FINAL

WYCKOFF LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
September 17, 2026 at 7:30 PM, Wyckoff Public Library, 200 Woodland Avenue

I. **Open Public Meetings Act Statement**

a. "The September 17th 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, Lauren DeKorte, Kathy Lane, Donna Macaluso and Brian Saxton
Arrived 7:40: Peggy Chagares
Absent: Rudy Boonstra, Tony Donato and Lori Peters

Staff Attendance:
Laura Leonard, Director and Kyanna Gonzalez, Recording Secretary

III. **Public Comment**

No public is in attendance.

IV. **Board Business**

No board business.

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 Antonacci seconded by Lane to approve the July 17, 2026, Board of Trustees Regular Meeting Minutes.

Voting in favor: Antonacci, Chagares, DeKorte, Lane, Macaluso and Saxton
Abstaining: None
Absent: Boonstra, Donato and Peters

VI. **Treasurer's Report**

a. July Treasurer's Report - The July Treasurer's Report was distributed by Ms. Leonard. Ms. Leonard reviewed the report and responded to questions.
Line 30 is higher in 2026 due to the audit being paid in July and not August

Motion by DeKorte seconded by Lane to approve the July Treasurer's Report.
Voting in favor: Antonacci, Chagares, DeKorte, Lane, Macaluso and Saxton
Abstaining: None
Absent: Boonstra, Donato and Peters

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c. August Treasurer's Report (board motion to go out of order to review both Treasurer's Reports together). The August Treasurer's Report was distributed by Ms. Leonard. Ms. Leonard reviewed the report and responded to questions.

Line 22 b. - Pensions were paid in August
Line 27 - Township services were paid in July
Line 30 - Professional Services were paid in August

Motion by DeKorte seconded by Lane to approve the August treasurer's report
Voting in favor: Antonacci, Chagares, DeKorte, Lane, Macaluso and Saxton
Abstaining: None
Absent: Boonstra, Donato and Peters

b. August Voucher List
Ms. Leonard reviewed the voucher list.

Motion by DeKorte seconded by Lane to approve the August voucher list.
Voting in favor: Antonacci, Chagares, DeKorte, Lane, Macaluso and Saxton
Abstaining: None
Absent: Boonstra, Donato and Peters

d. September Voucher List
Ms. Leonard reviewed the voucher list.

Line 5 - An order of Vox books
Line 8 - Materials for the CD buffing machine to repair audio discs and DVDs
Line 9 - Labels for books
Line 38 - Procopy supplies for photocopying

Motion by DeKorte seconded by Lane to approve the September voucher list
Voting in favor: Antonacci, Chagares, DeKorte, Lane, Macaluso and Saxton
Abstaining: None
Absent: Boonstra, Donato and Peters

e. Resolution 2026:11 - payment of vendors in advance

WYCKOFF FREE PUBLIC LIBRARY
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION # 2026 - 11

SEPTEMBER 17, 2026 **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).

Rick Sawyer, 27571, $375.00 9/19 Concert
Barbara Ferrante, 27570, $250.00 9/29 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 SEPTEMBER 17, 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 Chagares seconded by DeKorte to approve Resolution 2026:11.
Voting in favor: Antonacci, Chagares, DeKorte, Lane, Macaluso and Saxton
Abstaining: None
Absent: Boonstra, Donato and Peters

f. Other financial matters
None.

VII. General

a. Summer Reading Program
Ms. Leonard reported that there was lots of traffic and high levels of engagement. There were over 50,000 visitors during July and August. The teen program is steadily growing. There were a variety of children's programs with a big turnout through summer.

b. Busterbox
A representative from The Center for Alcohol and Drug Resources and a resident of Wyckoff approached Ms. Leonard about the installation of a Busterbox, which provides access to free Narcan. Ms. Leonard consulted with the Township and they had no objections to the possibility of placing a Busterbox on the Library property. There is no cost to the Library or the Township. The Center for Alcohol and Drug Resources will provide the materials and maintenance with assistance from a local non-profit. There was a conditional vote pending the logistics of placement with the Building and Grounds Committee.

Motion by Chagares seconded by Antonacci to approve the Busterbox
Voting in favor: Antonacci, Chagares, DeKorte, Lane, Macaluso and Saxton
Abstaining: None
Absent: Boonstra, Donato and Peters

VIII. Ongoing Business

None.

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IX. Director's Report

Snapshots from the Library
A patron entered the library while the BCCLS delivery van was parked at the library entrance. She exclaimed, "It's like seeing Santa's sleigh!" The BCCLS delivery service is greatly valued by our patrons and is a wonderful example of an efficient shared service among municipalities.

