

FINAL

**WYCKOFF LIBRARY BOARD OF TRUSTEES
MEETING MINUTES**

March 25, 2026 at 7:30 PM, Wyckoff Public Library, 200 Woodland Avenue

I. **Open Public Meetings Act Statement**

a. "The March 25th 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:**

Rudy Boonstra, Peggy Chagares, Lauren DeKorte, Tony Donato, Kathy Lane, Donna Macaluso and Brian Saxton

Absent: Vince Antonacci and Lori Peters

Staff Attendance:

Laura Leonard, Director and Kyanna Gonzalez, Recording Secretary

III. **Public Comment**

No public is in attendance.

IV. **Board Business**

None.

V. **Secretary's Reports**

Approval of the following Library Board of Trustees meeting minutes:

Motion by DeKorte seconded by Chagares to approve the February 26, 2026, Board of Trustees Regular Meeting Minutes.

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

Abstaining: None

VI. **Treasurer's Report**

a. February Treasurer's Report - The March Treasurer's Report was distributed by Ms. Leonard. Ms. Leonard reviewed the report and responded to questions.

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

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

Abstaining: None

b. Reapprove February Voucher list - Addition of a debit card charge in the amount of \$19.09 that was charged after the February 26 meeting.

Motion by Donato seconded by DeKorte to reapprove the March voucher list for the debit card charge.

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

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Abstaining: None.

c. March Voucher List

The March Voucher List was distributed - questions and comments were invited.
Ms. Leonard clarified charges listed under Lost and Paid Non-Wyckoff.

Motion by DeKorte seconded by Chagares to approve the March Voucher list.
Voting in favor: Boonstra, Chagares, DeKorte, Donato, Lane, Macaluso and Saxton
Abstaining: None.

d. Resolution 2026:05

**WYCKOFF FREE PUBLIC LIBRARY
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION # 2026 - 05**

**INTRODUCED:
March 25, 2026**

**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).

Corbitt Williams, 27315, \$300.00, 4/4 Musical Storytime

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The Artful Easel, 27301, \$325.00, 4/9, Acrylic Painting
Frank Fechtmuller, 27313, \$500.00, 4/12 Beatle Tribute Concert
Joel Farkas, 27302, \$275.00, 4/13 Revolutionary War Lecture

CERTIFICATION

I, LAUREN DEKORTE, 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 MARCH 25, 2026.

LAUREN DEKORTE, 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 2026 WYCKOFF FREE PUBLIC LIBRARY BUDGET, ACCOUNT #1801228.

VINCE ANTONACCI, BOARD TREASURER

Motion by DeKorte seconded by Donato to approve Resolution 2026:05.
Voting in favor: Boonstra, Chagares, DeKorte, Donato, Lane, Macaluso and Saxton
Abstaining: None

e. Other Financial Matters: None.

VII. New Business

None.

VIII. Ongoing Business

- a. Author Luncheon featuring Jill Santopolo
Flyers are being distributed and displayed
- b. Library Card Design contest
The library received 65 submissions. Winners were selected for each of the three age categories. Susan Valenta is coordinating with the printing company. Library

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cards featuring the winning designs will be available during National Library Week. Bookmarks from the other entries will also be made and distributed during National Library Week. Submitted designs are displayed in the glass case across from the Reference Desk.

c. **OPMA Legal Notices update**

Ms. Leonard submitted the link to the Legal Notices page on the library website to the New Jersey Department of State for inclusion in their database as required.

IX Director's Report

Snapshots from the Library

A patron asked Veronica for information regarding the US citizenship test. Her sisters cannot get back to Iran and they are exploring solutions to stay here.

A patron who regularly enjoys cruises with friends stopped in for help printing her invoice and itinerary. She commented to Riley that she was very appreciative and always knows that the library will help her print all the paperwork that she needs to prepare for her excursions.

One of our patrons was talking to Susan Valenta about living in Alaska and the next time they caught up, he brought her an article from the WSJ on travel to Alaska. He isn't even a Wyckoff patron.

