

FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES MEETING MINUTES

May 20, 2026 at 7:30 PM, Wyckoff Public Library, 200 Woodland Avenue

I. **Open Public Meetings Act Statement**

a. "The May 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 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:**

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

Staff Attendance:

Laura Leonard, Director and Kyanna Gonzalez, Recording Secretary

III. **Public Comment**

No public is in attendance.

IV. **Board Business**

Changes to Continuing Education requirements. Each board member has to complete two hours per year. Previously the board had to complete seven hours total. The deadline to complete hours is the end of December.

V. **Secretary's Reports**

Minutes were previously distributed. Mr. Saxton invited questions or corrections. Approval of the following Library Board of Trustees meeting minutes:

Motion by Peters seconded by Lane to approve the April 15, 2026, Board of Trustees Regular Meeting Minutes.

Voting in favor: Antonacci, Boonstra, Lane, Macaluso, Peters and Saxton

Abstaining: None

VI. **Treasurer's Report**

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

Income interest rates are lower, Makerspace income is up, Line 26, Utilities budget might be over for the year due to rising costs and weather. Ms. Leonard provided an update on the various CDs (Deurloo, Morrisson, Burkhardt, Roth, Apisdorf).

Motion by Peters seconded by Antonacci to approve the April Treasurer's Report.

Voting in favor: Antonacci, Boonstra, Lane, Macaluso, Peters and Saxton

Abstaining: None

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b. May Voucher list

Ms. Leonard reviewed the voucher list specifically:

Line 1 is 1 out of 3 pension payments.

Line 25 is for 1 out of 3 payments for library grounds.

Line 26 is for 1 out of 1 payment for parking lot lights.

Line 30 is for 1 out of 1 payment for insurance.

Lines 45 & 46 are for QPA services/payroll services.

Motion by Peters seconded by Antonacci to reapprove the April voucher list for the listed payments

Voting in favor: Antonacci, Boonstra, Lane, Macaluso, Peters and Saxton

Abstaining: None

c. Resolution 2026:07

**WYCKOFF FREE PUBLIC LIBRARY
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION # 2026 - 07**

**INTRODUCED:
MAY 20, 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).

Body Positive Works, 27383, \$250.00, 6/4 Program

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Create Cafe, 27415, \$1,200.00, 6/5 Murder Mystery Program

Graze Craze, 27422, \$605.00, 6/5 Murder Mystery Program

Mario Medici, 27381, \$175.00, 6/9 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 MAY 20, 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 Peters seconded by Boonstra to approve Resolution 2026:07.

Voting in favor: Antonacci, Boonstra, Lane, Macaluso, Peters and Saxton

Abstaining: None

d. Other Financial Matters

Audit visit complete. Received a draft of the audit. A couple of clarification questions will be asked before the final audit report comes out.

VII. New Business

a. Schedule changes- staff meeting and Wyckoff Day

The library will be open for a half day on June 12 starting at 1 p.m. due to a staff meeting. On June 27, for Wyckoff Day, the library will close at 1 p.m. for the preparation of the fireworks display. During the staff meeting we will discuss Summer Reading programs for all ages, including new software to be implemented for teens. We will also review the new and revised Tutoring and 3D Printing policies.

b. Early voting - The Wyckoff Public Library is one of nine early voting sites in Bergen County. Early Voting takes place on May 26 - 31. Primary voting will take place on June 2. Ms. Leonard has coordinated with the Township Clerk and DPW.

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- c. Murder Mystery Night on June 5th
The theme, which was inspired by the centennial, is the 1920s. It starts at 6:30 p.m. and ends at 8:30 p.m. It is capped at 75 people.

VIII. Ongoing Business

- a. Wyckoff Centennial - June 27

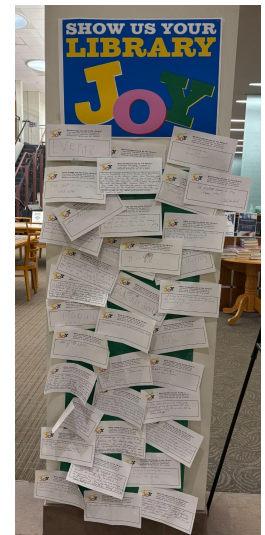
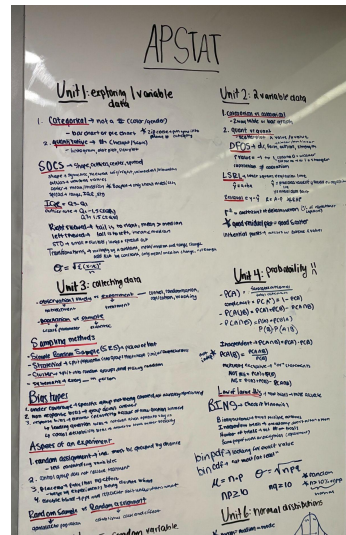
The library will have a booth at the celebration. The library will close early so the town can prepare the Memorial Field Complex for the fireworks. The library will be open from 10:00 a.m. to 1:00 p.m.

