

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES**  
**September 20th, 2023 Board Meeting Minutes**  
**7:30 PM, Wyckoff Public Library**

“The September 20th 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, Tony Donato, Kathleen Lane, Donna Macaluso, Lori Peters, Brian Saxton

Absent: Lauren DeKorte, Tom Madigan

**Staff Attendance:** Laura Leonard, Library Director

**Public Comments:** Jerome K Goetting of 629 Lawlins Rd., Wyckoff  
Mr. Goetting had questions regarding the Strategic Plan and the 2022 audit. He voiced concerns regarding the transfer of funds from the operating account to the capital account and how that is recorded.

Ms. Leonard responded to the question about the Strategic Plan letting Mr. Goetting know that the Strategic Plan is posted to the library’s website and provided an explanation of how to navigate to the appropriate page. The other questions will be addressed in writing in a timely manner.

**Board Business:** The nominations committee will present a slate of officers at the October or November meeting.

**Secretary’s Report:**

The July 19th, 2023 Wyckoff Library Board of Trustees Meeting Minutes was distributed and Ms. Leonard invited questions or comments.

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES**  
**September 20th, 2023 Board Meeting Minutes**  
**7:30 PM, Wyckoff Public Library**

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

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

**Treasurer's Report**

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

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

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

The August 2023 Treasurer's Report was distributed and Ms. Chagares invited questions or comments. Mr. Saxton inquired about the Buildings and Grounds expenditures and Ms. Leonard provided details.

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

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

**Voucher List**

The August 2023 Voucher List was distributed and Ms. Chagares invited questions or comments. Mr. Donato asked if line 17 Associated Fire was a charge for inspections or repairs. Ms. Leonard responded that the August charge was for a repair to the sprinkler system and the annual inspection contract.

Motion by Brian Saxton seconded by Vince Antonacci to approve the August 2023 Voucher List.

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES**  
**September 20th, 2023 Board Meeting Minutes**  
**7:30 PM, Wyckoff Public Library**

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

The September 2023 Voucher List was distributed and Ms. Chagares invited questions or comments. Ms. Peters asked for clarification regarding line 1. Township of Wyckoff DCRP/FSA and 54. Bookkeeper's Computer. Ms. Leonard provided answers.

Motion by Tony Donato seconded by Kathleen Lane to approve the September Voucher List.

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

**RESOLUTION #2020 - 13 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).

Marshall Schwartzman, #25850, \$200.00, 9/28 Writing for Profit Lecture  
One Body Yoga, #25849, \$125.00, 10/4 Meditation program  
Lorinda Walker, #23867, \$325.00, 10/11 Essential Oils program  
Laura Hladik Hoffman, #25848, \$300.00, 10/12 Ghost hunting program  
Janine Fraino, #25857, \$350.00, 10/19 Charcuterie class  
Rosemarie Crabtree, #25868, \$375.00, 10/25 Watercolor class

Motion by Tony Donato seconded by Kathy Lane to approve Resolution 2023-13: Payment of Vendors in Advance.

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES**  
**September 20th, 2023 Board Meeting Minutes**  
**7:30 PM, Wyckoff Public Library**

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

**Other Financial Matters**

The final audit was received. No notes regarding the library's practice were received.

Motion by Lori Peters second Brian Saxton to approve the 2022 Audit.

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

**General**

Summer Reading Program - The program was very successful with excellent participation especially among children & teens.

Wyckoff Day - The library will have a booth with 4-5 staff members taking shifts. Unfortunately due to weather it has been postponed to September 30th. This is an important outreach opportunity that we have been sure to be present at for the last 7 years.

Water Main Replacement Project - This project is set to begin on September 21st. The library's lot will remain open during the project. Police will help direct traffic as needed. Ridgewood Water is undertaking this work to address water quality issues to the library. The library is not responsible for any financial aspect of the project.

We held a staff meeting on September 20th during which the recently approved Strategic Plan, updated policies and the AV upgrades were reviewed.