Administrative

The Secretary of State created the database so that municipal agencies can submit the links to their Legal Notices pages. I received my authorization code and submitted the url and relevant information for the Library. I informed the Township Clerk that our submission was complete.

Staff began using the online payroll system to log in and out each shift. Pat Gioe and I are answering questions from staff, requesting corrections to settings, and auditing the process. Pat entered all the timesheets for our staff for the first four pay periods of 2026. Per the Township, staff will also be completing paper timesheets through May to confirm that the new online system is accurate.

I completed the State Report and submitted it to the State Library. Thank you to President, Brian Saxton for reviewing the draft and to Township CFO, Diana McLeod for completing the State Aid certification. This report is required in order to receive state aid funding.

Rizzo Children's Room, submitted by Denise Marchetti

I was super excited to be a mystery reader at Sicomac School during Read Across America week!

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Our first Musical Saturdays series event, Bubbly Beats with Miss Jolie was a huge success! We had an audience of over 150! It was awesome seeing families enjoying such a lively and engaging show together. I got such incredible feedback afterwards. Our next event is Musical Storytime with Mr. Corbitt on April 4th.

I've been in touch with all of our first grade teachers about their visits to our library. Coolidge 1st graders are coming on March 25th! It is always a special and exciting day for all of us!

I can't believe I'm actually saying this, but Summer 2026 is coming!!! Our theme is ***Unearth a Story***, and I'm happy to report that planning is well underway, and we'll have lots of awesome activities and events to offer our community throughout.

Adult, submitted by Michael DeVincenzo

Library Card contest: We received 65 creative library card designs (Adult = 11, Teen = 7, Kids = 47). Veronica Potenza created a survey that allowed library staff, Friends, and Trustees to pick their favorite choices in each category. The entries on the survey form did not include the names of the artists. Susan Valenta submitted the designs to the printer and hopefully we will have the new cards in time for Library Week and First Grade visits.

Author Luncheon: Our first Author luncheon is set for April 22nd at the Indian Trail Club featuring New York Times bestselling author, Jill Santapolo. This event will be the highlight of National Library Week! Thank you to Brielle Bleeker for coordinating this event. Tickets must be purchased by April 8th.

There upcoming events for adults include: Cocoa 101; Monday Movies; George Washington in New Jersey; Artful Easel Sketching via Zoom (2 remaining sessions); Yarn Therapy; Gut Check: How to Strengthen Your Second Brain; Tech Classes; FOWL Monthly Book Club; The Escapist Reader Book Club; and Table Top Games.

The long term weeding of the adult non-fiction collection is complete. With a more focused, timely, and relevant non-fiction collection, our adult readers will benefit greatly.

Teen, submitted by Riley McArthur

March has only just begun, but thoughts of programming never end! I am working on spring programs for April and May, and have started thinking about what our summer reading program might look like. We'll be utilizing ReadSquared this year and will be building the program from the ground up on their platform. Over the next few weeks, I'll start testing the website and taking notes to share with my coworkers.

I have been working on an updated list for our online teen resources page that will assist teens looking for help with tough topics, schoolwork, and general curiosities. I have also been working

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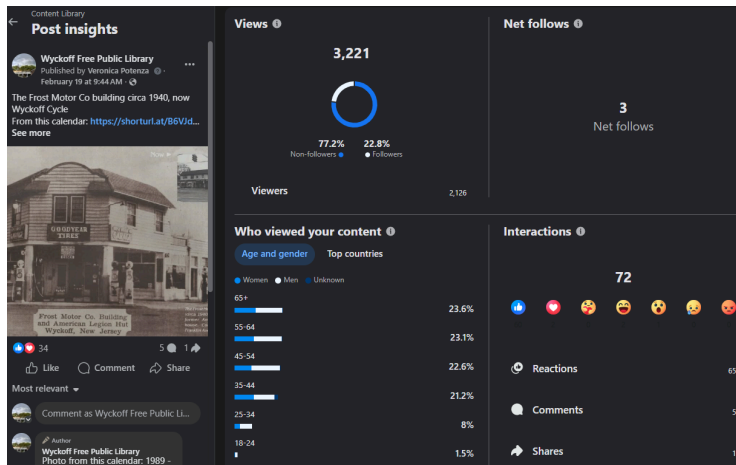
on spreadsheets that will help me to keep track of titles present in my genre-based readers' advisory lists. This will make it significantly easier for me to rotate out titles and to keep a balance of exposure to new releases and steadfast favorites.