An older patron who, due to an injury, is now legally blind was expressing frustration at not being able to read. The library assisted him with an application for the New Jersey Talking Book and Braille Center (TBBC) and provided a BARD player loaded with audiobooks. The patron is going to use the BARD player, but would prefer to read. After speaking with his wife, it was suggested he might want to try a lighted magnifying glass with the large print books. We let him try one of ours and this seems to work for him.

A middle school student entered the library and approached the Reference desk. He was asking for a specific book and explained that he was trying to read more difficult books this summer to improve his reading level. The student was self-motivated, not accompanied by a parent. An older couple commented on how polite he was and how wonderful it was to see young people at the library.

A patron told a staff member that BCCLS has stopped her from ordering books through Amazon. When she receives recommendations (from magazines or friends) instead of adding them to an Amazon cart like she did in the past, she orders the item through the BCCLS app. She is saving money while still getting the books she wants!

We endured a fair share of heavy rainstorms this summer and also witnessed small acts of kindness. One such example is an older gentleman gave his umbrella to two adults with young children so they wouldn't get wet walking back to their car with their stacks of books.

Administrative
I requested the elimination or combination of multiple fields in the employee profile of the new payroll system. This will streamline the process of onboarding new employees and completing data entry in an accurate and timely manner. I communicated the changes with the Township Payroll Clerk.

I contacted the Township Administrator to confirm a change to the New Jersey Family Leave Act (NJFLA). Then, I sent our attorney the library's current Medical Leave policy, requesting input on how to revise it to reflect the changes to NJFLA. I then shared the revision with the Policy Committee for input.

I prepared a revised Bereavement Policy in consultation with the Policy Committee. After their input, I sent it to the attorney for review.

I reviewed the model Collection Development Policy prepared by the New Jersey State Library in order to revise our library's policy to align with new requirements in the New Jersey Freedom to Read Act. A draft will be shared with the attorney and then the Policy Committee.

I completed the BCCLS annual salary survey.

I submitted the required summer reading statistics to the New Jersey State Library.

I coordinated opening and closing schedules with the Township for Early Voting and I highlighted potential parking problems related to the fall schedule at Memorial Field.

Rizzo Children's Room submitted by Denise Marchetti
We had the most amazing summer in the Rizzo Children's Room! 630 enthusiastic young readers and learners participated in our Summer Reading Challenge 2026, *Unearth a Story* which lasted a full 11 weeks! Kids read for 13,562 hours and completed numerous learning activities on their BINGO boards! We hosted 71 programs for kids of all ages and families, with an attendance of 4,152. I am hugely grateful to our awesome and dedicated Children's staff for all they did to make our summer so successful, including preparing 300 Take & Make projects and 210 Storybags! I received tremendous positive feedback about our entire program, the quality and diversity of programming, and the great incentive it was. I believe our engagement with kids about all that they were reading and learning is what makes it especially meaningful.



Final summer event, Dinosaurs Arise





A thank you for our Children's Librarian, Denise

Community was a big part of our summer! We had two visits from Wyckoff Family YMCA Reading Accelerators; a group of 1st and 2nd graders and a group of 3rd-5th graders. I introduced them to many genres through book talks and creative writing activities. We also had two visits from the Wyckoff Reformed Church Nursery School, with themed storytimes and a tour of our Children's Room. The Mathnasium of Wyckoff hosted a Family Game Night, and Aryan Bhushan, a Wyckoff resident and high school student, held a Math Club for kids entering grades 4-6. I oversaw their meetings and was inspired by how much fun these students had while working through math problems together! They even asked me to participate in a couple of activities! Here is an excerpt from the email Aryan sent me after their last meeting:

> "Thank you for all your support in making this a reality. Thank you for providing me with the opportunity to do this in the library, even on such short notice and such an incredibly packed schedule. I truly appreciate the countless emails, discussions, and correspondences that we had to turn this idea into an actual event. I never knew that

librarians have to manage so much and that makes me all the more grateful for your help.“

As autumn approaches, we are excitedly planning lots of weekly activities in Rizzo, including our super popular storytimes and book clubs! I look forward to working with our teachers and media specialists to ensure our students and families have the best possible school year. Stay tuned for our upcoming StoryWalk!

Adult submitted by Michael DeVincenzo



Programs for adults continued all summer. Ongoing programs offered included Monday Movies, Yarn Therapy, Table Top Games, Tech Classes, Escapist Book Club, and Virtual Author Talks. In addition, we offered our first Jigsaw Puzzle Tournament (28 attendees, with requests to hold more), two food related programs (Fermenting and 201 Sauce Company introduction to barbeque) and an author event with Francesca Cocchi. We were happy to partner with Vitalant again for a blood drive.

September represents our return to a full and diverse slate of adult programming, which includes the return of our popular Sound Healing sessions, a lecture on the best NYC Museums with art educator Barbara Ferrante, and a tribute concert to The Monkees by the WayBackWhen.

