanned the ISBNs, placed her holds, and told her daughter, "First, let's check them out to see if you really want them." The books were here for pick-up just 2 days later! Our staff, especially the Circulation Department, has been vigorously promoting the app.

### **Professional Development**

I will be continuing as the Chair of the BCCLS Strategic Plan Committee. Susan Valenta has been appointed to the newly formed BCCLS Circulation Committee.

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**Buildings & Grounds**

I am working to schedule the AV upgrade and installation of additional security cameras. I am also following up with quotes to replace the hot water heater. A leaking pipe was discovered by Veronica Potenza in the lower level public restroom on January 10th. The pipe was replaced and the library will not be charged.

**Friends of the Wyckoff Library**

The Friends are scheduled to meet on January 17th. They will discuss plans for the coming year. The Friends Book Group facilitated by Rosemary Brennan and Michael DeVincenzo met in January.

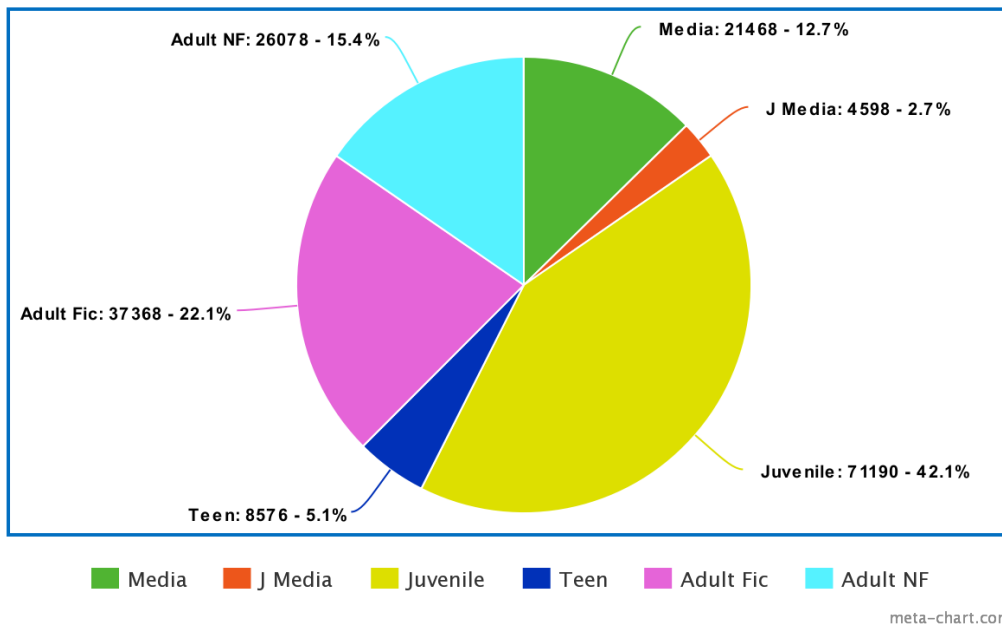
**December Circulation Report Highlights**

1. Circulation: Circulation continues to regain ground: the library loaned 208,002 items in 2022. This is a slight increase from 204,803 in 2021 and significantly higher than in 2020 during which there was a required building closure (158,681).

