

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

June 21st, 2023 Board Meeting Minutes

7:30 PM, Wyckoff Public Library

“The June 21st 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, Kathleen Lane, Donna Macaluso, Lori Peters

Absent: Tony Donato, Tom Madigan, Brian Saxton

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

Public Comments:

Board Business:

Secretary’s Report:

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

Motion by Lori Peters seconded by Kathleen Lane to approve the May 2023 Secretary’s Report.

Voting in favor: Peggy Chagares, Lauren DeKorte, Kathleen Lane, Donna Macaluso, Lori Peters

Abstaining: Vince Antonacci

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES
June 21st, 2023 Board Meeting Minutes
7:30 PM, Wyckoff Public Library**

Treasurer's Report

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

Motion by Lori Peters seconded by Vince Antonacci to approve the May 2023 Treasurer's Report.

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

Voucher List

The June 2023 Voucher List was distributed and Ms. Chagares invited questions or comments.

Motion by Lori Peters seconded by Kathleen Lane to approve the June 2023 Voucher List.

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

RESOLUTION # 2023-10 : 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).]

Lisa Lou Entertainment, #25673, \$650.00, 7/5 Children's Circus Performance
The Motion Orchestra, #25721, \$250.00, 7/11 Children's Program

FINAL

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June 21st, 2023 Board Meeting Minutes

7:30 PM, Wyckoff Public Library

Specialty K-9 Search & Rec, #25719, \$175.00, 7/13 Children's Program
Evan Weiner, #25734, \$150.00, 7/13 Rock & Roll Lecture
Joel Farkas, #25672, \$275.00, 7/18 Lecture
Learning Exchange Educ Consulting, #25674, \$120.00, 7/19 Teen Program
Marian Gehman, #25669, \$650.00, 7/19 Children's Program
Christine Hsiao, #25733, \$270.00, 7/25 Children's Felting Program
Robert Rivest, #25728, \$400.00, 7/26 Children's Program
Closter Nature Center, \$200.00, 7/26 Children's Nature Program
Andrea Laregina, #25727, \$290.00, 7/27 Children's Nature Program
The Artful Easel, #25726, \$275.00, 7/31 Children's Acrylic Painting Workshop

Motion by Lori Peters seconded by Kathleen Lane to approve Resolution 2023-10: Payment of Vendors in Advance.

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

Other Financial Matters

General

2024 Closed Dates

Monday, January 1 (New Year's Day)

Monday, January 15 (Martin Luther King, Jr. Day)

Monday, February 19 (Presidents' Day)

Sunday, March 31 (Easter)

Sunday and Monday, May 26 and 27 (Memorial Day weekend)

Thursday, July 4 (Independence Day)

Saturday, August 31st, Sunday and Monday, September 1 and 2 (Labor Day weekend)

Wednesday, November 27 - early closing at 5:00 PM

Thursday, November 28 (Thanksgiving)

Friday, November 29 (day after Thanksgiving)

Tuesday, December 24 (Christmas Eve)

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES
June 21st, 2023 Board Meeting Minutes
7:30 PM, Wyckoff Public Library

Wednesday, December 25 (Christmas Day)

Tuesday, December 31 (New Year's Eve)- early closing at 1pm

The Library is closed on Sundays in July & August.

Motion by Lori Peters seconded by Lauren DeKorte to approve 2024 Closed Dates.

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

2024 Board of Trustee meeting dates

Wyckoff Library Trustees meet on the third Wednesday of each month at 7:30 pm in one of the library's meeting rooms (except the month of August or as indicated).

January 17, 2024

February 21, 2024

March 20, 2024

April 17, 2024

May 15, 2024

June 19, 2024

July 17, 2024

August - no meeting

September 18, 2024

October 16, 2024

November 20, 2024

December 18, 2024

Motion by Lauren DeKorte seconded by Vince Antonacci to approve 2024 Board of Trustee Meeting Dates as revised.

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

MakerSpace Policy and Procedures

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

June 21st, 2023 Board Meeting Minutes

7:30 PM, Wyckoff Public Library

Several small changes were made to the policy. It is under review by the Policy Committee. It will be brought before the board at the next meeting.

Old Business

Strategic Plan

Ms. Leonard handed out the completed Strategic Plan to the board. The Strategic Plan priorities were discussed as well as the areas that need improvement. Ms. Macaluso commented on the thorough Technology Plan. Ms. Chagares commented on the quality of the plan as a whole. Ms. Peters suggested that wording be changed to include the Technology Plan as an additional strategic priority so that it is easier for patrons to understand. Ms. Leonard suggested adding technology needs to the already outlined strategic priorities and the board agreed.