I have begun the process of weeding the teen collection. With the help of one of my teen volunteers, we tackled the graphic novels, and will very shortly be moving on to teen fiction. I am between two potential reorganization systems: grade-related categories versus genre categories.

Technology/Social Media, submitted by Veronica Potenza

Recent tech classes included Word assistance to edit a book manuscript and help navigating a new phone. Staff members have also assisted patrons resetting their Kindles to allow access to Libby.

Top Facebook post from the last 28 days (as of 3/4/26):



MakerSpace

Robyn Fuchs joined the team as our new Maker Mentor in late February. She began offering small group classes and one-on-one appointments in March. Those include: Paper Collage Making; Embroidered Felt Bookmark Making; Painting Class.

Veronica Potenza and Riley McArthur assist with 3D printing requests as well as Cricut requests. Reference staff members printed over 45 posters for patrons in January and February.

Professional Development

I attended a BCCLS Policy & Procedure meeting and a BCCLS Strategic Plan meeting.

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Susan Valenta attended a BCCLS Committee Chair meeting and led a Circulation meeting.

Caitlin Murphy attended a “New Circulation Employee Training Seminar” at the BCCLS office.

Buildings & Grounds

The HVAC unit in the Children’s Room is not working optimally. ECC came to clean the strainer which had a lot of debris caught in it. They will return when the weather is a bit warmer to complete repairs because it requires turning the boiler off.

Community Outreach

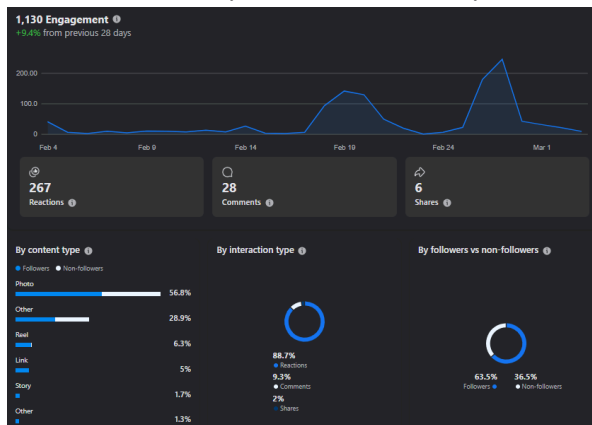
Friends of the Wyckoff Library

The Friends met on March 4. They continue to fund digitization of local history material and run the ongoing booksale.

February Circulation Report Highlights

1. Circulation: Circulation year over year is very stable with increases in digital collection being slightly more than that of the print collections. The library was closed for two days due to inclement weather compared to zero last February.
2. Meeting Room Use: Room use increased for Township use as compared to 2025. Rental attendance was higher with one very large program held early in February.
3. Patron Engagement: Despite the weather, visits to the library increased from 8,191 to 8,657.

Below is a summary of Facebook activity for the last 28 days (as of 3/4/26):

