

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES
July 19th, 2023 Board Meeting Minutes
7:30 PM, Wyckoff Public Library

“The July 19th 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, Lauren DeKorte, Kathleen Lane, Donna Macaluso, Lori Peters, Tom Madigan, Brian Saxton

Absent: Tony Donato, Peggy Chagares

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

Public Comments:

Board Business:

Secretary's Report:

The June 17th, 2023 Wyckoff Library Board of Trustees Meeting Minutes was distributed and Ms.DeKorte invited questions or comments.

Motion by Lori Peters seconded by Kathleen Lane to approve the June 2023 Secretary's Report.

Voting in favor: Vince Antonacci, Lauren DeKorte, Kathleen Lane, Donna Macaluso, Lori Peters,

Abstaining: Tom Madigan, Brian Saxton

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Treasurer's Report

The June 2023 Treasurer's Report was distributed and Ms. DeKorte invited questions or comments.

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

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

Abstaining: Tom Madigan

Voucher List

The July 2023 Voucher List was distributed and Ms. DeKorte invited questions or comments.

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

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

RESOLUTION # 2023-11 : Payment of Vendors in Advance
Authorize payments to vendors in August when a board meeting is not scheduled

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).]

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1. Amazon - DVDs	\$600.00
2. Amazon - Books	\$100.00
3. Amazon Supplies/Maker	\$400.00
4. Associated Fire Protection	\$2,000.00
5. Baker & Taylor	\$300.00
6. Blackstone Audio	\$600.00
7. Broadvoice	\$530.00
8. Cartridge World	\$400.00
9. Cengage Learning	\$400.00
10. DeLage Landen	\$420.00
11. Denise Marchetti	\$200.00
12. Dolores Goetschius	\$100.00
13. Donna Barone	\$250.00
14. Environmental Climate Control	\$350.00
15. Giulia Bombace	\$250.00
16. Horizon Climate	\$56.00
17. Ingram Library Services	\$6,500.00
18. Jennifer Ragucci	\$50.00
19. Johns Aquarium	\$250.00
20. Laura Leonard	\$150.00
21. Marshall Schwartzman	\$200.00
22. Midwest Tape (Hoopla)	\$4,000.00
23. Optimum	\$320.00
24. Overdrive	\$4,200.00
25. Pages Printing Graphics	\$152.00
26. PSE&G	\$200.00
27. ReadyFresh	\$150.00
28. Riley McArthur	\$150.00
29. R&S Landscaping	\$840.00
30. Rockland Electric	\$4,000.00

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31. Staples Advantage	\$450.00
32. T-Mobile	\$240.00
33. Uncle Louie G	\$765.00
34. Wyckoff Township	\$55,426.00

Motion by Vince Antonacci seconded by Brian Saxton to approve Resolution 2023-11: Payment of Vendors in Advance in August when a board meeting is not scheduled.

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

RESOLUTION #2020 - 12 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).

DoJo Paramus, #25738, \$150.00, 7/25 Women's Self Defense Program
Casey Carle, #25776, \$795.00, 8/2 Children's Program
Hope's Promise, #25771, 8/4 Children's Program
Agostino Arts, #25772, 8/9 Children's Program
Frank Mortimer, #25774, \$300.00, 8/10 Honeybees Program
Liberty Science Center, #25737, \$625.00, 8/10 Children's Program
Mallory Mortillaro, #25770, \$300.00, 8/15 Zoom Masterpiece Theft Program
Learning Exchange Edu, #25769, 8/17 Teen Program
Jenkinson's Aquarium, #25775, \$150.00, 8/23 Zoom Children's Program
Splash Lab, #25773, \$434.00, 8/23 Children's Program

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Motion by Lori Peters seconded by Brian Saxton to approve Resolution 2023-12: Payment of Vendors in Advance.

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

Other Financial Matters

The draft of the audit was received. It will be reviewed and any questions will be submitted to the auditors.

General

Summer Reading Program

Ms. Leonard reported that participation is near pre-pandemic numbers. Teen registration is up to 70. Several businesses in town donated gift cards for prizes - Benares, Jersey Mikes, Pizza Love, Pizzeria Manderla, Willow and Whisk, Wyckoff Deli. Thank you cards were sent to those businesses and appreciation for donations were also posted on social media.

Old Business

Strategic Plan

Ms. Leonard gave the revised version of the Strategic Plan to the board. Mr. Madigan suggested several edits that were noted. Ms. Leonard will make revisions and share the new draft with the board.

Motion by Donna Macaluso seconded by Vince Antonacci to approve with edits.

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

MakerSpace Policy and Procedures

Several small changes were made to the policy. It was reviewed by the Policy Committee.

Motion by Lori Peter seconded by Brian Saxton to approve the revised MakerSpace policy.

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

Director's Report

Day in the Life

June 21st was the kickoff for our Summer Reading Program for all ages. The library was bustling and full of excitement. Circulation for the day was over a thousand, but those numbers are only part of the story. We heard oohs and aahs as patrons walked in and took in the new decorations...lots of looking up at the kites! Once again I heard neighbors who hadn't seen each other in a while greeting one another. I overheard a woman on her cell phone saying, "We're at the library signing up for summer reading. You should come down!" The sign posted behind the Circulation Desk reads, " Our library puts the unity in community" and we surely felt it on this day.