Meeting Room Policy

Several small revisions were made to the Meeting Room Policy to add clarification to the existing policy. It was reviewed by a lawyer after the Policy Committee completed the revisions.

Motion by Lori Peters seconded by Donna Macaluso to approve the revisions to the Meeting Room Policy.

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

Director's Report

Day in the Life

On Tuesday, May 23rd a family consisting of a grandmother, mother, first grader approached the Reference Desk. The mom explained that the grandmother was looking for books like those by Sidney Sheldon. The grandma explained to me that she read all of those and has many autographed copies but hasn't read anything else in years. The grandma was inspired to visit and start reading again after her grandson received his card and came on his First Grade visit to the library! I walked the family to the shelves and showed them a few options. I also had a chance to ask the first grader what they picked out and we discussed his selections including a graphic novel version of *The Wings of Fire*, which I had just started. These types of intergenerational experiences are one of the unique opportunities public libraries can provide.

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES
June 21st, 2023 Board Meeting Minutes
7:30 PM, Wyckoff Public Library

Administrative

Responses to Mr. Goetting's questions from the May 17th meeting were prepared. I called Mr. Goetting on May 18th to let him know that he can pick up the written responses at his convenience. Input and review provided by Ms. DeKorte and Ms. Chagares. This is the same procedure that was followed in response to Mr. Goetting's questions from the April 19th meeting.

Lisa Apsey is retiring and her final day will be July 3, 2023. Lisa began as a part-time Circulation Assistant and transitioned to full-time taking on the responsibility of meeting room coordination. She will be missed by her co-workers and patrons!

Rizzo Children's Room

submitted by Denise Marchetti

I am happy to report that we had very successful visits with all Wyckoff 1st graders! We love seeing them come into the Rizzo Children's Library proudly wearing their lanyards and attached library cards! Many parents have commented on how excited their kids were when they returned home from their visit, eager to return to the library right away! A mom who had been a chaperone recognized me as I was standing in line to get a coffee at Dunkin Donuts. She came up to me and said that she was so impressed with my enthusiastic and informative presentation to the kids, which made her daughter and herself love coming to the library and realize all that it offers them.

We are super excited for Summer Reading Club 2023, *All Together Now*, to begin on June 21st! Kids of all ages can register online in Beanstack or in-person. There will be lots of great incentives and opportunities for kids to share what they are reading throughout the summer, with our ultimate goal of fostering a love of reading in them. In addition to reading challenges, there will be fun learning and activities challenges for kids to complete. I anticipate a very lively summer in the Rizzo Children's Library, as we offer a wide variety of classes, performances, activities, events, and family shows throughout, led by Children's staff as well as outside instructors and performers. I've had many parents share that they are looking forward to attending all of our awesome events!

Adult

Submitted by Veronica Potenza & Michael DeVincenzo

A Wyckoff resident who is renovating their kitchen found a variety of papers from the 1950s belonging to the previous owners behind a counter. They very kindly donated them to the library. There were bills, photos, cards, and letters. Veronica found their

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES
June 21st, 2023 Board Meeting Minutes
7:30 PM, Wyckoff Public Library

children's names in an obituary and was able to contact one of their sons, who very happily came to pick them up.

A patron approached a Circulation staff member to express her gratitude. She explained how happy it makes her to see the rainbow flag outside (Township flagpole) and our "Read with Pride" display because she got a lot of hate from her family when she came out years ago and now she feels seen and supported.

The Library hosted a very special event this month, a "Meet the Local Author" event with Terri-Lynne DeFino, who now lives in Connecticut but spent most of her childhood in Wyckoff, including many hours at the library. The library gave her the inspiration to try writing her own novels, and her latest, "Varina Palladino's Jersey Italian Love Story" is a hit with both critics (a starred review in *Booklist*) and readers alike. Our staff member Brielle Bleeker did a great job serving as the moderator/interviewer for the event, and the crowd included many of Ms. DeFino's childhood friends and even her parents. Several aspiring local authors in attendance said they found Ms. DeFino's open discussions about her experiences navigating the world of publishers and agents, along with a look at her personal writing routine, to be very informative and inspirational.

We were also thrilled to host Wyckoff author Paul Semdinger and New York Yankees legend Roy White to discuss their new book, "Roy White: From Compton to the Bronx". Approximately 60 people attended this special event. Mr. Semdinger and Mr. White began with a casual, interview style presentation. This was followed by a Q&A. Patrons who were interested could purchase a book to be signed. A number of people also had memorabilia. A attendee who had driven from PA brought a gift for Roy - a framed cartoon from the Daily News. Mr. White had signed this cartoon for the man about a decade earlier and commented that he did not have a copy of his own. This fan went online to buy it, frame it and gift it to Mr. White.

