

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES
May 17, 2023 Board Meeting Minutes
7:30 PM, Wyckoff Public Library

“The May 17th 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: Peggy Chagares, Lauren DeKorte, Tony Donato, Kathleen Lane, Donna Macaluso, Tom Madigan, Lori Peters, Brian Saxton

Absent: Vince Antonacci

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

Public Comments:

Jerome K Goetting of 629 Lawlins Rd., Wyckoff

Mr. Goetting inquired about what capital improvements were made in 2022 and expressed a desire for monthly financial reports to be posted. Ms. Leonard will provide answers in a timely manner as was done in April.

Board Business:

Secretary's Report:

The April 19th, 2023 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 April 2023 Secretary's Report as revised.

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

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Abstaining: Donna Macaluso, Tom Madigan

Treasurer's Report

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

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

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

Abstaining: Tom Madigan

Voucher List

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

Motion by Brian Saxton seconded by Kathleen Lane to approve the May 2023 Voucher List.

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

Abstaining: Tom Madigan

RESOLUTION # 2023-9 : 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,

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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).]

Michael Ivankovich, #25640, \$250.00, 5/23 Zoom Appraisal program
Nina Androski, #25642, \$175.00, 6/1 Ice Tea program
The Artful Easel, #25657, \$275.00, 6/6 Acrylic Painting Workshop
Mayernik Kitchen, #25640, \$300.00, 6/7 Backyard Weeds presentation

Motion by Lauren DeKorte seconded by Brian Saxton to approve Resolution 2023-9: Payment of Vendors in Advance.

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

Other Financial Matters

General

Meeting Room Policy

Ms. Leonard distributed copies of the revised policy to the trustees. The revisions were made in an attempt to add clarification to the existing policy. Members of the Policy Committee and the attorney had reviewed the changes. There were questions regarding the changes. Ms. Leonard will provide answers at the next meeting after speaking with the lawyer.

MakerSpace Policy and Procedures

The Policy Committee is working on a draft to present and the next meeting. The revised policy will include information about supervision within the MakerSpace room, use of equipment, and access for patrons.

Staff Meeting- Delayed Opening

Ms. Leonard requested that the library have a delayed opening on a Friday in June to hold a staff meeting. The board agreed that it was a good idea. The delayed opening will be posted on the website.

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Old Business

Strategic Plan

Ms. Leonard sent a draft to the Strategic Plan Committee. There is some updating that still needs to be completed as well as a message from the board. The final draft should be available for the board within the next week or two.

Director's Report

Director's Report May 17, 2023

Day in the Life

On Saturday, April 22 I greeted a patron & asked how they were doing, the response brightened our day, "If I were a dog, my tail would be wagging!" The day began with a few regulars stopping in for the NYT crossword, another reading a variety of papers. Later a woman stopped in and her key was locked in her car. The backup "key" is her phone which was dead. She saw the sign on a table saying that we have power cords, charged her phone while working on her laptop and went on her way!

Denise Marchetti spent a half day at the YMCA representing the Wyckoff Library at Healthy Kids Day. Denise brought a variety of books related to healthy eating, supplies to make a healthy snack and promoted the library's services.

A patron called ahead to see if she would be able to print from her email. I explained the process and when she was done she said, "You couldn't have made that easier!"

Although Saturday wasn't as busy as the prior day from a statistics perspective we were able to provide assistance and material to a number of people and make their day a little easier and more enjoyable.

Rizzo Children's Room

submitted by Denise Marchetti

We have had a month filled with outreach activities! Five preschool class visits from the YMCA during the week of April 17th were awesome! Each group toured the Children's Room, heard butterfly stories and created a windsock. The kids wrote me beautiful thank you cards, and expressed all of their favorite things about the library in words and drawings.

I loved participating in Healthy Kids Day at the YMCA on April 22nd. It is such a wonderful community event, and an opportunity to connect with kids and families while chatting about all that our library has to offer. I met people from neighboring towns who were excited to learn that they could use their library cards to borrow items at the Wyckoff Library.

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A Daisy Girl Scout Troop at Lincoln School visited May 4th! They enjoyed hearing garden stories and working on several fun projects.

A very excited group of Lincoln 1st graders visited us May 10th, receiving their very own library cards which they used to check out a book of their choice! Washington 1st graders will visit May 24th!

I ordered 40 more titles of the very popular VOX books, including fiction and nonfiction picture books, early readers, and chapter books.

I am happy to report the Summer Reading planning is well underway, and we are looking forward to our *All Together Now* kickoff on June 21st!

Adult

Submitted by Veronica Potenza & Michael DeVincenzo

Examples of reference assistance - Helped a patron get a list of all the businesses in Wyckoff using the Reference Solutions database available through the NJ State Library. There were 900 results. Downloaded Excel sheets with 100 results at a time for printing.

Helped a patron create a custom Google Map using coordinates from photos they took and uploaded the corresponding photo to each location pin.

The themed displays have been heavily browsed. In May one of the displays is "Be Heart Smart" coordinated by Anastasia Milliman as part of her Gold Award for Girl Scouts. I worked with her to develop a booklist, signage and a brochure.

