

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

March 15, 2023 Board Meeting Minutes

7:30 PM, Wyckoff Public Library

“The March 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 (7:45pm), 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:

New Trustee Training

Donna Macaluso and Kathleen Lane have been made aware of the new trustee training sponsored by the Virtual State Library. Ms. Leonard handed out the BCCLS Trustee newsletter which includes information about upcoming workshops and other useful information.

Financial Disclosure Forms

The Financial Disclosure Form login have not been received from the state. As soon as it is received it will be passed along to all trustees.

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Secretary's Report:

The February 15, 2023 Wyckoff Library Board of Trustees Meeting Minutes was distributed and Ms. Chagares invited questions or comments.

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

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

Abstain: Kathleen Lane, Tom Madigan

Treasurer's Report

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

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

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

Voucher List

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

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

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

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RESOLUTION # 2023-7 : 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).]

Janet C. Mandel #25540, \$260.00, Lecture 3/27
Carol Simon Levin #25539, \$250.00, Lecture 3/29
The Artful Easel #25500, \$175.00, Virtual Sketch 4/17

Motion by Lauren DeKorte seconded by Vince Antonacci to approve Resolution 2023-7: Payment of Vendors in Advance.

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

Other Financial Matters

Everything is prepared for the audit, thanks to Pat Gioe. We are awaiting an appointment with the auditor.

General

New Jersey State Library Annual Survey, aka State Report

The State Report was submitted last week along with the form required from the Township CFO. Ms. Chagares reviewed the report and verified it before it was submitted.

Old Business

Strategic Plan

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350 responses have been collected so far. Monday, March 20th will be the last day for patrons to submit a response. Last time data was collected for the strategic plan only 250 had been collected.

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.

Lighting Upgrade

The representative from FSG who is contracted through the NJ Clean Energy Program has been super responsive and has started claims for some of the fixtures. In the interim, he has put fluorescent lights in the children's department until a better solution is found to replace the lights that were overheating.

Director's Report

Day in the Life

Some days are busy behind the scenes as well as in the public. Friday, March 3 started off at 8am with the inspection of the fire alarm and extinguishers (I schedule the alarm testing before we open - it's very loud), as well as a visit from the electrician to tend to fixtures our staff cannot safely reach (over the stairs going to the lower level and large, recessed lights in the ceiling of the Rizzo Children's Room). There was also an unscheduled call to the HVAC company after I observed water on the floor near the boiler.

The activity continued. Shortly after the library opened we welcomed visitors from Christian Health Care who are transported monthly by van. Staff know many of these visitors by name. One staff member warmly helped a gentleman get his coat on. While the seniors finished making their selections they crossed paths with some of our youngest visitors who arrived for Toddler Tales.

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Throughout the day we helped people locate and request books & DVDs (ie. The Midnight Library, The Watchmaker's Daughter, The Hollow Mountains, Law & Order seasons 19 & 20); providing phone numbers for various agencies and assisted with scanning of documents to be emailed.

Administrative

I completed the New Jersey State Library Annual Survey, aka State Report. There were additional reporting requirements pertaining to programming this year. The draft was reviewed by Peggy Chagares and submitted.

I continue to follow-up on various B&G issues. See details below.

Pat Gioe completed preparing for the audit and reached out regarding scheduling. They are still completing work for their educational clients, but we will be scheduled later this spring.

Rizzo Children's Room

I am very happy to report that our Winter Reading BINGO challenge was a great success! Two hundred seventy-six kids of all ages participated, enthusiastically sharing all that they had read, designed, built, wrote, created, made, cooked, learned, imagined, and did throughout!

In addition to our very popular storytimes, art workshops, science classes, and book clubs, we offered several drop-in events during the winter break week, including a sensory storytime for kids who enjoy a lot of movement as well as Miss Jolie's Move & Groove, a fun and energetic performance that had kids ages one through six (and many adults too) dancing and singing throughout! I definitely plan to have Miss Jolie bring her music back to our library for future events.

I was invited by Gail Cordello, Sicomac School media specialist, to be a mystery reader during Read Across America Week! I read *The Fantastic Flying Books of Mr. Morris Lessmore* by William Joyce as well as the first chapter of *The Wild Robot* by Peter Brown to a second grade class. The kids enjoyed the stories, and I was super happy that they all recognized me from the library! Many of them also remembered visiting the library virtually last year and receiving their very own library cards.

I was invited by Jackie Husstege, Lincoln School media specialist, to attend a presentation by meteorologist and children's author, Dylan Dreyer. It was wonderful seeing so many kids that regularly visit our library engaged and asking questions, and we now have signed copies of her books! I actually saw a couple of the kids later in the afternoon for Little Learners. They commented that it was a great day because they got to meet an author, and see Mrs. Marchetti at their school!