BCCLS Friends Brunch to be held on October 16th. The Wyckoff Friends of the Library are donating gift cards to be raffled and purchased two tickets. This event is a fundraiser for the BCCLS scholarship fund.

**Ongoing Business**

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES**  
**September 20th, 2023 Board Meeting Minutes**  
**7:30 PM, Wyckoff Public Library**

AV Upgrade - The hardware installation is complete. The programming is not complete, but the AV in Shotmeyer is able to be used. The programming should be complete by September 29th. Ms. Leonard has provided the vendor with a list of issues to be corrected.

The Strategic Plan is posted to the library's website for members of the public to review.

**Director's Report**

**Day in the Life**

On Thursday, August 9th we once again welcome people of all ages! The Recreation Department's Chess Camp met first thing in the morning. At 10 the library hosted a virtual online Smart Stretch class. In the afternoon, Liberty Science Center presented a fabulous program (pictured). That evening we hosted Honey Bees: Facts, Myths, and Why They are so Important to All of Us. The lecture was presented by Frank Mortimer, adjunct professor at the Cornell University Master Beekeeping Program, certified Master Beekeeper, and author of "Bee People and the Bugs They Love," for an overview of the exciting and fact-filled world of bees and beekeeping. The majority of attendees were adults, but some families came together.



Throughout the day people made use of our computers, printers and work spaces. Staff helped numerous patrons find and request materials. Assistance was given with scanning and emailing documents. Information about the Water Workforce Pilot Program Launches at Hudson County Community College was provided.

**Administrative**

The Strategic Plan was distributed to staff. During a staff meeting on September 20 we reviewed the plan. Specific staff and departments will be tasked with implementing the objectives outlined within. During the meeting the new AV system will also be reviewed and tested. The revised Makerspace policy will be discussed.

After reviewing the draft audit I sent corrections and asked for clarification on a few items. The corrections were made and clarifying documentation provided. The final audit has been delivered. There were no notes regarding our practice.

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES**  
**September 20th, 2023 Board Meeting Minutes**  
**7:30 PM, Wyckoff Public Library**

As a reminder, libraries continue to face increased challenges to materials. Some libraries have also faced challenges to programs. Locally, there was a library which was targeted online. A person created a fake Facebook account to post false information about the library. This false information was posted to multiple town Facebook groups. The post claimed that the library was hosting a program on gender affirming care for children. The library was bombarded with calls. Staff were accused of being groomers.