**PHYSICAL**

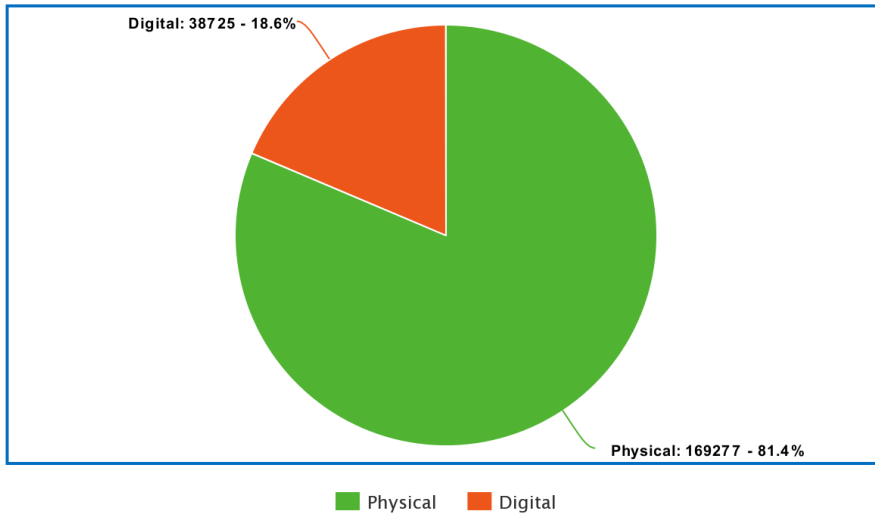
The physical book circulation increased in nearly every department from 2021 to 2022. Media circulation is declining steadily. Media circulation was 26,066 in 2022 compared to 50,267 in 2018 representing approximately a 50% decrease over five years.

This graph illustrates circulation of physical items by department.



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**PHYSICAL vs DIGITAL**

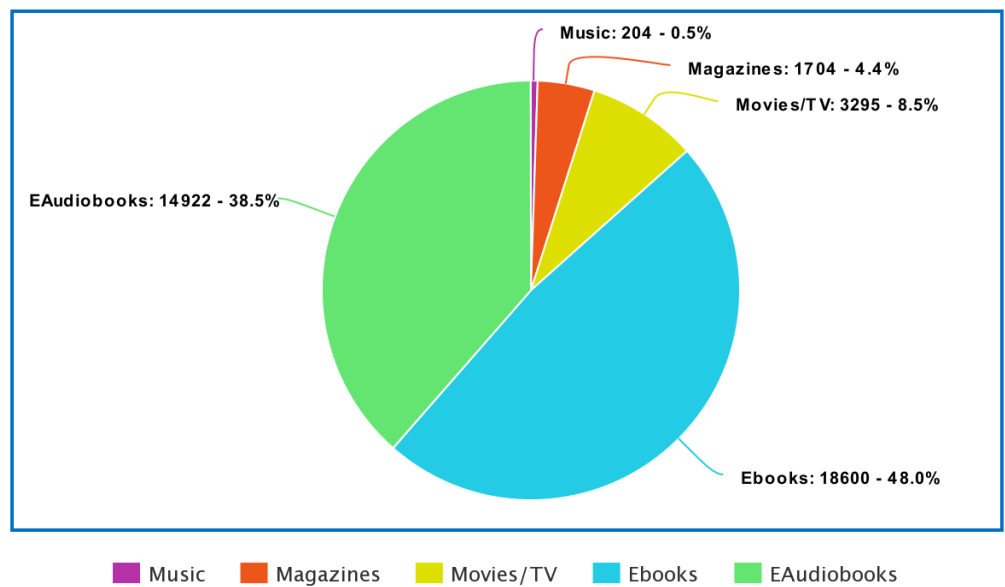


meta-chart.com

**DIGITAL**

Digital usage remained very strong constituting nearly 19% of the total loans. This represents a drop of 1% from 2021. The majority of digital usage is of adult material, with teen and juvenile items being borrowed less.

Digital circulation consists of loans of ebooks, eaudiobooks, digital music, digital movies and digital magazines provided through Libby/Overdrive, Hoopla and Kanopy. Libby/Overdrive is available to all BCCLS patrons and is composed of the central collection plus additional titles purchased by some individual member libraries, including Wyckoff. Hoopla and Kanopy are available to Wyckoff cardholders only. Based on demand we diverted spending from physical media towards digital materials.



