

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES

May 15, 2024 Meeting Minutes

7:30 PM, Wyckoff Public Library, 200 Woodland Avenue

Open Public Meetings Act Statement

“The May 15, 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.

Call to Order and Attendance:

Board Attendance: Vince Antonacci, Peggy Chagares, Lauren DeKorte, Tony Donato, Kathy Lane, Donna Macaluso, Lori Peters, Brian Saxton

Board Absent: Peter Melcchione

Staff Attendance: Laura Leonard, Library Director

Public Comment

Mr. Goetting attended the meeting and wanted to present an idea of how to fund the cost of the new fire department ladder truck for the town. Proposed that the Wyckoff YMCA, Wyckoff Library, Shop-Rite, house of worship and the public school district contribute monies to help pay off the ladder truck.

He also proposed selling the Larkin property to cover the town’s debt so that Wyckoff would be the first municipality to have no debt.

Board Business

Secretary’s Reports

Motion by Lori Peters seconded by Brian Saxton to approve the May 18, 2024 Board of Trustees Regular Meeting Minutes.

Voting in favor: Chagares, Donato, Lane, Macaluso, Peters and Saxton

Abstaining: Antonacci and DeKorte

Treasurer’s Report

A. April 2024 Treasurer’s Report– Operating

April 2024 Voucher List was distributed and Mr. Donato invited questions or comments.

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Motion by Brian Saxton seconded by Lori Peters to approve the April 2024 Voucher List.

Voting in favor: Antonacci, Chagares, DeKorte, Donato, Lane, Macaluso, Peters, Saxton

Abstaining: None

B. May 2024 Voucher List – Operating

May 2024 Voucher List was distributed and Mr. Donato invited questions or comments. Ms. Leonard highlighted the payments to the Township.

Motion by Saxton seconded by Peters to approve the May 15, 2024 Voucher List.

Voting in favor: Antonacci, Chagares, DeKorte, Donato, Lane, Macaluso, Peters, Saxton

Abstaining: None

C. Resolution 2024:06 - Payment of Vendors in Advance

**WYCKOFF FREE PUBLIC LIBRARY
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION # 2024 - 06**

INTRODUCED:

SECONDED:

MEETING DATE: APRIL 17, 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 being provided in accordance with NJSA 40A:5-16 c (1).

NJ Choral Society, #26198, \$400.00, 4/20 Concert
Olive R Twist, #26179, \$175.00, 4/23 Tasting Event

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Chris McCormack, #26204, \$149.00, 4/24 Travel Lecture
Michael Gabriele, #26209, \$250.00, 4/25 NJ Diner Program
The Artful Easel, #26206, \$275.00, 4/25 Acrylic Painting
Bracco Farms, #26205, \$250.00, 5/2 Farming Lecture
Leslie Goddard, #26207, 5/7 Barbie Zoom Lecture
Miles Radziwanowski, \$350.00, 5/8 Calligraphy Workshop

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 APRIL 17, 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 Saxton seconded by Peters to approve Resolution

Voting in favor: Antonacci, Chagares, DeKorte, Donato, Lane, Macaluso, Peters, Saxton

Abstaining: None

Other Financial Matters

- A. The audit was completed in a timely fashion and Pat Gioe was complimented for getting information together beforehand to make the process move quickly. Thank you to Mr. Antonacci and Ms DeKorte for their assistance. Ms. Leonard will review the draft which was already returned, along with Mr. Antonacci and Ms. DeKorte.

Old Business

- A. Ms. Leonard provided an update on ESL program: a flyer was distributed in person and via email to recruit tutors. Six or seven people reached out and will hopefully register, one was a retired Speech Pathologist and would be a great asset to the program. Therese Jones reached

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- out to people who were interested and answered questions. Tutors will be trained and help to get materials for the students. Times have been blocked out in the MakerSpace during off hours for these tutoring pairings.
- B. Friday June 7th will be a delayed opening at 1pm for Staff Development. The agenda will include such topics as the updated safety plan, first amendment audits and topics relating to interactions with the public and plans for summer reading for the different age levels.
 - C. The Library will be participating in Wyckoff Day on June 1st. Library staff have volunteered to participate and manage the Library booth at the event. Ms. Leonard is regrettably unable to attend but has coordinated the event and ensured coverage for this event.