**Rizzo Children's Room**

submitted by Denise Marchetti

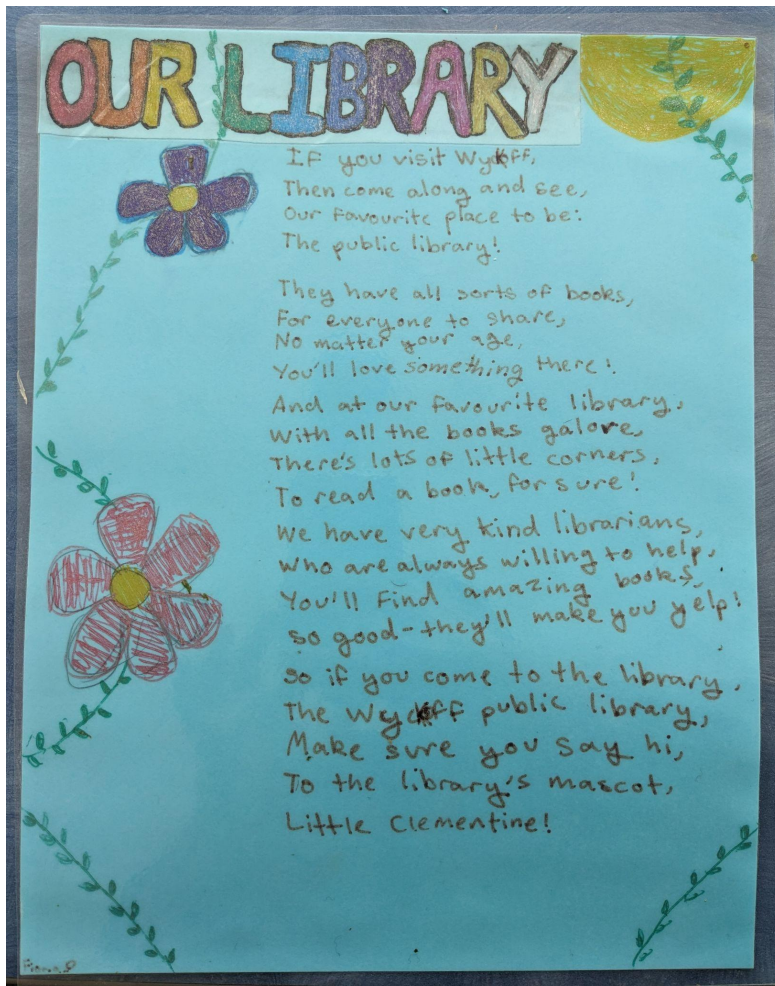
We had the most awesome summer in the Rizzo Children's Library! Our Summer Reading Club, *All Together Now*, which lasted from June 21st through September 1st, was a huge success! 673 kids participated, reading for 13,672 hours, and completing many fun literacy and learning challenges throughout. They enthusiastically shared with us the stories they were enjoying as well as the challenges they proudly completed. We offered a wide variety of programs throughout, totalling 42 classes, activities, and events with an attendance of 1,570. These programs were offered at varying times of the day, and for all ages. Our Wednesday afternoon shows were family favorites. Many parents and grandparents expressed to me that they enjoyed the performances as much as the kids! Children's staff prepared numerous take & make projects as well as storybags, which pair books with themed crafts. Kids often came in looking for them. Our community all came together to celebrate the end of our amazing summer at the library by enjoying Uncle Louie G's Italian Ice on August 30th.



We asked kids to write or draw what our library means to them, which we then displayed on our StoryWalk. Fiona, a ten-year old girl who lives in Thailand, visits her grandparents in Wyckoff every summer. She came to the library often, and told me that our library is her absolute favorite place. Please take a look at what she wrote. She truly captured the essence of all that we strive to be.

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES**  
**September 20th, 2023 Board Meeting Minutes**  
**7:30 PM, Wyckoff Public Library**



As we begin a new school year, I look forward to working with the media specialists at all schools to provide support in making the year the very best it can be for all students and teachers. We are excitedly planning fall events and activities, including storytimes, book clubs, music classes, science activities, arts & crafts projects, and more!

**Adult**

submitted by Veronica Potenza, Michael DeVincenzo  
August featured a variety of well-received adult programs at the library, including lectures on the history of art thefts with art historian Mallory Mortillaro, beekeeping with Professor Frank Mortimer, the New Jersey Pinelands with Jenkinson's Aquarium, and longevity with Dr. Ray Millazzaro. We also continued our One on One Tech Class offerings with Veronica and Michael, and as always our patrons were very appreciative of the opportunity to get all of their vexing technical questions answered. This month, Veronica got tech class questions about Google Docs, Google Photos, Outlook, and



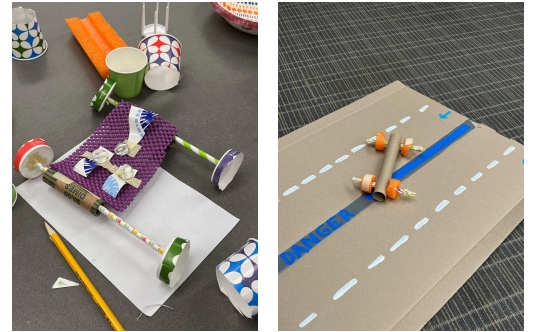
FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES**  
**September 20th, 2023 Board Meeting Minutes**  
**7:30 PM, Wyckoff Public Library**

general iPhone functions. As part of the Summer Reading Program, adults submitted raffle tickets for 498 books read, wrote 121 reviews and completed 84 activities.