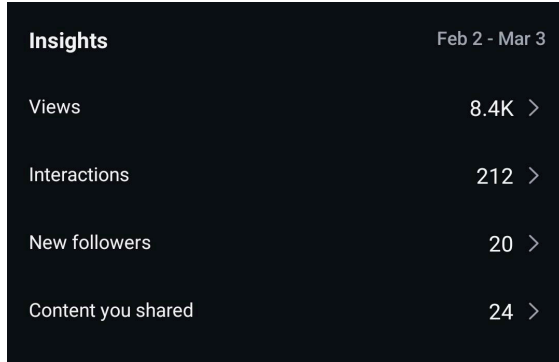


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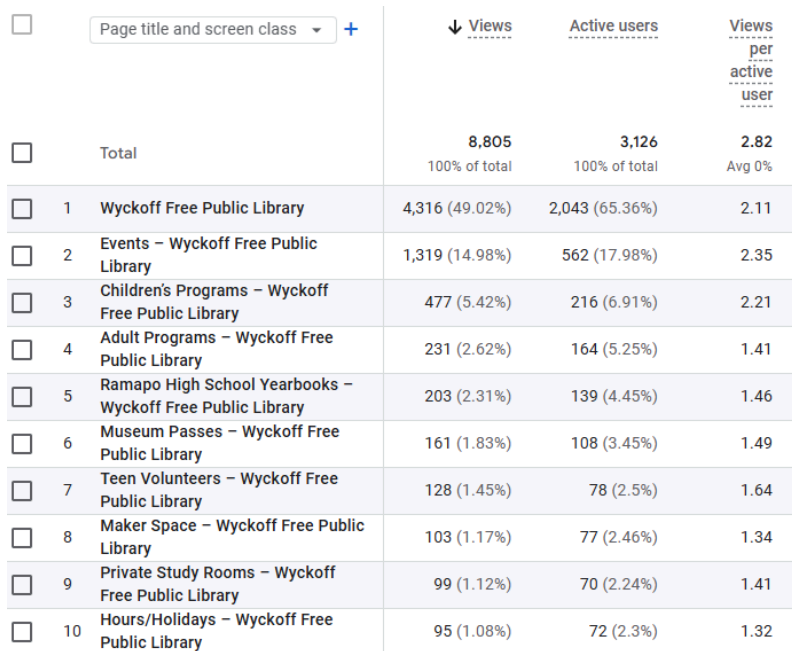
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Below is a summary of Instagram activity for the last 30 days (as of 3/4/26):



Insights		Feb 2 - Mar 3
Views	8.4K	>
Interactions	212	>
New followers	20	>
Content you shared	24	>

The library's website had 8,805 views over the last 28 days (as of 3/4/26):



<input type="checkbox"/>	Page title and screen class ▼ +	↓ Views	Active users	Views per active user
<input type="checkbox"/>	Total	8,805 100% of total	3,126 100% of total	2.82 Avg 0%
<input type="checkbox"/>	1 Wyckoff Free Public Library	4,316 (49.02%)	2,043 (65.36%)	2.11
<input type="checkbox"/>	2 Events – Wyckoff Free Public Library	1,319 (14.98%)	562 (17.98%)	2.35
<input type="checkbox"/>	3 Children's Programs – Wyckoff Free Public Library	477 (5.42%)	216 (6.91%)	2.21
<input type="checkbox"/>	4 Adult Programs – Wyckoff Free Public Library	231 (2.62%)	164 (5.25%)	1.41
<input type="checkbox"/>	5 Ramapo High School Yearbooks – Wyckoff Free Public Library	203 (2.31%)	139 (4.45%)	1.46
<input type="checkbox"/>	6 Museum Passes – Wyckoff Free Public Library	161 (1.83%)	108 (3.45%)	1.49
<input type="checkbox"/>	7 Teen Volunteers – Wyckoff Free Public Library	128 (1.45%)	78 (2.5%)	1.64
<input type="checkbox"/>	8 Maker Space – Wyckoff Free Public Library	103 (1.17%)	77 (2.46%)	1.34
<input type="checkbox"/>	9 Private Study Rooms – Wyckoff Free Public Library	99 (1.12%)	70 (2.24%)	1.41
<input type="checkbox"/>	10 Hours/Holidays – Wyckoff Free Public Library	95 (1.08%)	72 (2.3%)	1.32

3. BCCLS:

No update

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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) - update regarding OPMA
- e. Nominating (Donato, Peters)
- f. Personnel (Peters, Chagares)
- g. Policy (Peters, Saxton) - Tutoring policy
- h. Strategic Plan (Chagares, DeKorte, Macaluso)

XII. Adjournment

Motion by DeKorte to adjourn the meeting, seconded by Donato.
All were in favor and the meeting adjourned at 8:14 p.m.

Brian Saxton, Board President

Laura Leonard, Library Director