Director's Report

Day in the Life

Saturday, April 20th may not have been the busiest day in terms of circulation, but there were numerous in depth interactions along with a concert! On Saturdays we often get the opportunity to provide more individual assistance for people looking to learn about our digital collections. On this particular day I helped one patron download a new book into Libby and practice navigating the app. She mentioned that one of her friends is losing her eyesight and often listens to audiobooks, but it is difficult for her to see the controls. I informed her about the Talking Book and Braille Center of New Jersey, let her know that we can help her friend apply and also showed her the BARD machine which is a device we can preload with audiobooks. It has just a few large buttons. She will share this information with her friend. Later that day I assisted a patron, who revealed to me that she is 91, download Libby and Hoopla onto her tablet. I was able to get her started and browse for ebooks in the genre of her choice. I informed both patrons of the upcoming Library Apps class Michael DeVincenzo was leading.

In the afternoon 51 people attended the "Touch of Pops" concert presented by The Chanteurs, a vocal ensemble from the New Jersey Choral Society. Although the majority of attendees were older adults there were some children in attendance. One mother told me this was her toddler's second concert at the library.

Staff also provided Reader's Advisory to patrons of all ages and computer assistance.

Administrative

The auditors were onsite on 4/29 and 4/30. They commented more than once how easy it is to complete our audit thanks to the preparation and organization of Patricia Gioe.

I met with two Girl Scouts, Sofia Scoropanos and Ryleigh Jackson to discuss their proposed Silver Award project. They would like to place a "Kindness Snake" consisting of kindness rocks painted by community members at the library. We discussed parameters and timing of the project.

Rizzo Children's Room, submitted by Denise Marchetti

The library was once again invited to participate in Healthy Kids Day at the Wyckoff YMCA on April 27th. It was awesome being at the event with Laura! 50 kids stopped by our table to make an edible caterpillar with healthy foods based on the classic children's story, *The Very Hungry Caterpillar* by Eric Carle. We also brought some books and gave out bookmarks and *I Love My Library* stickers while conversing about all the great offerings we have at our



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library. One of the visitors told us that she had just received a sticker during her First Grade Visit and had it on her wall in her room! All of the YMCA preschool and transitional kindergarten visits between April 15th through April 26th were great too!

I enjoyed visiting Sicomac 3rd graders on April 23rd to share Cinderella stories from around the world. I brought a variety of multicultural titles and read two stories, engaging with the kids about content and themes. I also told them about our upcoming Summer Reading Club! They all seemed super excited about participating! I was delighted when Barbara Sharer brought me handwritten notes from the kids expressing that they loved my visit, and learned a lot. They all asked me to please visit again soon!

Lincoln and Sicomac 1st graders had wonderful visits in April, and Washington School will visit on May 22nd, our final one this year. The Lincoln Girl Scout Brownies Troop will be visiting on May 23rd. I'll share gardening stories, and we'll paint clay flower pots for planting marigold seeds.

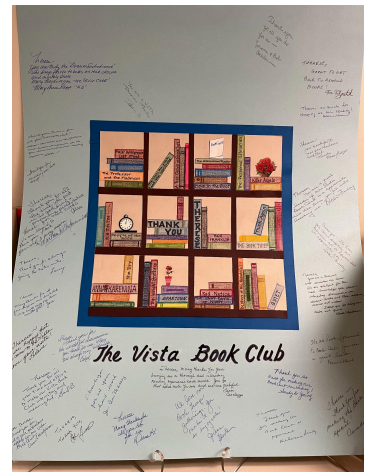
Our spring storytimes are going very well, with excellent attendance in all classes. I'd like to share what a mom of a child who has attended Donna Barone's Toddler Tales class emailed. Her daughter had been coming to storytime since she was six months old. She said that she would be going back to work and her daughter would be attending daycare, so she wouldn't be able to come to storytime. She writes, "I appreciate the educational atmosphere and the kindness of you and the entire children's staff over the last 2 years. I believe the library has provided Violet with such a strong foundation for learning in the future."

Adult contributions by Michael DeVincenzo

On April 24 we had a patron ask about the possibility of listening to digital audio books through her hearing aids. This is possible with Bluetooth enabled hearing aids! Riley McArthur assisted in downloading the Libby app onto her phone and she was able to immediately connect to the book. Veronica Potenza included this Tech Tip in the mid-month eblast.

The members of The Vista Book Club created a poster for librarian, Therese Jones and had a surprise celebration to express their appreciation. The club members provided food, presented a signed poster and handmade bookmark.