**Teen**

We had some great teen events over the last half of our summer season! KerryAnn O'Connor hosted an engineering workshop where our teen participants worked on prototypes of futuristic cars using recyclable material. We had a great mix of teens with fun ideas - all who created wildly different prototypes of potential cars! We look forward to welcoming KerryAnn in the future.



After a very successful program last year, I invited Maria of Splash Lab Experience for another tie dye event this year, which was well-attended and very much enjoyed. Participants were able to each make a tshirt, a pair of socks, and a tote bag. Two of the teens who attended sent a photo of their finished shirts for us to see, and they are awesome! We had requests during the program to make this a regular summer event, and were so glad to see the teens having a great time.



I also worked to coordinate a summer session of volunteering. This summer, we had 10 volunteers who regularly assisted with shelving, shelf reading, craft preparation, program assistance, designing bookmarks, and creating displays. I am currently working on a schedule for the fall volunteering session.

Our 2023 Teen Summer Reading program was our biggest in the last 4 years! I am excited to share that our registration and participation numbers have continued to trend upward, with this year's registration increasing from 73 last year to 81, and the participation rising from 53 to 63. We are so happy to report that the teens read a combined 110,672 minutes this summer, and earned a collective 583 program badges. Our new reading reward structure, which allowed teens to pool their rewards for different prize increments, was well received by the participants. I will be using feedback from teens and parents to design future reading programs.

**Technology/Social Media**

Veronica and Laura will begin to create and post a series of "Did you know" videos. Idling information was shared via social media in response to a patron's suggestion.

**MakerSpace**





FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES**  
**September 20th, 2023 Board Meeting Minutes**  
**7:30 PM, Wyckoff Public Library**

The revised policy is being reviewed with staff for implementation in late September. In addition to appointments and programs we continue to provide lots of drop-in service. During August we had a number of requests for dorm poster printing. Below is a photo from a teacher who used the Cricut machine to help prepare her classroom bulletin boards.

**Professional Development**

Susan Valenta attended a Circulation Committee meeting on Aug 7th. They discussed P&P concerning changing patron information in the computer, what other libraries are doing to connect with their patrons and the pushback Hoboken received recently over banned books. We also asked the Bccls Rep if we could standardize the loan periods between Libby and Hoopla.

Michael DeVincenzo joined and attended a meeting of the BCCLS Adult Services Committee.

I attended a NJLA Conference Futures Subcommittee meeting. We are discussing options for possible collaborations with other professional organizations and various venues to best meet the needs of attendees.

**Buildings & Grounds**

The AV upgrade is underway and should be completed by the time of this meeting. Significant improvements include: both Shotmeyer and Monroe now have the ability for presenters to connect wirelessly, Monroe now has a microphone which is an important accessibility improvement, the projection screen in Monroe is the current aspect ratio and can therefore display movies and presentations properly, the HDMI input in the History Room has been upgraded and moved to the wall which allows for more flexible furniture layouts.

I am happy to report that we are on the schedule to have the main water line replaced. I attended a brief planning meeting held on Wednesday, September 13th.

The project should start in about a week and take 3-4 weeks to complete. The library's lot will be accessible throughout. Some equipment will be staged in the far, back corner.

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES**  
**September 20th, 2023 Board Meeting Minutes**  
**7:30 PM, Wyckoff Public Library**

Work will be scheduled from 6am-2:30pm M-F. There will be two times when water needs to be shut off, but they will start the work earlier those days so it should not interfere with our operating hours.

Woodland Ave from our lot to the lower field area will temporarily be one lane. The gate at the bottom will be opened during work hours (I believe that is Demarest).

The faucet in the bathroom in the Rizzo Children's Room bathroom had to be replaced. This fixture was installed in 2012 (not part of the recent upgrade).

