

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES
October 18th, 2023 Board Meeting Minutes
7:30 PM, Wyckoff Public Library

“The October 18th 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, Kathleen Lane, Donna Macaluso, Lori Peters, Brian Saxton

Absent: Tom Madigan

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

Public Comments:

Board Business:

Secretary’s Report:

The September 20th, 2023 Wyckoff Library Board of Trustees Meeting Minutes was distributed and Ms. Leonard invited questions or comments.

Motion by Brian Saxton seconded by Lori Peters to approve the September 2023 Secretary’s Report.

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

Abstain: Lauren DeKorte

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Treasurer's Report

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

Motion by Lori Peters seconded by Tony Donato to approve the September 2023 Treasurer's Report.

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

Voucher List

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

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

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

RESOLUTION #2023 - 14 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).

B&G Bagels, Check #25920, \$215.45, Bccls YS Bootcamp Breakfast 10/20

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Motion by Tony Donato seconded by Vince Antonacci to approve Resolution 2023-14: Payment of Vendors in Advance.

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

RESOLUTION #2023 - 15 Intent to Transfer Excess Funds to the Township of Wyckoff

**WYCKOFF FREE PUBLIC LIBRARY
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION # 2023 - 15**

.....

INTRODUCED:

SECONDED:

MEETING DATE: October 18, 2023

REFERENCE: Intent to Transfer Excess Funds to the Township of Wyckoff

.....

VOTE: ANTONACCI__ CHAGARES __ DEKORTE __ DONATO __ LANE __

MACALUSO __ MADIGAN __ PETERS __ SAXTON ____

.....

WHEREAS, theWyckoff Public Library Board of Trustees affirms that it is in compliance with all conditions of NJSA 40:54-15; and

WHEREAS, the Board affirms that the board of trustees is in compliance with all conditions imposed by rule or regulation promulgated by the State Librarian for per capita library aid to public libraries according to the "State Library Aid Law," (NJSA 18A:74-1 et seq.) and pertaining to appropriations for the maintenance of a municipal free library according to R.S. 40:54-8; and

WHEREAS, the Board affirms that there are sufficient funds remaining in the municipal free library's operating budget for the maintenance of the library for the balance of the fiscal year in which the transfer of funds to the municipality occurs; and

WHEREAS, the Board affirms it has retained an amount equal to 20% of audited operating expenditures for the most recent available year as a temporary restriction of fund balance; and

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WHEREAS, the Board affirms that the library board of trustees has a written three-year Plan that reflects that the long-term funding needs of the library will be met, and that any capital expense will contribute to the provision of efficient and effective library services; and

WHEREAS, the Board shall cause the amount of excess funds identified in this resolution to be transferred to the municipality upon approval of this resolution of intent by the State Librarian;

NOW, THEREFORE, BE IT RESOLVED that the Wyckoff Public Library Board of Trustees shall upon approval of its resolution of intent by the State Librarian and subject to review by Board counsel, cause excess funds in the amount of \$73,713 to be transferred to the municipality.

Margaret Chagares, President

Tony Donato, Secretary

Motion by Tony Donato seconded by Brian Saxton to approve Resolution 2023-1: Intent to Transfer Excess FUNds to the Township of Wyckoff

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

General

BCCLS Expansion - South Orange

The South Orange Public Library is joining BCCLS. Preparation has started to add their collection to the catalog. They will be officially part of BCCLS on January 1st, 2024.

Lower Level Water Damage

An HVAC unit had a major leak which caused significant damage to the Monroe Room and kitchen. The insurance company has been contacted. Ms. Leonard has shared photographs with the adjustors. The bottom 12 inches of one wall in Monore had to be

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cut out as well as the insulation. The base cabinets in the kitchen have been removed. Additionally, the wood doors on the lower level warped and will need to be replaced and some ceiling tiles in the hall and one bathroom. Ms. Leonard is waiting on a few final quotes for the insurance adjustor to review.

Ongoing Business

Wyckoff Day

Wyckoff Day was postponed and then canceled. The Wyckoff Library hosted a mini Wyckoff Day which was well received by patrons. Next year, Wyckoff day will be on June 1st, 2024.

AV Upgrade

The hardware installation is complete. Issues with the wireless connections are being addressed.