We had a great variety of adult programming in April. One highlight consisted of two sessions of "How to Use Library Digital Apps" delivered by Michael DeVincenzo and Veronica Potenza, helping our more tech-shy patrons learn how to access our wealth of digital resources. A virtual lecture on the eclipse delivered by expert Joe Rao was a big hit with our patrons, as was another virtual lecture delivered by art historian Mallory Mortillaro on "How to Read a Painting". We also had lectures on the history of NJ Diners with author Michael Gabriele, along with an in depth look at the US National Parks system with world traveler Chris McCormack. Patrons love programs related to food and "Benefits of Olive Oil & Tasting" was a treat. Lastly, we had a Saturday afternoon concert, "A Touch of Pops" featuring the vocal ensemble "The Chanteurs."



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And to help our patrons keep track of all of these offerings, as well as additions to our collections, Brielle Bleeker hosted a “Cookies and Conversation” meet and greet with our patrons.

The Arts and Leisure section of Non-Fiction was weeded this month, and our first leasing order for high demand titles was placed with Baker and Taylor.

Art programming included multiple sessions of “Yarn Therapy” facilitated by Susan Valenta, “Learn how to Knit and Crochet” with volunteer Anna, as well as “The Artful Easel Acrylic Painting Workshop.” coordinated by Pat Gioe. In addition to allowing people to express themselves creatively and learn/refine skills these programs help to connect community members. The Yarn Therapy group is delivering the first batch of lap blankets to the Veterans home in Paramus. Please note the label lovingly stitched onto each blanket by Susan.



Teen, submitted by Riley McArthur

On the evening of Monday April 15th, I hosted a drop in session of DIY laminated bookmarks. During the session, a teenage couple came in to make their own bookmarks—with the pressed flowers from her prom corsage! It was a very sweet and fun keepsake idea, and I will be offering it as a program for next year’s prom dates.

I spent some time designing a take home packet for teen volunteers. Our volunteer inquiries continue throughout the summer and this packet will help us meet the demand when in person opportunities are not available. The packet includes blank forms for reviews, lists, bookmarks, book cover redesigns, and more. If a teen volunteer completes the packet in its entirety, they will earn a total of 12 service hours; however, they are welcome to only complete the portions that they are interested in and have their service hours totalled differently. I’m looking forward to seeing how this option works, and may carry it over into use during the school year.

Prize selections have started to arrive for the Teen Summer Reading program! I will be finalizing details for the program, as well as our teen events for the summer in the next few weeks.

Technology/Social Media, submitted by Veronica Potenza

Veronica and teen volunteer Angela continue to offer monthly one on one tech classes. They recently helped patrons with the basics of setting up a new iPhone, getting started on WhatsApp, and syncing photos across devices. This one to one help was supplemented by the “How to Use the Library Apps” sessions described above.

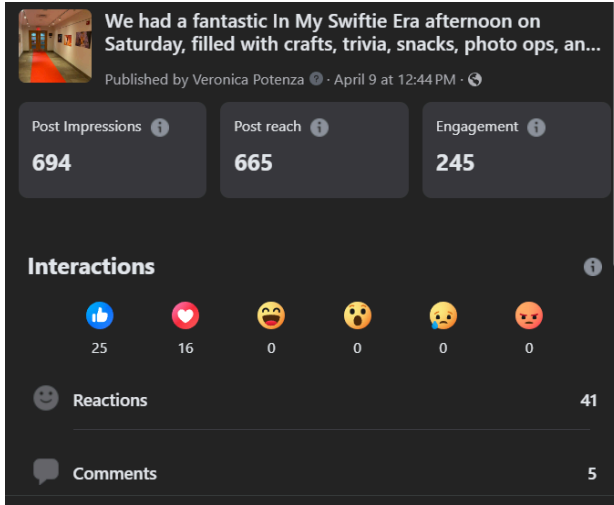
Our top social media post in the last 28 days (as of 5/6/24):

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MakerSpace

Four small group classes were offered in April. 20 one-on-one appointments were held allowing patrons to get direct assistance using the Cricut, beading, and 3D printing. There were many poster print requests fielded by the Adult Services librarians - a majority were for Theme Day at the area schools.

Professional Development

I attended a CPR and First Aid training offered by the Township on May 9, 2024.

Patricia Gioe participated in two webinars relating to PERS and retirement planning so that she can help answer questions from staff members. She reported that it was a good review with some new information covered.

Donna Barone attended a webinar about "passive" programming to implement in the Children's Department.

Buildings & Grounds

The carpet tiles for the lower level have been ordered. Installation is scheduled for June 24-25.

After reviewing information with the B&G Committee Tony Donato, Board President and I visited the KI showroom in New York to determine options for enhancing the main floor space to balance the needs of visitors looking for quiet and collaborative spaces.