We had a partial power outage on Monday, Aug 21st. Power was restored by O&R by 9:40 am. This outage tripped the RTU that controls the AC for the original portion of the main level. It could not be reset from the outside of the unit (although I tried). There was something in the unit itself that needed to be reset. The outage also caused a problem with the burglar alarm causing a communication failure. Again, I attempted to troubleshoot but there was something inside the panel that needed to be reset by a technician. Both issues were resolved quickly. The following week, the light in the elevator went out. It didn't seem to be related. Our custodian, Tom, changed the bulb to no avail. I had to call the electrician to replace the ballast.

The problems with the lighting upgrade have been largely resolved. All the fixtures in the Rizzo Library that needed to be replaced have been. Approximately 50% of the fixtures needing repair in the adult stacks have been replaced. Additional bulbs are on order. There was no cost to the library.

**Friends of the Wyckoff Library**

On Wednesday, September 13 the Friends of the Wyckoff Library met. The Friends received a generous donation left in the will of Douglas Davids. These monies will be used to continue the process of digitizing our local history materials. A plaque in his honor will be honored to acknowledge the gift. The Friends also approved the purchase of another Cricut machine, carrying case and heat press. This will allow us to keep one in the MakerSpace and circulate the other as part of the Library of Things.

The Friends will donate a gift card to be raffled off at the BCCLS Friends Brunch. The monies raised go to the BCCLS Scholarship.

Thanks to Friends Treasurer Suzanne Brown and her husband Jeff for donating and installing additional slatwall to be used for displaying our collections.

**WYCKOFF LIBRARY BOARD OF TRUSTEES**  
**September 20th, 2023 Board Meeting Minutes**  
**7:30 PM, Wyckoff Public Library**

**Community Partnerships**

Sabrina Adams gave her presentation addressing the Spotted Lanternfly problem as part of her Girl Scout Gold Award. Abby Collins placed a bin in the lobby to collect items requested by RBARI as part of her Silver Award.

**BCCLS**

BCCLS DUP Committee and Bergen County LGBTQ+ Advisory Board to Announce 1-Book Program featuring, Ma and Me by Putsata Reang.

**June & July Circulation**

1. Circulation: July & August tend to be our highest circulating months despite being closed on Sundays. The 2023 July circulation was 22,054 which is higher compared to 20,604 in 2022. Circulation in August was also higher at 22,091 compared to 21,250 in 2022. Digital collection circulation continues to grow.

Summer Circulation Print + Digital

2023 44,145

2022 41,854

2021 39,766

2. Meeting Room Use: The Township used the meeting rooms for Chess Camp and coach trainings. 200 people attended 7 Township programs. The meeting rooms were not used by any outside groups this summer.

3. Patron Engagement: During July & August the library offered 102 programs with approximately 4,162 participants. The majority of programs were in-person, but there were a few online/remote programs and Grab & Gos.

The library's website had 6,895 page views from August 10 - September 6.

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES**  
**September 20th, 2023 Board Meeting Minutes**  
**7:30 PM, Wyckoff Public Library**

	Page title and screen class ▾ +	↓ Views -----	Users -----
		6,895 100% of total	3,224 100% of total
1	Wyckoff Free Public Library	4,238	2,574
2	Events – Wyckoff Free Public Library	464	221
3	Children’s Programs – Wyckoff Free Public Library	420	217
4	Ramapo High School Yearbooks – Wyckoff Free Public Library	155	101
5	Adult Programs – Wyckoff Free Public Library	130	89
6	Museum Passes – Wyckoff Free Public Library	128	93
7	Hours/Holidays – Wyckoff Free Public Library	94	69
8	Summer Reading 2023 – Wyckoff Free Public Library	80	56
9	Digital Collections – Wyckoff Free Public Library	74	62
10	Wall Street Journal Digital Access – Wyckoff Free Public Library	71	42