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES
June 21st, 2023 Board Meeting Minutes
7:30 PM, Wyckoff Public Library**



Our Technology programming this month included additional sessions of our very popular One on One Tech Help delivered by Veronica and Michael. Next month, Michael will be visiting with the members of the Adventures Unlimited club to deliver a presentation on protecting your identity and personal data online. In September, Michael will offer a new presentation on the new world of artificial intelligence and chatbots.

On the collection and development front, Michael recently completed weeding the “mass market” paperback collection, while Laura completed an extensive weeding project of our CD collection. We also recently consolidated our reference book holdings to free up a more prominent space to shelve the adult graphic novels collection. All of these projects will help to utilize our space more efficiently and connect patrons to the most relevant parts of our collection.

Teen

Submitted by Riley McArthur

This month, Riley has been working on coordinating the transition of volunteers into our summer volunteer program. She has been working with students to find suitable service opportunities within the library. These opportunities will be both virtual and in person, to accommodate schedules and provide a variety of activities which can be used in the teen section and on our social media.

FINAL

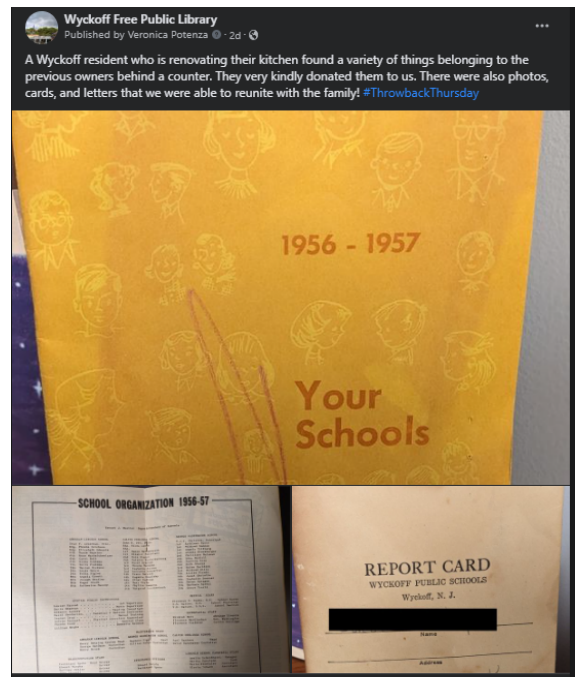
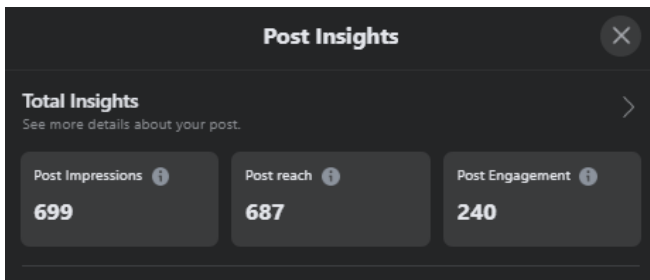
WYCKOFF LIBRARY BOARD OF TRUSTEES
June 21st, 2023 Board Meeting Minutes
7:30 PM, Wyckoff Public Library

Riley has also been working on the library's virtual summer reading component. She has updated the summer reading challenges to reflect this year's themes, events, and reading incentives for the adults and teens.

Riley has also been communicating with the library media specialists at the middle and high schools to obtain summer reading lists and make sure that we have titles available to students.

Technology/Social Media

Our most popular post this month so far (these documents were found during the kitchen renovation referenced above):



Professional Development

Veronica attended the fourth and final session of the BCCLS supervisory training series at Bergen Community College. It covered time management, task delegation, and goal setting.

I attended the BCCLS System Council on June 15th. BCCLS will be expanding from 77 libraries to 78 with the addition of the South Orange Public Library.

Buildings & Grounds

The majority of the equipment for the AV upgrade has been received by our installer, but they are waiting on the touchpads. They have been able to work on much of the programming. I anticipate the installation to be completed this summer.

The phone system has been upgraded to VOIP. The phones themselves were also replaced.

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES
June 21st, 2023 Board Meeting Minutes
7:30 PM, Wyckoff Public Library

Friends of the Wyckoff Library

The Friends have approved additional funding for digitization of local history materials. I will be reaching out to the Wyckoff Historical Society to coordinate and prioritize efforts.

The Dr. Dubious concert is being rescheduled for the fall.