IX. Director's Report

Snapshots from the Library

The beginning of May saw an influx of high school students working individually, in pairs and in small groups preparing for the AP exams. They were able to make use of the History Room (for those that wanted total quiet), tables on the main floor (for speaking at a low-medium volume) and the Study Rooms (for working in pairs). Students in the Study rooms made use of the white boards and dry erase markers. We applaud their hard work!

Our staff is excited to get those new limited edition library cards out to our patrons. They are equally excited to be able to pick their own card style!



A patron came in looking for historical fiction set in Ireland. This patron participates in the Escapist Book Club and after reading Paris: a Novel and looking at Brielle's suggestions for other books set in France she thought to come here and read books set in Ireland before taking a trip in October.

During National Library Week, including at the Author Luncheon, we asked patrons to share what about the library brings them joy. We received wonderful feedback. Once again it is clear that people value not only the items they can borrow, but also the community and connection as well as the staff. All the slips can be viewed here: <https://canva.link/iykqu0c3nsssnfj>

This month our staff assisted patrons with requests that seemed mundane initially, but led to us being able to provide additional support and referrals after patrons shared recent experiences. Our staff is cognizant of the fact that often we do not know what is going on in a person's personal life and therefore it is important to treat everyone with respect and grace. I am proud that we have created an environment of trust for our community members.

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Administrative

I distributed copies of the newly adopted and revised policies to all staff members. I invited questions and will do so again at our upcoming staff meeting.

On April 29 I, along with members of the Township Committee and Town Hall staff, attended an online meeting with the insurance broker to review questions or concerns with the new plan and discuss options for 2027.

On April 30 I had the opportunity to meet with Kerry Postma, Wyckoff Superintendent, to review the Private Tutoring policy. She will share it with K-8 staff members.

On April 30 I met with a representative from Kapture Pest Control. They provided a quote for maintenance service. Our current provider's rates are significantly lower.

I am compiling a list of continuing education opportunities that are available on demand for trustees in addition to those that are held live in person or virtually.

Rizzo Children's Room, submitted by Denise Marchetti

We hosted our third musical Saturday for babies, toddlers, and preschoolers on May 2nd, with Valerie Boggis' Jiggly Wiggly class. There were plenty of young families and grandparents who attended, all commenting on how amazing the class was. Many attended all three programs, and thanked me for offering such great events on the weekends!

It has truly been a month of community outreach! We've had five Pre-K and TK visits from the Wyckoff Family YMCA, and a sixth class visiting on May 21st. I've given each group a tour of the Children's Room, along with themed storytimes and accompanying projects!

Twenty-two third graders from Coolidge Brownie Troop 98677 visited the library on May 8th to earn their "I love Reading" badges. The girls read the book that I had chosen, and shared many interesting thoughts with our group. They talked about other books that they have been reading and would recommend. I also did a Book Talk, sharing a variety of genres, and they enthusiastically took many home!

I've been invited by Rachel DeBlock and Larissa Thomas to visit Wyckoff Christian TK on May 22nd. Our theme is kindness. I'll share stories, and the kids will participate in a fun activity as well as a project.

I've been invited by Barbara Sharer, Sicomac teacher, to visit the third grade classes on May 28th and read several fairy tales and folk tales with students, who have been learning about them in class. I'm super excited to visit again. Many students came into the library looking for these books after my visit last year! I'm hoping to spark enthusiasm for these stories again!

It was an exciting day at the library when Sicomac first graders visited on May 13th to hear all the great things their library has to offer and receive their very own library cards, designed by a Wyckoff student!

Washington first graders are coming on May 20th, yay!!!

I'm looking forward to June 22nd, the start of our Summer Reading Challenge! Dinosaurs are coming to our library!!!

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Adult, submitted by Michael DeVincenzo and Susan Valenta

Author Luncheon: Our first Author Luncheon was held on April 22nd at the Indian Trail Club featuring New York Times bestselling author Jill Santapolo. The presentation was interview style and Brielle Bleeker asked insightful questions. Brielle also coordinated the book sales with Bookends and the menu with Indian Trail Club. Robyn Fuchs, Pat Gioe and I created book vases for the centerpieces. The attendees had wonderful things to say about the event. We already had a number of people asking when the next luncheon would be held.