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

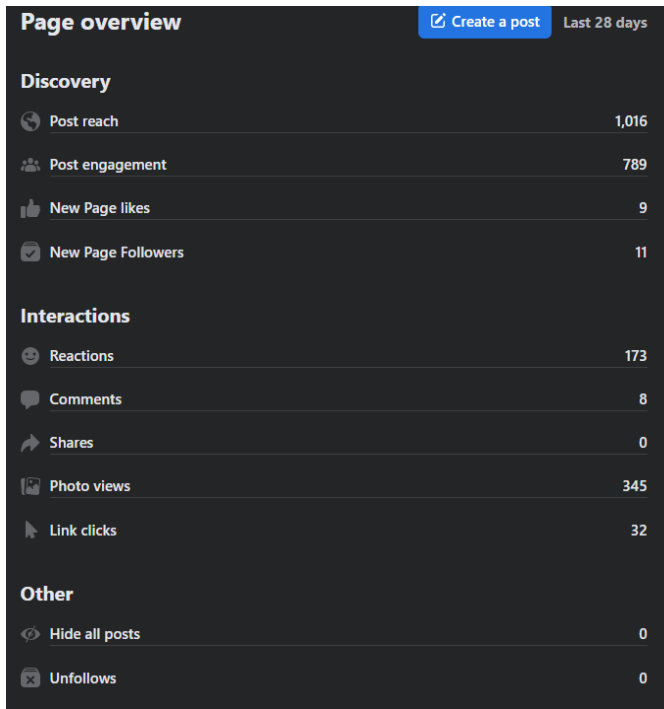
Top Facebook post in the last 28 days

The screenshot shows a Facebook post with the following details:

- Post Text:** "We enjoyed Uncle Louie G's yummy Italian ice to celebrate our awesome summer all together at the..."
- Published by:** Wanda Woodland · August 31 at 11:10 AM · 🌐
- Post Impressions:** 713
- Post reach:** 668
- Post Engagement:** 214
- Interactions:**
  - Like: 24
  - Love: 7
  - Haha: 0
  - Wow: 0
  - Sad: 0
  - Angry: 0
- Reactions:** 31
- Comments:** 1
- Shares:** 0
- Other Clicks:** 64

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES**  
**September 20th, 2023 Board Meeting Minutes**  
**7:30 PM, Wyckoff Public Library**



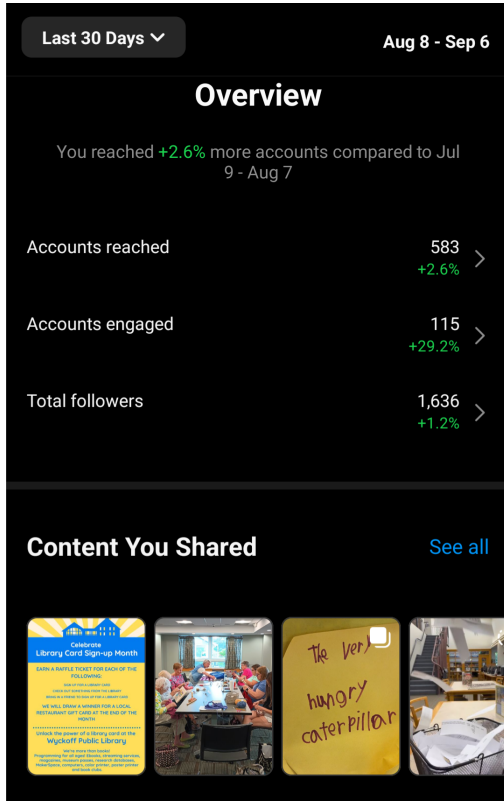
Below is a summary of Twitter activity from the last 28 days (as of September 7, 2023)



Below is a summary of Instagram activity from the last 30 days (as of September 6, 2023)

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES  
September 20th, 2023 Board Meeting Minutes  
7:30 PM, Wyckoff Public Library**



**Adjournment**

Motion by Tony Donato second by Lori Peters to adjourn the meeting. All were in favor and the meeting was adjourned at 8:37 pm.

The next meeting will be held on Wednesday, October 18th, 2023.

---

Margaret Chagares, Board President

---

Laura Leonard, Library Director