Approval was given to expand the Library of Things through the purchase of tools, equipment and games.

Community Partnerships

The library continues to be a polling location and I opened early on the Primary Election Day. Staff printed a number of directional posters for the Memorial Day parade. The inaugural series of Citizen Police Academy was held primarily at the library (7 of 8 sessions).

We continue to partner with multiple scouts on a variety of projects.

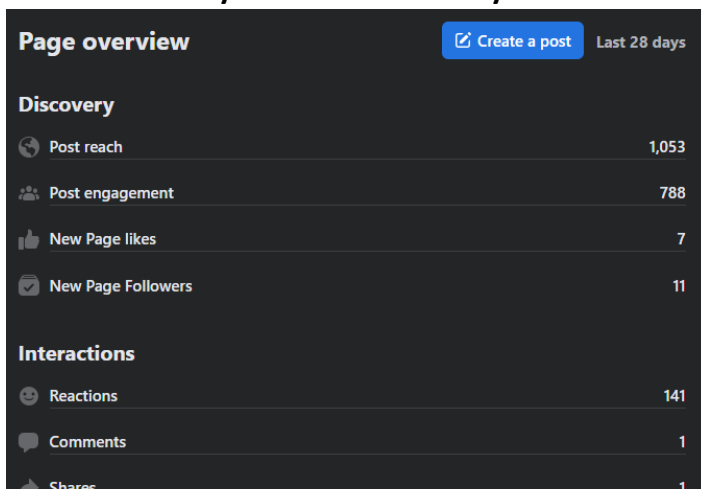
May Circulation Report Highlights

1. Circulation: We are seeing continued rise in circulation from 2022 in both print and digital of 11%. Children's print circulation has demonstrated the strongest recovery with media continuing to decline.

2. Meeting Room Use: The meeting rooms continue to be very busy. More scout ceremonies have taken place or are scheduled and the police and recreation department have made use of the rooms. In May the rooms were used by non-library groups 10 times with 232 attendees (Election Day polling is not included).

3. Patron Engagement: Foot traffic also continues to increase significantly, over 43% compared to 2022. This can be partially attributed to more programming, meetings, preschool visits, scout visits and more people returning to in-person browsing. All first grade visits were held in person as opposed to three in-person and one hybrid in 2022.

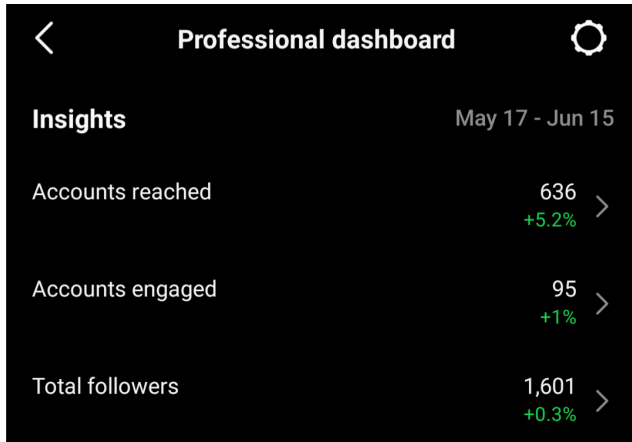
Facebook activity from the last 28 days:



FINAL

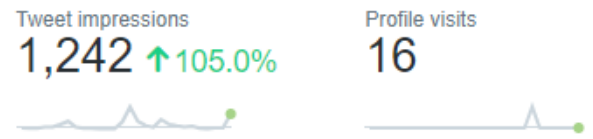
WYCKOFF LIBRARY BOARD OF TRUSTEES
June 21st, 2023 Board Meeting Minutes
7:30 PM, Wyckoff Public Library

Instagram activity from the last 30 days



Twitter activity from the last 28 days:

28 day summary with change over previous period



Website activity from the last 28 days

Page path and screen class	Views	Users
	6,596 100% of total	2,831 100% of total
1 /	3,872	2,226
2 /events	512	212
3 /children/childrens-programs-2	466	203
4 /ramapo-high-school-yearbooks	152	117
5 /adults/programs	137	87
6 /hours	106	79
7 /staff	100	73
8 /museum-passes	97	64
9 /calendars-2	95	63
10 /contact-us	85	62

Adjournment

Motion by Lori Peters second by Vince Antonacci to adjourn the meeting.
All were in favor and the meeting was adjourned at 8:51 pm.

The next meeting will be held on Wednesday, July 19th, 2023.

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES
June 21st, 2023 Board Meeting Minutes
7:30 PM, Wyckoff Public Library

Margaret Chagares, Board President

Laura Leonard, Library Director