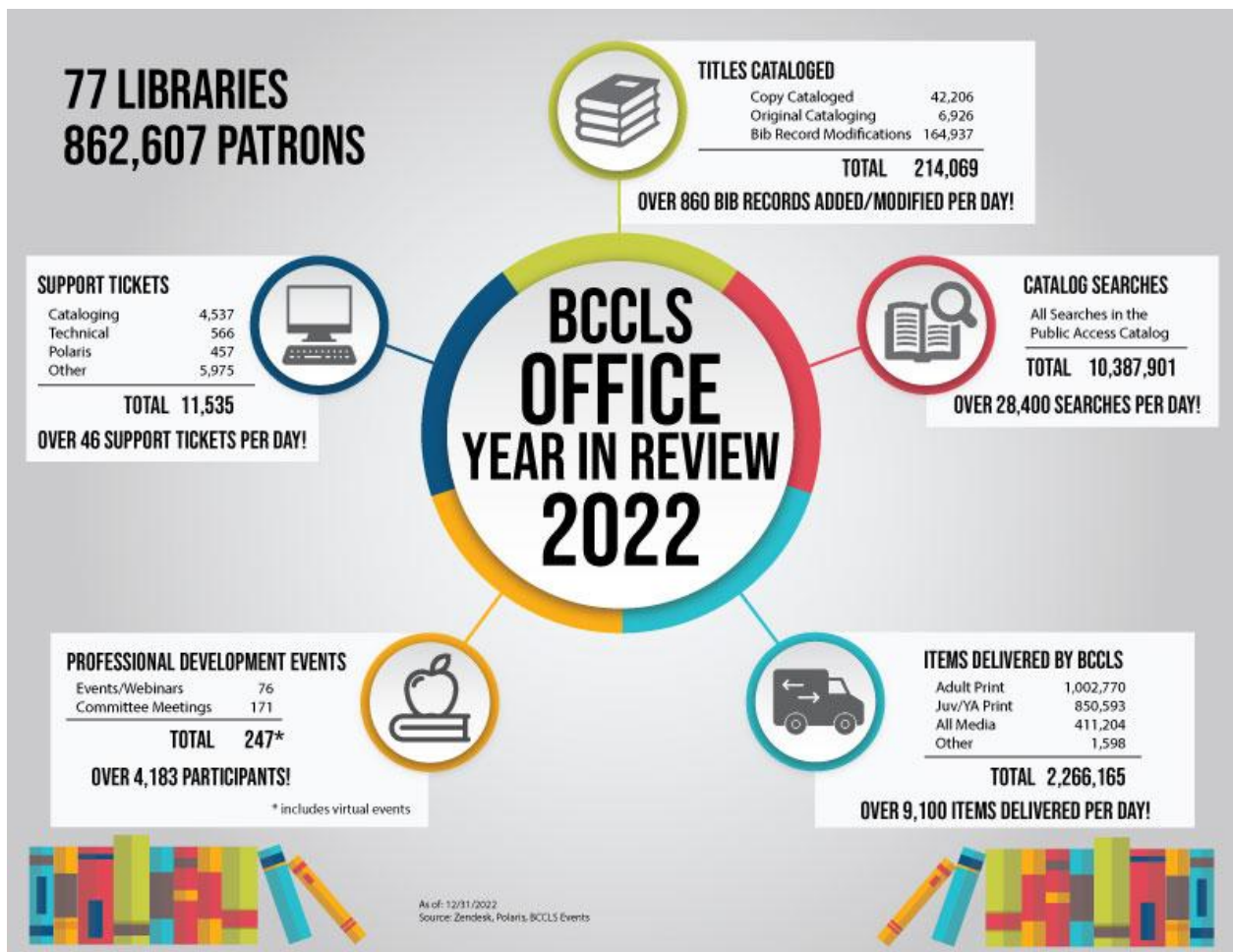
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2. Meeting Room Use: The meeting rooms have been increasingly busy with a number of repeat uses. The rooms were used by 2 community groups and the Township twice for a total of 5 times with approximately 265 attendees in December. For the year, the rooms were used for 65 meetings/events (37 community groups, 2 BCCLS and 26 Township) with 2,003 people in attendance.

3. Patron Engagement: Foot traffic was slightly lower in December 2022 than 2021. This could be a result of additional holiday closures. Overall, annual in-person visits increased from 42,819 to 44,553 from the previous year.

3. BCCLS: I have included a Year in Review infographic to highlight the services the public and the 77 member libraries receive through BCCLS. The consortium is a great example of shared resources.



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**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 9:04 pm.

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

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Margaret Chagares, Board President

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Laura Leonard, Library Director