BCCLS Brunch

The Friends of the Library purchased 2 tickets and two staff members attended the BCCLS Scholarship Brunch this past Monday. Three staff members of Wyckoff Library have been past recipients of BCCLS Scholarships.

Staff Update

Helene Ponceloranca is retiring after 21 years at the Wyckoff Library. She started in the children's department and circulation and is currently the head of technical processing. Throughout her decades long career Helene has demonstrated enormous dedication to her work and the community of Wyckoff. She will be missed by her colleagues and patrons alike. Her last day is December 31, 2023. The position was advertised internally.

Director's Report

Administrative

I worked to coordinate schedules with Ridgewood Water for the water main replacement project with the goal of minimizing disruptions to service while maintaining the necessary health and safety needs for staff and patrons. The library had two delayed openings totaling 3 hours of service reduction. There were detours that made accessing the library difficult on a number of days during a two and a half week period.

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I have been coordinating remediation efforts with ServPro and the insurance company due to a leak caused by an HVAC unit on the lower level. A thanks to Wyckoff DPW for assisting with initial clean-up.

With sincerest gratitude I accepted Helene Ponceloranca's resignation. Her final day will be December 31, 2023. Last October we recognized Helene for 20 years of service! She worked in the Children's and Circulation departments and most recently led the Technical Services department. She has made invaluable contributions to our library and been a leader among the staff for two decades. She will be missed.

I am beginning to work on the 2024 budget. We are awaiting the final rate card for health insurance - the rates increased 21% in 2023. We are also waiting for the pension rates. New Jersey's statewide minimum wage will increase by \$1 to \$15.13 per hour for most employees, effective January 1, 2024. This does not apply to workers under 18. Originally the rate for 2024 was to be set at \$15, but the legislation allows for adjustments based on the CPI.

Rizzo Children's Room

submitted by Denise Marchetti

Our fall programming is off to an awesome start, with enthusiastic participation in storytimes, first through fifth grade book clubs, drop-in projects, arts & crafts, and science activities for kids of all ages! A big thank you to our children's staff for all their efforts in making our programming such a success!

We will be hosting a book launch and appearance by local author Rob Skead on November 1st to celebrate the release of Rob's latest middle-grade novel, *The Batboy and the Unbreakable Record*.

I am excitedly planning many fun Disney themed events during the week of NJEA convention, November 6-10th, including take & makes, drop-in activities, and a family Disney trivia game afternoon that Brielle and I will host. I have been in contact with the student representative for the community services club, Interact, at Ramapo High School about having student volunteers read to kids throughout the day during our library Read-A-Thon on November 10th.

The children's staff will attend a STEAM workshop, sponsored by the Youth Services Committee on October 20th.

The response to my article on wordless picture books in the October issue of *Wyckoff Living* has been amazing, with patrons coming in to specifically check out our display featuring wordless books, and commenting on how meaningful the article is. We will soon be featuring the wordless book, *Stormy: A Story About Finding a Forever Home* by Guojing in our upcoming library StoryWalk for our community to enjoy.

Adult

September marked the return of our monthly Friends of the Wyckoff Library Book Club. The group read and discussed Betty Smith's semi-autobiographical classic coming of age story, *A Tree Grows in Brooklyn*. Brielle Bleeker's popular Escapist Book Club read and discussed *Nora Goes Off Script* by Annabel Monaghan.

In addition to our regular programs – Board/Table Top Games for Grownups and Teens, Monday Movies (September's offerings were *About My Father* and *Blackberry*), Yarn Therapy (now offered in both daytime and evening sessions), and the Pinterest Pick of the Month Craft with Susan Valenta and Jenn Ragucci –

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we also featured a program on how to “Write for Profit” with magazine features writer and adult education instructor MT Schwartzman. Both published and unpublished aspiring writers in our community learned how to turn their interest in writing into paid freelance work.

On the technology programming front, this month featured a lecture on the growing field of AI by Michael DeVincenzo that was well received, as well as another round of monthly One on One Tech Sessions delivered by Veronica Potenza and Michael DeVincenzo.

Teen

submitted by Riley McArthur

In-line with our strategic plan goals of reaching patrons outside of the school & work week, I hosted our first Saturday teen program this month. Christine from Woolly Pets offered instruction on creating a Halloween ghost. Participants enjoyed the session and the weekend offering, with one parent sharing her teen’s creations and a sweet note: “Good morning Riley - Picture of the ghosts Addison (Addie) created! Great project. She really enjoyed this and I think found a new passion.” With the positive feedback received, I will be looking for future opportunities to incorporate weekend programming.