Teen

Submitted by Riley McArthur

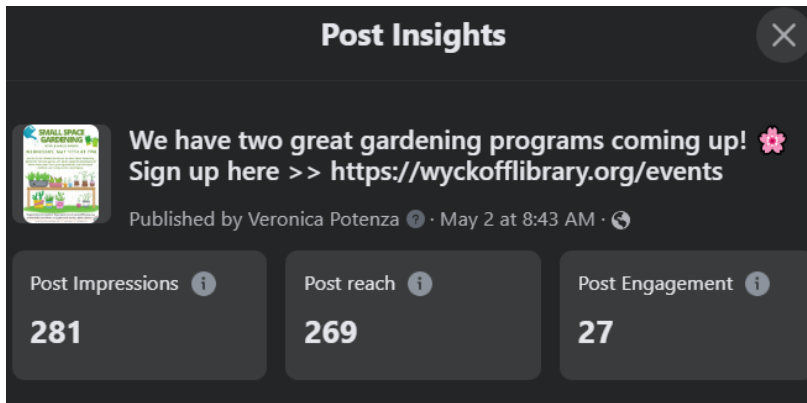
I completed a major shift of teen fiction this month. This has opened up a large amount of space where I plan to expand and further develop the graphic novel collection. I have also begun planning summer events and am currently working on the details of this year's teen summer reading program.

Technology/Social Media

Our most popular post this month so far:

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Veronica set up the five upgraded mobile hotspots. They are 5G and have unlimited data.

Veronica met virtually with Lindsey Morrison, a student at Ramapo Indian Hills, who did a social media audit for the library as part of her marketing class. She provided insights on our social media reach and offered helpful suggestions.

Veronica assisted patrons with a variety of tech questions, including setting up Face ID on an iPhone, freeing up storage space on a Macbook, and converting a resume to a PDF for an online job application.

Professional Development

Michael DeVincenzo attended a BCCLS training on keeping the collection current, accurate and appealing using proper deselection policies, procedures and reports.

Susan Valenta, who serves on the BCCLS Circulation Committee, was the liaison for a BCCLS Circulation Meeting. The meeting was hybrid with about 15 members attending in-person and more than that participating virtually. This was made possible with the OWLs purchased by the Friends of the Library.

Veronica attended the third of four LAMP Committee supervisory training sessions. Topics discussed included conflict de-escalation strategies and managing change.

Buildings & Grounds

Scheduling of and following up with repairs including:

- Lightning upgrade defective fixtures; Expansion Tank, pump 4 and leaking pipe; Window repair; Emergency light & duct detector; AV upgrade

Friends of the Wyckoff Library

The Friends hosted a wonderful lunch for staff during National Library Week. Staff attended on a rotating basis and were joined members of the Friends and Peggy Chagares.

The Dr. Dubious concert will be postponed due to illness of one the performers.

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The Friends funded the purchase of additional lanyards & tote bags.

Community Partnerships

On May 18th we will host the third of four FLOW Green Film Series entries. Special thanks to JR Frank and Beth Fischer for their efforts. The final film will be an outdoor family film held in Oakland on June 3.

As mentioned above, I have been working with Anastasia Milliman towards her Gold Award. Her goal is to raise awareness surrounding heart health. She will also be making a presentation for the public at the Ambulance Corp. I was approached by another Girl Scout who is working on an awareness campaign related to the Spotted Lanternfly. Denise Marchetti & I are working with Kiera Duffy to design a STEM activity hosted by her troop.

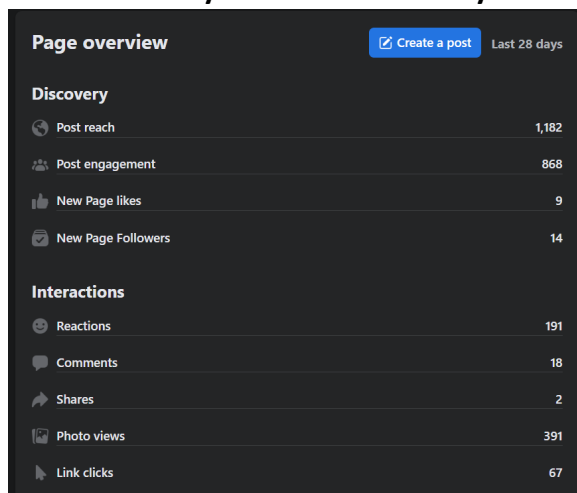
April Circulation Report Highlights

1. Circulation: We are seeing continued rise in circulation from 2022 in both print and digital of 10%. 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 April the rooms were used by non-library groups 11 times with 475 attendees.

3. Patron Engagement: Foot traffic also continues to increase significantly, nearly 40% compared to 2022. This can be partially attributed to more programming and meetings and more people returning to in-person browsing.

Website activity from the last 28 days:



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Facebook activity from the last 28 days:

Page path and screen class ▾ +		↓ Views	Users
		6,682 100% of total	3,056 100% of total
1	/	3,837	2,256
2	/events	551	278
3	/ramapo-high-school-yearbooks	423	276
4	/children/childrens-programs-2	384	185
5	/adults/programs	170	121
6	/hours	122	90
7	/museum-passes	114	76
8	/new-york-times-digital-access	77	49
9	/calendars-2	73	50
10	/contact-us	63	55

Adjournment

Motion by Tony Donato second by Lori Peters to adjourn the meeting.
All were in favor and the meeting was adjourned at 8:22 pm.

The next meeting will be held on Wednesday, June 21st, 2023.

Margaret Chagares, Board President

Laura Leonard, Library Director