

**FINAL**  
**WYCKOFF LIBRARY BOARD OF TRUSTEES**  
**April 16, 2025 Board Meeting Minutes**  
**7:30 PM, Wyckoff Public Library**

I. **Open Public Meetings Act Statement**

a. "The April 16th, 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 website at wyckofflibrary.org. 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 and The Ridgewood News. At least 48 hours prior to this meeting the Agenda thereof was emailed to said newspapers.

II. **Call to Order and Attendance:**

Vince Antonacci, Rudy Boonstra, Peggy Chagares, Lauren DeKorte, Tony Donato, Kathy Lane, Donna Macaluso, Lori Peters and Brian Saxton.

Absent: None

**Staff Attendance:**

Laura Leonard, Director and Jeannine Wright, Recording Secretary

III. **Public Comment:** None

IV. **Board Business:**

- a. Financial Disclosure forms - due April 30th, eight have been submitted
- b. BCCLS training opportunity - Wednesday, May 7th at Maywood Library 7-8:30 or join online. The presenter is Amanda Eigen, Assistant Director at the Maplewood Public Library and Law for Librarians trainer. The program is, The First Amendment, Libraries and Library Trustees. Ms. Leonard encourages trustees to participate. Seven (7) hours of training are required for the Board annually.

V. **Secretary's Report**

- a. Approval of the following Library Board of Trustees meeting minutes:

Motion by Saxton seconded by Peters to approve the March 19, 2025 Board of Trustees Regular Meeting Minutes.

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

VI. **Treasurer's Report**

- a. March's Treasurer's Report - The report was distributed by Ms. Leonard. Ms. Leonard answered questions regarding the following:

Line 39 - capital expenditure was toward the study rooms.

Motion by Peters seconded by DeKorte to approve the March's Treasurer's Report.

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

Abstaining: none

- b. April Voucher List - The report was distributed by Ms. Leonard. Ms. Leonard answered

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questions regarding the following:

- Line 38 - refreshments for a program.
- Line 51 - refreshments for study room dedication.
- Line 34- new library cards.
- Line 3 - Book purchases by Michael DeVincenzo of best sellers from a local source because of delays with our distributor.

Motion by Peters seconded by Saxton to approve the April Voucher Report.

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

Abstaining: none

c. Resolution 2025-07

**WYCKOFF FREE PUBLIC LIBRARY  
COUNTY OF BERGEN  
STATE OF NEW JERSEY  
RESOLUTION # 2025 - 07**

**INTRODUCED:  
APRIL 16, 2025**

**SECONDED:  
REFERENCE: Authorize payments to  
vendors immediately after  
services rendered but  
prior to next board meeting**

**VOTE: ANTONACCI \_\_\_ BOONSTRA \_\_\_ CHAGARES \_\_\_ DEKORTE \_\_\_ DONATO \_\_\_  
LANE \_\_\_ MACALUSO \_\_\_ 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).

Lorinda Walker, 26743, \$340.00, Essential Oil Prgm  
Joseph Riccio, 26724, \$450.00, 5/10 Concert  
Ken Conti, 26744, \$450.00, 5/10 Concert  
Frank Mortimer, 26766, \$300.00, Bee Prgm

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Judith Krall Russo, 26784, \$400.00, 1950's Prgm  
Joann Tufo, 26789, \$200.00, Strolling the Boards

**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 16, 2025

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**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 2025 WYCKOFF FREE PUBLIC LIBRARY BUDGET, ACCOUNT #1801228.

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**VINCE ANTONACCI, BOARD TREASURER**

Motion by Dekorte seconded by Chagares to approve Payment of Vendors in Advance.

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

Abstaining: none

d. Other Financial Matters - audit: waiting for draft to come back. The audit is a little early this year because the township is trying to get ahead.

**VII. New Business**

- a. IMLS Funding - An update was sent out from the New Jersey State Library and NJLA. This information was forwarded to the Board of Trustees by Ms. Leonard. The majority of funding for our library is derived from local taxes so the impacts will be less severe than those other communities face. Funding for statewide services such as databases and the Talking Book & Braille Center come from the federal government. We will need to wait and see what the impact will be. Twenty attorneys general, including New Jersey Attorney General, Matthew J Platkin, are suing the Trump administration over illegal cuts to federal agencies, it was filed April 4th.
- b. Early Voting Dates & Primary Election Day - The Wyckoff Public Library is one of nine Early Voting sites in Bergen County. Early voting days are extended to six (6) days, June 3 - June 8. Primary election day is June 10th, 2nd Tuesday in June. The Governor moved the date because June 3rd is a Jewish holiday. Ms. Leonard will contact the Town Clerk at Wyckoff Town Hall for confirmation of the date. The ballot has also been changed so there is concern that there will be some confusion with dates and the ballot change. Mayor will add this information to Wyckoff's website to alleviate confusion and will encourage other towns to follow suit.