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We are currently displaying Pinewood Derby cars created by Wyckoff Cub Scouts Pack 309. The cars are all amazing and unique, and sure to be a hit with kids who visit the library!

First Grade visits will soon be underway, with Coolidge School visiting on March 22nd, and Sicomac School visiting on April 5th! This is truly an exciting time at the library for all of us!

Adult

I was contacted by the Alzheimer's Association of Greater New Jersey about serving as the location for a roundtable discussion with Representative Gottheimer. The meeting was scheduled for Sunday, February 26 at 11. Although I was out of town, Therese Jones opened the library early to greet the visitors and provide a library tour at the end of the meeting.



As you may have noticed, the programming calendar for adults continues to expand. In addition to Brielle Bleeker, who splits her time between programming and Circulation and Michael DeVincenzo, there are numerous staff contributing to arranging, facilitating or leading programs and one-on-one sessions.

February featured a variety of programming for adults. There was a particular emphasis on Black history to celebrate Black History Month. We featured a virtual program on the history of Black music in America by Karlus Trapp, as well as a very special performance by professional actor Marvin Jefferson as Dr. Martin Luther King. Jefferson performed a dramatic reenactment of King's famous sermon making the argument against US involvement in the Vietnam War.

The Escapist Book Club hosted by Brielle Bleeker had its second successful meeting as they discussed "Something Wilder" by Christina Lauren, while the Friends of the Wyckoff Library Book Club held its February meeting featuring a spirited discussion of "The Barbizon: The Hotel That Set Women Free" by Paulina Bren.

Michael DeVincenzo held his second monthly tech seminar on the topic of "Protecting Your Identity Online". The program was well received by a member of Wyckoff's "Adventures Unlimited" club, and Michael will be presenting "How to Protect Your Identity Online" for a full meeting of the club in July.

Veronica Potenza and Michael also held their first series of "One on One" tech help sessions for Wyckoff residents, which were well attended and received.

The "Art of the Board" and "Natural Ways to Care for Your Health with Essential Oils" were both very well received. Susan and Jenn had their first Pinterest Pick of the



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Month craft class in February. It was a full house and everyone enjoyed creating valentines wreaths to hang on their front door. Susan and Jenn are excited to be carrying on this program and have a lot of great ideas to keep our patrons crafting. The Artful Easel painting class was rescheduled to March 30th due to snow. The virtual sketch classes are underway.

In honor of Women's History Month we will be hosting "ArtTalks: Sonia Delaunay: A Modern Language of Color", "Mothers of Invention" and "Women in Wellness".

Collection and Development

Adult collection and development has several points of emphasis for 2023. The first is to take a proactive stance toward buying multiple copies of very popular books to efficiently meet patron demand. A recent example of this strategy was the purchase of seven copies of "Spare", the blockbuster memoir by Prince Harry. All seven copies were checked out or placed on hold almost immediately. Our primary vendor, Ingram, has indicated that a new leasing program is on the horizon in the near future, which would allow the library to lease extra copies of popular titles for a period of time rather than purchase them outright.

Another point of emphasis for 2023 is to continue to monitor the ever changing media and technology landscape to buy video content on DVDs and Blu-Rays in the most strategic manner possible. Many of our patrons are discovering that legacy content hosted on streaming platforms such as HBOMax, Paramount+, and others can be removed without any warning as licensing agreements expire. Having permanent copies of enduringly popular content on DVD and Blu-Ray in the library's collection will likely remain important for this reason.

Teen

The Teen Winter Reading Program is complete. There were 20 participants who were very engaged. Information regarding programs is 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 appealing to visitors. Veronica Potenza utilized a report prepared by Riley McArthur to "weed" the teen collection.

Veronica is 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

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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

I attended a webinar, Legal Issues in Libraries, presented by the NJ State Library and NJ Trustees association. It was two-hours and focused on Free Speech Basics. The constitutional framework courts use to determine the constitutionality of a government regulation on speech, i.e., your library policy, limiting the free speech rights of patrons. Patrons: a review of principles and cases applicable to regulating patron behavior (codes of conduct), including the design of responses by the library that impact patron Liberty Interests, i.e., expulsion of a patron. Access to Library Spaces: a discussion of extant case law involving the use of public library meeting rooms by patrons. Use of content areas such as kiosks, bulletin board and display cases.