Administrative

Lisa Apsey retired on July 3rd. Jeremy Chartier began as the full-time Senior Circulation Assistant on July 10th. Susan Valenta, Pat Gioe and I are spearheading the onboarding and training. Jeremy is also responsible for coordinating the meeting room reservations.

The new Meeting Room policy has been distributed to staff and posted on our website. The application form has been updated.

I completed the draft of the Strategic Plan to incorporate suggestions from the June Board of Trustees meeting.

Rizzo Children's Room

submitted by Denise Marchetti

The first three and a half weeks of our 2023 Kids Summer Reading Club, *All Together Now*, have been amazing! We currently have 613 participants, with 558 in-person registrants, and 55 online through Beanstack. Kids of all ages have been excitedly logging their reading and learning activities, and sharing it all with us weekly. Our events, shows, and classes have been very successful, with great attendance and feedback. We are offering a wide variety of programs for kids of all ages and families at varying times, including partnering with Mathnasium Wyckoff for a fun family math game evening. I am looking forward to continuing to offer many interesting literacy, educational, recreational, and entertaining activities and events in the upcoming summer weeks.

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I would like to give a huge thank you to our Children's Staff; Donna Barone, Dolores Goetschius, and Heather Layng for doing such a wonderful job decorating the Rizzo Children's Library! It looks awesome, and is such a festive and inviting space for our community to enjoy together. I have put out a bunch of puzzles and a chess set that are very popular too.

Kids have been writing poems and drawing pictures about our library, and we are displaying them on our StoryWalk outside the library. Patrons of all ages have commented on how they have been enjoying them.



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Adult

submitted by Veronica Potenza, Michael DeVincenzo

Participation in the Adult Summer Reading program is going well. 96 raffle tickets were submitted prior to the July 7th drawing and 24 online reviews! The majority of participants are using paper forms, but we do have 28 adults utilizing Beanstack to record their reading online.

Some recent highlights from adult programming events include a visit by Michael DeVincenzo to the monthly July meeting of Wyckoff's Activities Unlimited club, where he gave a 1 hour presentation on protecting your identity online to 48 members of the club. It was well received.

Finally, Brielle Bleeker hosted a pair of nature-centric programs, including a presentation by the President of the Hackensack Riverkeeper conservation group, as well as a presentation on beneficial backyard weeds by Mayernik Kitchen.

Upcoming programming includes a lecture on famous art heists by art historian Mallory Mortillaro, tips on how to promote longevity by Dr. Ray Milazzo, and a presentation on honeybees by Professor Frank Mortimer of the Cornell University Master Beekeeping Program.

We continue to offer two Monday Movies per month, knitting twice a month (one daytime and one evening session), monthly tabletop gaming and An Hour of Calm (coloring and puzzles).

Our collection and development efforts continue to center on weeding to keep the collection relevant and fresh as well as buying enough copies of popular books to adequately meet the demands of our patrons both in Wyckoff and in the BCCLS consortium.

A regular patron praised the library and said it feels like her second home, because no matter how lonely she gets, she knows she can come here to talk and see smiling faces.

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Teen

Riley has been working to coordinate this year's group summer volunteers. Currently, we have 10 teen volunteers who are provided assistance with various tasks, including shelving and facing the teen section, craft prep and packaging, and preparing social media posts!

She is also working on weeding the teen fiction collection, which will help her to replace worn titles and remove less popular titles. Her work on expanding the teen graphics is ongoing, and has been positively commented on by patrons!

The Teen Summer Reading program is off to a great start. We currently have 67 teens registered to log their reading and earn rewards, and a reported 41,927 minutes read among them so far! Our teen patrons are loving the new rewards format, which is currently broken up into three tiers of different value & redemption cost. This system allows them to save their rewards up, which can then be designated as they choose.

Teen programming has been going well. Patrons are enjoying our regular in person programs, as well as the inclusion of passive programming in the teen space. At the July Cookies & Coloring session, Riley was able to interact with a group of teens coloring and chatting about recent reads and to-reads. Patrons are looking forward to upcoming programs including an engineering workshop on futuristic cars & a tie-dye party!

Technology/Social Media

Veronica and Laura made two Instagram reels (one for tools and one for board games) to promote the new additions to the Library of Things collection.

MakerSpace

There have been a number of programs offered in the MakerSpace combining one-on-one, small group, drop-in and appointment formats. One very successful new program was to design your Graduation Cap program. Jenn received an email from a graduate with cap in hand after the ceremony!

Professional Development

Susan Valenta attended a Circulation Committee meeting in mid July.

Buildings & Grounds

I scheduled the replacement of the LED lights in the Children's Room for late August or early September. The Rizzo Room is too busy to safely complete the work until summer reading winds down.

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The window repair in the Shotmeyer Room is scheduled for July 17th. I also contacted our landscaper to be sure that they are using the deflectors on the mowers properly.

I scheduled AV upgrade and installation to begin the second week of September. Jeremy Chartier, our new Senior Circ Assistant has been made aware of the schedule and how it may impact the reservation of the meeting rooms.