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**VIII. Ongoing Business**

- a. Window repair- installation of the window after the first was not the right size is set for April 28th.
- b. Wyckoff Day - May 31st- three library staff members signed up to volunteer, the library will have a booth and it should be a good day.
- c. Hoopla - A BCCLS meeting was scheduled after multiple library directors, including Ms. Leonard, expressed concern about AI generated content. Two representatives from Hoopla explained what steps they are taking to identify and limit AI generated content, what steps individual libraries can take, and how they are updating their collection development policy and procedures. Ms. Leonard requested that all “known” AI generated titles be removed by Hoopla.

**IX Director’s Report April 16th, 2025**

**Snapshots from the Library**

A patron came in looking for ASOQT test prep books (Air Force Officer). The copies available in BCCLS were a bit dated, but I ordered the most recent. Then, I found an even newer one in Hoopla. Finally, I accessed Peterson's Test & Career Prep database, provided through the New Jersey State Library. Under Vocational Test Prep there are lots of Military exams including the one the patron was looking for! He explained that he is at a career crossroads and was very grateful to learn about this resource.

submitted by Susan Ferioli - I just wanted to share what I saw tonight in one of the study rooms. As I was leaving the book drop room, I could see into study room 3 and the white board had been completely written on and a young gal was sitting on the floor writing more. Her laptop was on the table with papers around. She was completely engrossed in her work. I would think this is what you, the Board and Mr. David's family envisioned when seeking a solution for private rooms.

**Administrative**

Pat Gioe prepared materials for the 2024 audit which allowed the auditors to work quickly. The auditors were onsite on March 21, 2025. Pat and I answered questions as they arose and provided additional details as requested. We are available via email for follow-up. Pat also reported another successful Acrylic Painting class hosted by Artful Easel with 14 people attending. Everyone enjoyed painting a very colorful landscape in the Van Gough style!

**Rizzo Children’s Room, submitted by Denise Marchetti**

Spring is definitely in the air! Heather Layng did a fabulous job decorating our windows in the Rizzo Children’s Library to welcome the new season, as did Dolores Goetschius in decorating our bulletin board! Donna Barone is preparing a super fun Eye Spy activity game, with special objects for kids to seek out while enjoying some poems to celebrate National Poetry Month. Also, a huge thank you to Donna for completing the shifting of our fiction section.

I was invited to visit the Little Scholars at Wyckoff Christian Preschool on March 28th. I read books about libraries and we talked about all the great things their library has to offer the Little Scholars. We had such a fun and meaningful visit! One of the Little Scholars was so excited that he asked his mom to bring him to our library right after school!

We have several drop-in activities planned during the week of Spring Break, and Brielle Bleeker and I will be hosting a Wizard of Oz family trivia event, with snacks and prizes, and festive decorations!

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I have been in contact with Joanne Biscardi, the leader of Girl Scout Troop 98203. The girls, who are working towards earning their Bronze awards, will be visiting for several hours on Monday, April 14th during Spring Break, as well as Saturday, April 26th to read stories, work on projects and puzzles, and engage in dramatic play with our pre-readers and young readers. Washington school's third grade Girl Scout Troop will be visiting our library on April 25th. I have planned a class of STEM activities and projects, as the girls are working towards earning their engineering badges.

I have a meeting scheduled with Jessica Volin, Director of Early Learning at the Wyckoff Family YMCA to coordinate visits with six preschool and transitional kindergarten classes. I am participating in Healthy Kids Day at the YMCA again this year on Saturday, April 26th. I absolutely love being part of this amazing day!

I have been invited by Barbara Sharer and the Sicomac third grade teachers to visit their classes on April 30th to share a variety of folktales with the students, corresponding with their lessons. I am currently researching many folktales, and I can't wait to share them with the kids!

We had a wonderful and exciting visit with Coolidge 1st graders on March 26th! Thank you to our Circulation staff for helping to make this such a special day! We are looking forward to our next visit, which is with Lincoln 1st graders on May 7th!

Summer 2025 is coming fast! I am happy to report that the planning is well underway, and we are looking forward to another lively summer in Rizzo!