I completed an in-depth evaluation of the teen fiction collection which included deselection of items that had not circulated in 3-4 years. Many of these books were collected by Grace Kim, the student co-leader of the Reading Train organization to be donated. My next project is to implement a labeling system which will identify and number YA book series. My hope is that this will aid both employees and patrons in selecting titles from our shelves.

Technology/Social Media

Veronica Potenza continues to offer monthly one-on-one half hour tech classes. We are working to increase engagement by posting more videos, polls and questions in addition to static posts. We have found that posting Stories is particularly effective for advertising programs in the days leading up to the event.

MakerSpace

The library continues to offer a combination of small group classes and open make appointments, the majority of which are designed and led by Jenn Ragucci. Veronica Potenza has also assisted a number of patrons with 3D print requests.

Professional Development

Susan Valenta and Brielle Bleeker attended the BCCLS Friends Brunch on Monday, October 16th. The lunch included members from all 77 BCCLS libraries, county legislators and representatives from the New Jersey State Library. Featured speakers were bestselling authors Beatriz Williams and Lauren Willig. This event is the largest fundraiser for the BCCLS scholarship fund. The Wyckoff Friends of the Library supported our staff attendance.

I will attend a presentation hosted by BCCLS, Renovating for the Missing Patron on Thursday, October 19th.

Therese Jones and Michael DeVincenzo will participate in BARD training provided virtually by the NJ Talking Book and Braille Center on November 16th. This is a refresher for Therese and an introduction for

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Michael. I sent an email to all staff with information about the TBBC and how we can assist patrons in enrolling in their programs. It is an amazing and underutilized resource for state residents.

Buildings & Grounds

As referenced above, there was a significant flood on the lower level on Thursday, October 12 as a result of a leak of an HVAC unit. The HVAC company reported within 45 minutes and shut down the unit that caused the leak. Wyckoff DPW provided immense help clearing the water. I contacted the insurance company and ServPro. I have taken photos and videos. Wall board and insulation had to be removed from one wall in Monroe, carpet may have to be replaced as well. 7 wood doors will need to be replaced due to warping. The kitchen cabinets must be removed and replaced.

This will impact programming and certain groups that have reserved the space, but I am working with our room coordinator Jeremy Chartier to make the necessary adjustments.

The AV upgrade installation is complete. We are working out a few issues with wireless sharing.

Friends of the Wyckoff Library

The Friends will host a concert on Saturday, November 4th featuring Dr. Dubious. I am coordinating the second phase of digitization of local history materials to be funded by the Friends.

Community Partnerships

I continue to visit CHC twice monthly to deliver books and materials to residents with volunteers from the Friends. A van transports between 5-12 mobile CHC residents monthly to the library to select materials. Therese Jones continues to host a very active monthly book club at The Vista.

I will attend the Chamber of Commerce meeting on Tuesday, October 17, 2023.

BCCLS

South Orange is to become the 77th member of BCCLS in 2024. Migration of their holdings has begun with the goal of full incorporation in January 2024.

There are deficiencies in the BCCLS app which I expressed my concern about at the September System Council meeting. This was a follow-up to placing support tickets and discussing the matter with the Executive Director. Hopefully a resolution is coming soon.

June & July Circulation

1. Circulation: Print circulation continues to increase year over year. Circulation was higher in every category except, a small dip in periodicals and eMusic (which account for approximately 200 borrows annually). The 2023 September circulation was 19,197 which is higher compared to 17,108 in 2022. Digital collection circulation continues to increase at slightly higher rate than the print collection.

2. Meeting Room Use: The meeting rooms were used for 7 programs other than those hosted by the library, 5 rentals, 1 Township and 1 BCCLS. Two of the meetings had between 80-100 attendees and required intense set-up and breakdown.

3. Patron Engagement: During September the library offered 48 programs with approximately 890 participants. The majority of programs were in-person, but there were some online/remote programs and Grab & Gos, most notably the Virtual Author Talk program accounted for 303 participants in September.

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The library now sends two newsletters per month. The contact list is at approximately 3,500. The majority of those contacts are Wyckoff cardholders, but residents from other neighboring towns also subscribe. The mid September the open rate was 67% (2,227 contacts) which is well above the 34% average open rate across industries (reported by Constant Contact).