Friends of the Wyckoff Library

Thanks to the support of the Friends we are able to offer museum passes and vouchers. The Friends purchased additional vouchers for the Museum of Natural History to meet demand.

April Circulation Report Highlights

1. Circulation: Circulation rose 12% from April 2023 to April 2024. Increases were present in every category except physical periodicals. The greatest percentage increase is in digital circulation, 23%. It is interesting to note that the digital magazines have seen huge growth over the past two years. If physical and digital magazine borrowing are combined usage has doubled year over year. Wyckoff's circulation increase is outpacing the BCCLS average.

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2. Meeting Room Use: Meeting room use was down slightly from 11 to 9 outside groups for April.

3. Patron Engagement: The library was visited by nearly 5,500 patrons in April. Programming continues to be robust for all ages. The large increase in adult program attendance is constituted of Virtual Author Talk views. The library was able to supply residents with 500 eclipse glasses thanks to a grant. The number of programs and participation was higher for every age group compared to last April. This includes two First Grade visits and six YMCA class visits!

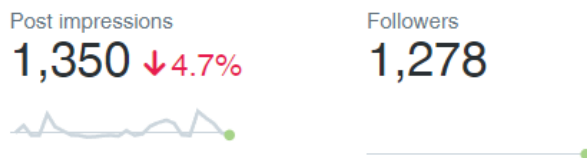
53 museum passes and vouchers were provided to patrons in April.

Below is a summary of Facebook activity for the last 28 days (as of 5/6/24):

Discovery	
Post reach	1,046
Post engagement	758
New Page likes	3
New Page Followers	6
Interactions	
Reactions	219
Comments	10
Shares	3
Photo views	316
Link clicks	16

Below is a summary of Twitter/X activity for the last 28 days (as of 5/6/24):

28 day summary with change over previous period



Below is a summary of Instagram activity for the last 30 days (as of 5/6/24):

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The library's website had 6,523 views over the last 28 days (as of 5/6/24):

Page title and screen class	↓ Views	Users	Views per user
	6,523 100% of total	2,946 100% of total	2.21 Avg 0%
1 Wyckoff Free Public Library	3,883	2,360	1.65
2 Events – Wyckoff Free Public Library	587	272	2.16
3 Children's Programs – Wyckoff Free Public Library	297	141	2.11
4 Adult Programs – Wyckoff Free Public Library	197	109	1.81
5 Ramapo High School Yearbooks – Wyckoff Free Public Library	138	111	1.24
6 Museum Passes – Wyckoff Free Public Library	130	80	1.63
7 WiFi, printing, & scanning – Wyckoff Free Public Library	109	70	1.56
8 Maker Space – Wyckoff Free Public Library	64	38	1.68
9 Staff – Wyckoff Free Public Library	61	54	1.13
10 Contact Us – Wyckoff Free Public Library	60	54	1.11

Committee Updates and Current Action Items

- A. Bequest Planning (Antonacci, DeKorte, Peters) - No Updates
- B. Building and Grounds (Antonacci, Donato, Lane)
 - a. Carpet installation in the Monroe Room is scheduled for June 24. Mr. Donato and Ms. Leonard visited the KI showroom to review WiggleRooms. The goal is to find a solution that would allow for low conversation, brief phone calls, and video conferencing in a way that balances the needs of the various patrons using the library. These structures are

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recommended by the B&G Committee, but final details need to be evaluated. If the structures are installed Ms. Leonard will work with the policy committee to draft a use policy. The Library Director will check with other libraries who currently have meeting rooms to ask what they use and find helpful for reserving these rooms.

- C. Finance, Budget, Audit, Insurance (Antonacci, DeKorte, Saxton) - No Updates
- D. Legal, State, and Township (Chagares, Melchionne) - No Updates
- E. Nominating (Donato, Peters) - No Updates
- F. Personnel (Peters, Chagares) - No Updates
- G. Policy (Peters, Saxton) - No updates

Additional Comments:

There may be a conflict with the June 19th meeting date for multiple board members. Ms. Leonard will send an email to check availability for that date and may need to reschedule depending on responses.

Mr. Antonacci mentioned that one of the technical staff members assisted him and said she was very good and patient with him because he came in rather late and took time to assist him with printing some documents.

Adjournment

Motion by DeKorte to adjourn the meeting, seconded by Chagares

All were in favor and the meeting adjourned at 8:25 PM.

Tony Donato, Board President

Laura Leonard, Library Director