**Adult, submitted by Michael DeVincenzo**

Our Weird New Jersey program with the legendary publishers of the magazine, Mark Moran and Mark Schuerman was a huge success, with over 80 people in attendance. It even received coverage on the Wyckoff Patch website. March also featured a lecture delivered by chiropractor Dr. Ray Milazzo to our patrons on how to be "Forever Young" by making healthy choices each day. Our patrons also got a chance to brush up on their dance moves with a visit from the Fred Astaire dance studio. Nearly 50 people spent the afternoon enjoying live jazz performed by the Monroe Quinn Trio. Finally, our patrons had the opportunity to learn about and sample some delicious cheeses with Jessica Kesselman, owner of a cheese shop in Nyack NY.

April features a celebration of "The Wizard of Oz", including a Wizard of Oz family trivia night in conjunction with the Children's Department, along with a lecture about the cultural significance of the film with Professor Cordelia Siporin. Finally, the library will welcome a return visit from the talented Alisa Dupuy of "Ladies of History", to deliver a performance as Queen Elizabeth II at an afternoon tea party.

For March, The Escapist Readers book club read "The Days I Loved You the Most" by Amy Neff, and even had a Zoom visit from the author herself! Meanwhile, the Friends of the Wyckoff Library Book Club literally and figuratively selected a book 'off the beaten path' of its normal fare and read, "The Stranger in the Woods: The Extraordinary Story of the Last True Hermit" by Michael Finkel, which documents the extraordinary case of a man who lived in the Maine woods for 27 years in total isolation.

The intensive weeding of the adult non-fiction collection continued in March, allowing our collection to become more relevant, focused, and well-presented.

**Teen, submitted by Riley McArthur**

I continue to seek out additional volunteering opportunities for our teen patrons in the form of passive and active engagement. I will be hosting a few meetings where I will be able to offer

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service hours in exchange for teens sharing their thoughts and opinions on programming, the teen space, content, and displays.

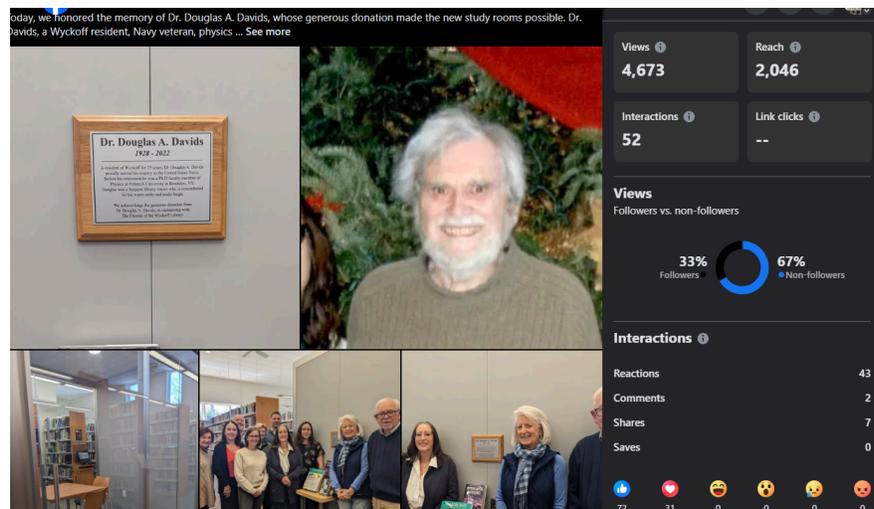
I recently completed a review of the teen graphic and video game collections, and am currently working on a review of the teen nonfiction collection. I am paying close attention to circulation statistics and our most utilized subject areas. My goal is to remove any outdated or worn materials, thereby increasing the amount of display space I have to showcase other teen nonfiction titles.

Brainstorming for the 2025 Summer Reading Program has begun. I am on the lookout for exciting programs, crafts, and challenges that our teen patrons might enjoy. I will be taking a look at possible changes to our Beanstack challenge format, as well as our reading reward system. With the addition of our new 3D printer, there are a number of possibilities when it comes to what prizes and programs I may be able to offer.

**Technology/Social Media, submitted by Veronica Potenza**

Michael, Riley, and Laura assisted Veronica with tech classes this month. Topics included Instagram, general iPhone help, and email assistance.

Top post in the last 28 days (as of 4/8/25):



**MakerSpace**

Jenn Ragucci led classes including Shamrock Sea Glass Art, Spring Carrot Wreath and beading bracelets. A seventh-grade volunteer led an origami class for adults. She did a fantastic job and will be back in April. She also provided one-on-one appointment assistance.

The Reference staff responded to many poster print requests, some of which were used at Washington School's "Theme Day".

Veronica 3D printed a GPS kayak mount for a very happy patron. Their friend loved it so much he asked for a second one for their kayak!



**Professional Development**

I attended a BCCLS Policy & Procedures committee meeting. I helped to compile survey results for the NJLA Conference Futures Task Force.