The library’s website had 6,692 page views from September 18 - October 15.

	Page title and screen class ▾ +	↓ Views	Users
		6,692 100% of total	3,035 100% of total
1	Wyckoff Free Public Library	3,814	2,296
2	Events – Wyckoff Free Public Library	596	298
3	Children’s Programs – Wyckoff Free Public Library	335	162
4	Adult Programs – Wyckoff Free Public Library	172	108
5	Ramapo High School Yearbooks – Wyckoff Free Public Library	169	126
6	Digital Collections – Wyckoff Free Public Library	162	150
7	Hours/Holidays – Wyckoff Free Public Library	110	87
8	Museum Passes – Wyckoff Free Public Library	108	81
9	Calendars – Wyckoff Free Public Library	79	55
10	Wall Street Journal Digital Access – Wyckoff Free Public Library	68	47

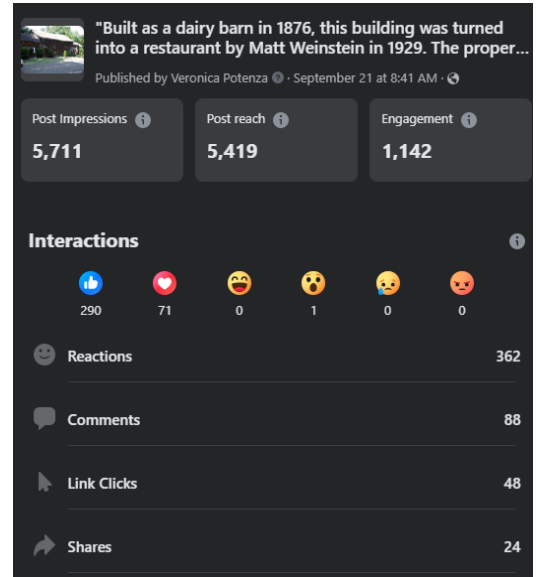
Below is a summary of Facebook activity from the last 28 days (as of September 7, 2023)

Top Facebook post in the last 28 days

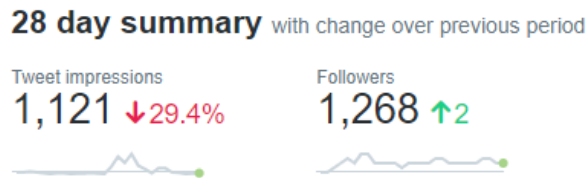
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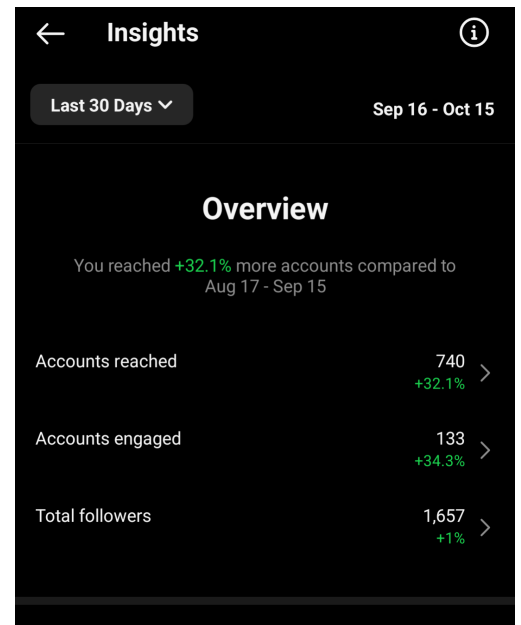
Discovery	
Post reach	5,658
Post engagement	1,655
New Page likes	13
New Page Followers	34
Interactions	
Reactions	508
Comments	94
Shares	26
Photo views	161
Link clicks	121
Other	
Hide all posts	0
Unfollows	0



Below is a summary of X / Twitter activity from the last 28 days (as of October 16, 2023)



Below is a summary of Instagram activity from the last 30 days (as of October 16, 2023)



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Adjournment

Motion by Lori Peters second by Vince Antonacci to adjourn the meeting. All were in favor and the meeting was adjourned at 8:28 pm.

The next meeting will be held on Wednesday, November 15th, 2023.

Margaret Chagares, Board President

Laura Leonard, Library Director