Friends of the Wyckoff Library

Many thanks for the funding that allowed us to greatly expand the Library of Things through the purchase of tools, equipment and games. The lawn games went out almost immediately as did the bubble machine, projector, screen and binoculars! Thanks to Steph Crispini for helping me to prepare the items for circulation and to all the members of the Circ Department for checking the many parts after each borrow.

Community Partnerships

I am helping Sabrina Adams with her Girl Scout Gold Award addressing the Spotted Lanternfly problem. She plans to present a program to the public at the end of the summer.

June Circulation Report Highlights

1. Circulation: We are seeing continued rise in circulation from 2022 in both print and digital of 11%. Interest in digital has not subsided with a 14% increase YTD from 2022 to 2023. Children's print circulation has demonstrated the strongest recovery with fiction, non-fiction and teen also recording an increase. Media continues to decline, but at a less dramatic rate than last year.

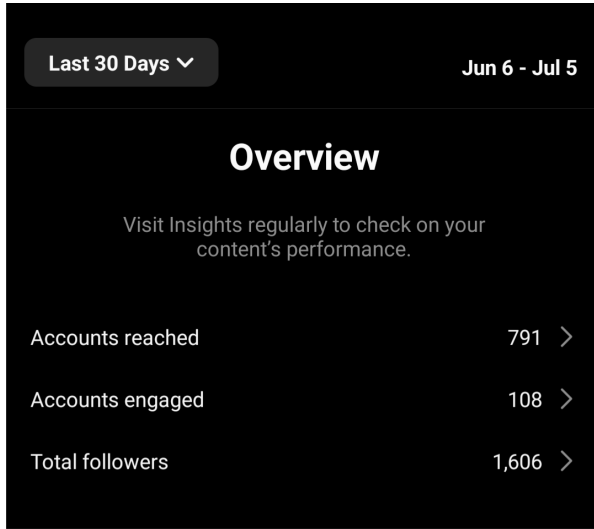
2. Meeting Room Use: The meeting rooms continue to be very busy.. Outside groups have hosted 62 programs with 2,892 attendees so far in 2023 up from 33 meetings with 720 attendees. It is of note that the Junior Police Academy once again used the Shotmeyer Room during the last week of June. This year they enrolled just over 100 cadets! This definitely increased foot traffic in the building.

3. Patron Engagement: Foot traffic also continues to increase significantly, over 47% compared to 2022. This can be partially attributed to more programming, meetings, preschool visits, scout visits and more people returning to in-person browsing. The library presented 49 programs in June. YTD comparisons for the first half of the year are very strong. We offered 287 programs with 4,803 participants in 2022 compared to 350 programs with 7,989 participants so far this year.

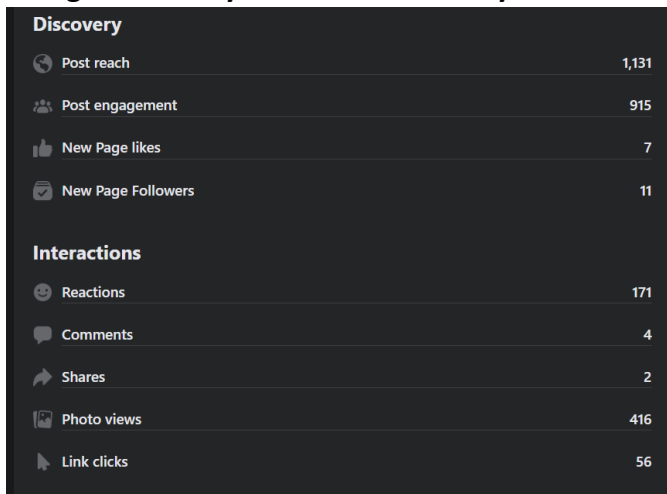
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Facebook activity from the last 28 days:



Instagram activity from the last 30 days:



Website activity from the last 28 days:

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	8,245 100% of total	3,399 100% of total	2.43 Avg 0%
1 Wyckoff Free Public Library	4,328	2,474	1.75
2 Children's Programs – Wyckoff Free Public Library	749	363	2.06
3 Events – Wyckoff Free Public Library	620	320	1.94
4 Summer Reading 2023 – Wyckoff Free Public Library	453	284	1.60
5 Hours/Holidays – Wyckoff Free Public Library	180	130	1.38
6 Ramapo High School Yearbooks – Wyckoff Free Public Library	145	111	1.31
7 Museum Passes – Wyckoff Free Public Library	136	95	1.43
8 Adult Programs – Wyckoff Free Public Library	120	95	1.26
9 Contact Us – Wyckoff Free Public Library	105	79	1.33
10 Digital Collections – Wyckoff Free Public Library	105	97	1.08

Twitter activity from the last 28 days:

28 day summary with change over previous period



Adjournment

Motion by Lori Peters second by Brian Saxton to adjourn the meeting. All were in favor and the meeting was adjourned at 8:43 pm.

The next meeting will be held on Wednesday, September 20th, 2023.

Margaret Chagares, Board President

Laura Leonard, Library Director