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I listened to the BCCLS Member Services online chat regarding Hoopla and AI. Two representatives from Hoopla responded to questions that had been submitted by librarians. They outlined the changes they will be making to their acquisition process and updates to their collection development policy. They also shared how individual libraries can tailor their individual collections.

Susan Valenta chaired a BCCLS Circulation Meeting online and is preparing to lead two in-person trainings for the consortium.

Veronica Potenza & Michael DeVincenzo attended the Health Literacy for Library Staff part 1 webinar on April 11th.

**Buildings & Grounds**

The window replacement is scheduled for April 28.

I was alerted to water on the boiler room floor. There was a leak from the boiler drain pipe. Fortunately, it was repaired the next morning before the library opened.

Wyckoff DPW completed a number of small repairs including: loose fascia board by the entrance, holes in Shotmeyer & Monroe from the old AV control panels (spackled and painted), replaced missing ceiling tiles around the new AV screens, repaired the hole in the wall of the kitchen passthrough in Monroe.

**Friends of the Wyckoff Library**

The Friends met on March 25. They are planning a book sale for May and discussed the logistics. They approved the renewal of multiple museum passes. They authorized the purchase of additional items for the Library of Things.

They will be hosting an appreciation lunch for staff during National Library Week Appreciation.

**Outreach**

Denise Marchetti continues to host community groups and visits schools frequently. Riley McArthur reached out to the high school and middle school media specialists to inquire about what databases they offer their students. I continue to visit Christian Health Care monthly and will visit Hope Christian Center in May.

**March Circulation Report Highlights**

1. Circulation: Monthly circulation is nearly even with 2024 with slight decreases in some print categories balanced by increases in digital use.
2. Meeting Room Use: Meeting Room was nearly doubled compared to March of 2024. The increase is due to use by the Recreation Department.
3. Patron Engagement: Programming was similar to March of 2024 with the exception of adult attendance. Please note that only “live viewings” of the virtual author talks will be counted in the monthly attendance count in 2025, the on-demand views will be reflected in our database usage. When the virtual author on demand views are removed the comparison is 259 adult attendees in 2024 to 414 in 2025.

Below is a summary of Instagram activity for the last 28 days (as of 4/8/25):

Accounts reached	925	>
	+25.7%	
Accounts engaged	158	>
	+56.4%	
Total followers	2.0K	>
	+1.1%	
Content you shared	34	>

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Below is a summary of Facebook activity for the last 28 days (as of 4/8/25):

Views	
Views	16,500
3-second views	111
1-minute views	1
Watch time	18m 5s
Reach	3,397
Interactions	
Content interactions	428
Link clicks	38
Audience	
Follows	5
Unfollows	1
Net follows	4

The library's website had 7,459 views over the last 28 days (as of 4/8/25):

Page path and screen class		Views	Active users
Total		7,459 100% of total	3,041 100% of total
1	/	4,414 (59.18%)	2,245 (73.82%)
2	/events	664 (8.9%)	320 (10.52%)
3	/adults/programs	238 (3.19%)	162 (5.33%)
4	/children/childrens-programs-2	226 (3.03%)	123 (4.04%)
5	/ramapo-high-school-yearbooks	178 (2.39%)	127 (4.18%)
6	/tech-tips	173 (2.32%)	142 (4.67%)
7	/museum-passes	148 (1.98%)	87 (2.86%)
8	/small-private-study-rooms	99 (1.33%)	57 (1.87%)
9	/contact-us	83 (1.11%)	67 (2.2%)
10	/maker-space	80 (1.07%)	56 (1.84%)

**X. Committee Updates and Current Action Items**

- a. Bequest Planning (Antonacci, DeKorte, Peters)
- b. Building and Grounds (Antonacci, Donato, Lane)
- c. Finance, Budget, Audit, Insurance (Antonacci, DeKorte, Saxton)
- d. Legal, State and Township (Chagares, Boonstra) - Centennial celebration planning is underway. There will be a Gala and Parade in order to have more opportunities to celebrate Wyckoff's 100 years. The Historical Society and Mayor Boonstra are looking into digitizing the historic collection which will be partially funded by the Friends of the Library. Mayor Boonstra is impressed with the study rooms and has even utilized one of the available rooms.
- e. Nominating (Donato, Peters)
- f. Personnel (Peters, Chagares)
- g. Policy (Peters, Saxton)
- h. Strategic Plan (Chagares, DeKorte, Macaluso)

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Next Meeting Date: Wednesday, May 21, 2025

**XI. Adjournment**

Motion by Saxton to adjourn the meeting, seconded by Antonacci.

All were in favor and the meeting adjourned at 8:05 pm.

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Tony Donato, Board President

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Laura Leonard, Library Director