Back the library, our adult programming slate for May includes:

- A concert featuring the New Orleans flavored jazz, rock, and soul of Stank Factory
- The Love Story of George & Martha Washington, as portrayed by returning favorite “Ladies of History” historical actress Alyssa Dupuy and Curt Radabough
- A presentation on how to raise food in your own backyard with Bracco Farms
- And finally, just in time for summer, a History of the Jersey Shore with Kevin Woyce

The DVD collection was gently weeded to strike a balance between creating more shelf space while being cognizant of the fact that far fewer DVDs are being produced in the streaming, on-demand media world we live in today.

Teen, submitted by Riley McArthur

I have begun to design our new summer reading challenges on the ReadSquared platform. I anticipate finishing within the next few weeks and will be sharing information with coworkers at our upcoming staff meeting. I continue to use our 3D printer to print out prizes for myself and the children’s staff.

I have chosen some volunteers who will be helping with the next phase of my collection reorganization. They will be working to identify and label series and genres for me. Once that is completed, I’ll be working with them to physically shift the collection.

This month I will be hosting a volunteer orientation for the summer session, meeting with a new group of potential volunteers who will help with various tasks over the course of the season. I also am working on programming for the summer months, including regular crafts, book discussions, potential college prep events, and more.

Technology/Social Media, submitted by Veronica Potenza

Our staff members help patrons daily with questions about downloading documents, attaching files to email, printing wirelessly, accessing various websites. Tasks that seem simple to some people are a challenge to others. A regular patron came in and needed assistance accessing a document via email on her phone. At the end of the exchange she said, “I don’t know what I’d do without you.”

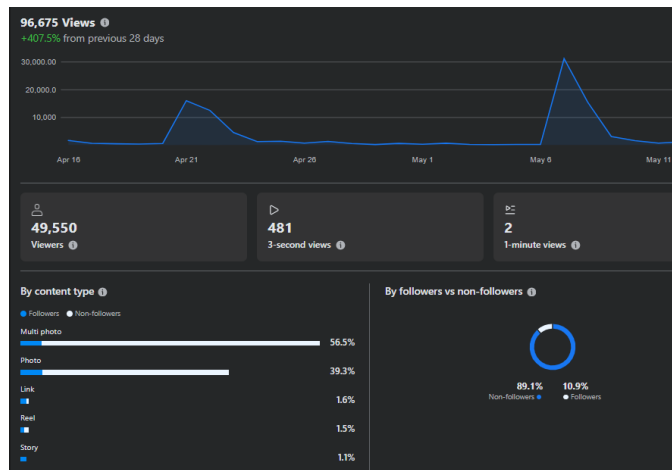
Recent tech classes included help with Google Maps, FaceTime, and tips on safely job searching online.

Below is a summary of Facebook activity for the last 28 days (as of 5/14/26). The top Facebook post from the last 28 days (as of 5/14/26) was the Wyckoff Quality Bakery post.

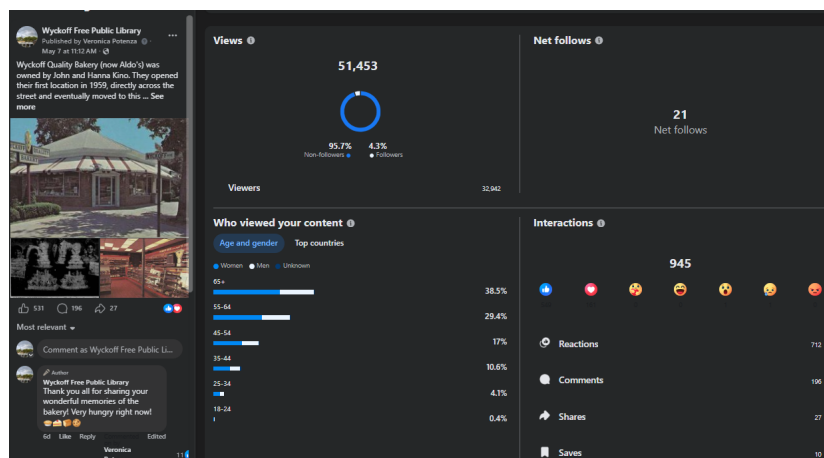
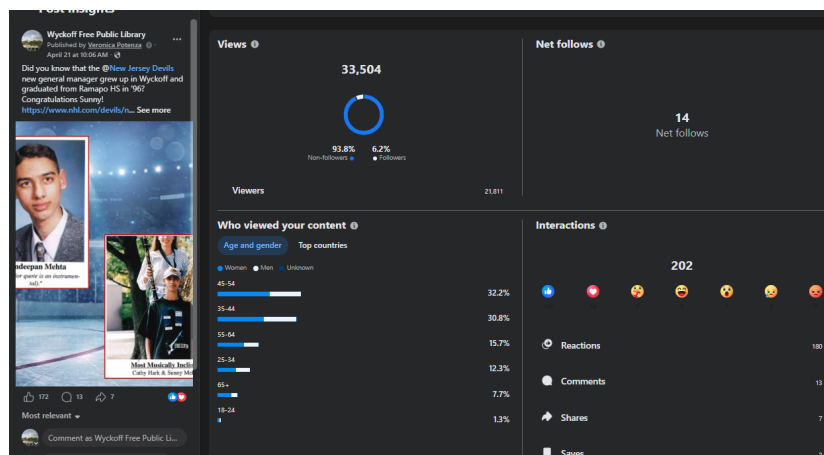
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In April and May these two posts became our most viewed posts of all time:



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Below is a summary of Instagram activity for the last 30 days (as of 5/14/26):



The library's website had 7,385 views over the last 28 days (as of 5/14/26):

☐ Page title and screen class +		↓ Views	Active users
☐	Total	7,385 100% of total	2,828 100% of total
☒	1 Wyckoff Free Public Library	3,516 (47.61%)	1,749 (61.85%)
☐	2 Events – Wyckoff Free Public Library	940 (12.73%)	395 (13.97%)
☐	3 Museum Passes – Wyckoff Free Public Library	292 (3.95%)	155 (5.48%)
☐	4 Children's Programs – Wyckoff Free Public Library	240 (3.25%)	123 (4.35%)
☐	5 Ramapo High School Yearbooks – Wyckoff Free Public Library	198 (2.68%)	132 (4.67%)
☐	6 Adult Programs – Wyckoff Free Public Library	178 (2.41%)	122 (4.31%)
☐	7 Private Study Rooms – Wyckoff Free Public Library	158 (2.14%)	110 (3.89%)
☐	8 Maker Space – Wyckoff Free Public Library	128 (1.73%)	90 (3.18%)
☐	9 New York Times Digital Access – Wyckoff Free Public Library	118 (1.6%)	57 (2.02%)
☐	10 Friends Book Sales & Book Donations – Wyckoff Free Public Library	108 (1.46%)	65 (2.3%)

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MakerSpace

Robyn Fuchs led 6 small group sessions as well as offering Open Make appointments for one-on-one help. She also assisted in creating the centerpieces for the author luncheon. The Reference staff responded to a combined total of 20 poster & 3D print requests.

Professional Development

Susan Valenta is co-chairing the spring BCCLS Circulation meetings in Livingston, Westwood and Hasbrouck Heights. These trainings are crucial for all member libraries.

I participated in a BCCLS Strategic Plan meeting and Policies and Procedures meeting. I attended a BCCLS Executive Board meeting. I viewed a webinar on ebook purchasing strategies.

Buildings & Grounds

The boiler pump began to leak and required replacement.

The fire alarm and sprinkler systems were tested and both found to be operational. The batteries on the backup power for the fire alarm needed to be replaced. Thanks to Wyckoff DPW for addressing this.

Community Outreach

Last month I met with Brad Kutcha, Director of the Shining Star 21+ program at the YMCA. We discussed possible partnerships with the library. We decided to start with a tour. On May 5 I provided a tour that included a scavenger hunt for approximately 18 participants and instructors and aides. The attendees were very enthusiastic and engaged, asking insightful questions about the library and our programs. The group members checked out materials and will try to visit weekly to return and check out items. In early June I am meeting with select members to discuss creating a book club. We are also working to schedule 3-4 game afternoons per year.

An ESL Specialist from the public schools reached out to Therese Jones to get information for parents/guardians of students in the ELL program.

Friends of the Wyckoff Library

The Friends of the Library generously hosted a Staff Appreciation Luncheon during National Library Week. Three members of the Friends attended the Author Luncheon that same week.

April Circulation Report Highlights

1. **Circulation:** The circulation of print materials is comparable to the previous year (14,252 in 2026, 14,181). Digital circulation continues to grow. We are receiving new print material in a much more timely manner than in 2025 when there were significant delays due to vendor issues.
2. **Meeting Room Use:** This April did not see as many outside groups using the meeting rooms as last year. There were eight uses (four rentals, four Township) with 232 attendees.
3. **Patron Engagement:** The library offered 64 programs with 1,262 attendees. 10,386 people visited the library in April, including the Lincoln School first-graders!

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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)
- e. Nominating (Donato, Peters)
- f. Personnel (Peters, Chagares)
- g. Policy (Peters, Saxton) - Private Tutoring Policy & 3D Printer Policy
- h. Strategic Plan (Chagares, DeKorte, Macaluso)

XII. Adjournment

Motion by Peters to adjourn the meeting, seconded by Boonstra.

All were in favor and the meeting adjourned at 8:21 p.m.

Brian Saxton, Board President

Laura Leonard, Library Director