Veronica Potenza attended the first of a four part BCCLS Supervisor Training series. The series is being presented by the BCCLS LAMP (Library Administration, Management, and Personnel) Committee at Bergen Community College. The instructor Rita Williams-Bogar went over topics such as challenges for new managers, leadership styles, and effective communication strategies.

Susan Valenta attended her first BCCLS Circulation Committee meeting. The members of this committee are from the Circulation Depts of many libraries and they are working toward helping streamline the procedures that the circulation staff use at all BCCLS libraries.

Buildings & Grounds

- Window replacement & repair - the work is being scheduled.
- Security Cameras - installation was completed on March 2.
- AV upgrade - equipment is being ordered.
- Brown water - Mr. Cavallo reached out to Ridgewood Water again on March 9.
- Lighting - A representative from FSGI came out to examine the parts. He is working to get replacements. Those in the adult area should be covered by warranty - very straightforward. Those in the children's room seem to have been spaced improperly by Lime Energy (now Wildan). They were installed in an "enclosed" space (under the bookcase) and therefore are overheating. The rep is looking for an alternative fixture. He is contacting Lime/Wildan who should be responsible for the associated cost. He will also loop in the coordinator of the NJ Clean Energy upgrade program from the state.
- Fire alarm & extinguishers - The extinguishers have been tested and are all functioning properly. One repair to the alarm system and to an emergency light are required.

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- HVAC - a pressure valve on a pipe needed to be replaced. The expansion tank for the boiler needs to be repaired or replaced. I am waiting for estimates.

Friends of the Wyckoff Library

Digitization underway - first results were shared with me for review.

The Friends will meet in late March or early April. They are coordinating a lunch for staff during National Library Week. They have booked a concert on May 20th featuring Dr. Dubious Hot Jazz.

Community Partnerships

As mentioned above, the library hosted a community circle event for the Alzheimer's Association and Representative Gottheimer.

Denise Marchetti has been invited to attend Healthy Kids Day at the YMCA. If I am unable to attend with her, another staff member will. We had a great time last year! Denise will also be visiting preschool classes at the YMCA - the first time since the Covid pandemic.

Upcoming Days off

I will be out of the library on March 24 - 29.

February Circulation Report Highlights

1. Circulation: Monthly circulation is 17,206 which is an increase from February 2022. The library had one delayed opening due to snow (noon) in addition to one holiday closing for Presidents Day.

2. Meeting Room Use: The meeting rooms continue to be very busy. A number of Eagle Scout ceremonies have taken place or are scheduled. The Recreation Department will be using the Monroe Room for a series of cooking classes and the Police Department will be holding a training in the Shotmeyer Room. There is an increase in uses for the first two month (17 in 2023 from 11 in 2022), and the attendance is much higher (1,085 in 2023 from 235 in 2022). This is largest factor is one group hosting multiple large training sessions, but regardless room use is definitely on the rise post Covid. Thank you to Lisa Apsey for coordinating the rooms and to our custodians for set-up, breakdown and clean-up.

3. Patron Engagement: We registered more patrons and answered more questions than this time last year. Additionally, foot traffic was higher. This could be a combination of increased programming and mild weather.

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Here is a summary of Facebook activity for January 12-February 8.

Page overview	
Discovery	
Post reach	3,840
Post engagement	461
New Page likes	5
New Page Followers	14
Interactions	
Reactions	179
Comments	14
Shares	6
Photo views	76
Link clicks	33
Other	
Hide all posts	0
Unfollows	0

The library's website had 6,632 unique page views from January 12 - February 8.

The Events page has more views than the Children's Programs page (which is rare). This higher number is likely due to our increased number of programs.

Page title and screen class	↓ Views	Users	Views per user
	6,632 100% of total	2,932 100% of total	2.26 Avg 0%
1 Wyckoff Free Public Library	3,872	2,311	1.68
2 Events - Wyckoff Free Public Library	570	240	2.38
3 Children's Programs - Wyckoff Free Public Library	326	179	1.82
4 Ramapo High School Yearbooks - Wyckoff Free Public Library	170	113	1.50
5 Adult Programs - Wyckoff Free Public Library	158	109	1.45
6 Hours/Holidays - Wyckoff Free Public Library	100	78	1.28
7 Staff - Wyckoff Free Public Library	88	72	1.22
8 Museum Passes - Wyckoff Free Public Library	83	67	1.24
9 Contact Us - Wyckoff Free Public Library	82	64	1.28
10 New York Times Digital Access - Wyckoff Free Public Library	74	45	1.64

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Committee Updates

none

Adjournment

Motion by second by to adjourn the meeting.

All were in favor and the meeting was adjourned at 8:24 pm.

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

Margaret Chagares, Board President

Laura Leonard, Library Director