The Friends Book Club also returns from its summer hiatus with a discussion on David McCullough's opus on the critical first year of the American Revolution, *1776*, while the Escapist Reader Book Club will ring out the end of the Summer with a look at the family drama *These Summer Storms* by Sarah MacLean.

The decision has been made to eliminate our “best sellers” section, new and popular books that were not available to place on hold, giving in person visitors to the library easier access to these titles. As a result of a change in BCCLS policy regarding the length of time books can remain on “best-seller” status from six months to three months, we have found that it is no longer meeting the needs of our in-person visitors.

Instead, we will designate popular titles as non-holdable in our ILS for a period of time and simply interfile them with the other books in the “new” shelving area. Patrons who visit us in person will be able to “discover” that a popular title is, in fact, available.

This change will also allow us to repurpose the mostly empty “best sellers” shelving area to shift our new large print books over and create more space for face-outs and other merchandising strategies to help connect our patrons to new books they may not already be aware of.

Teen, submitted by Riley McArthur

This was an exciting summer for teens at the Wyckoff Library! The implementation of our new platform for the

Summer Reading Statistics			
2026: Switched to ReadSquared from Beanstack			
	2025	**2026**	
registered teen patrons	81	95	increase of about 17%
active readers	69	87	increase of about 26%
activity-focused participants	-		
participation rate	about 85%	about 91%	increase of about 7%
challenge completions	12	19	increase of about 58%
rewards collected	133	385	increase of about 189% *
reviews written	112	96	decrease of about 14%
completed activities	190	182	-
badges earned	616	-	*badges no longer used*
minutes read	100,220	131,432	increase of about 31%
books read	-	-	-

*amount of available prizes increased due to use of 3D printer for on-demand printing vs. purchasing from outside suppliers

summer reading program, ReadSquared, was a success. Patrons and staff alike enjoyed the software, with much of the positive feedback focusing on the ease of use and new prize redemption system. I'll be using the experience from this summer to tweak a few things, but am excited by how well this season went.

In regards to the actual program participation, this year was my best yet! We had new and returning teen readers to the program, with a total of 95 participants registered. I've shared a comparison of the statistics from last summer to this summer's numbers, which show an overall upward trend in participation and lots of time spent reading! I heard from parents and teens that they very much enjoyed the program this year.

It was a huge help having the 3D printer for prizes this year. With a few exceptions, I was able to print in advance and on demand for the teen program, which allowed me to see what prizes were most popular. I was even able to get feedback from the participants, which helped me make decisions on prizes throughout the entire summer.



We also had a great group of teen volunteers this summer. Volunteers came in each week to shelve books, alphabetize sections, and even help with teen collection projects and social media prep. We'll be welcoming the next group of volunteers in a few short weeks.

ESL

Thanks to grant funding and the growth of our program under Therese Jones, Wyckoff has been selected as a site for an ESL Conversation Group. The group will meet weekly beginning in November. Funding for the teacher for this group is made possible through a grant LVPV received through AmeriCorps.

Outreach

The library continues to partner with the YMCA 21+ program. On August 6th, we hosted 19 individuals who were able to partake in BINGO, MarioKart, or Wii Bowling. Thanks to Veronica Potenza and Riley McArthur for helping to run the stations. On August 10th, we held another book club discussion. Ten participants were in attendance to discuss *No Sam!*, which they read as a group. The book was well received for its humor, perspective, and format. The group decided to read the sequel next.

On September 11, I made my quarterly visit to Hope Christian Center. In keeping with their theme for the month and in honor of 9/11, I prepared a program related to community helpers.

Clare McCarthy approached the library about partnering with her on her Girl Scout Gold Award. Clare is working to raise awareness of the signs of domestic violence and unhealthy relationships in our community and to teach others about these signs. She wanted to donate books to the library as well as provide an informational brochure. I reviewed Clare's initial list of suggested books and shared feedback on which books we could consider adding and which we



couldn't based on the library's Collection Development Policy. I provided additional titles for Clare to research and consider. Ultimately, Clare donated five books, which have been added to our collection, and left copies of a brochure providing information and resources.

MakerSpace

Our Maker Mentor, Robyn, presented seven small group classes and seven open make appointments. The Reference staff handled 25 poster print requests, and Veronica and Riley responded to 15 3D print requests.

Professional Development

I continue in my role as a member of the BCCLS Policies & Procedures Committee, which meets monthly. Susan Valenta continues to co-chair the BCCLS Circulation Committee.

Buildings & Grounds

During the periodic sprinkler & fire alarm inspection, we were alerted to a few items that needed to be addressed. An overgrown shrub was blocking the view of the external red light, which alerts firefighters to where the water connection is. Also, the bulb was out. Pat Gioe ordered a new bulb and we replaced it within 24 hours. Thanks to Wyckoff DPW for trimming the shrub. The pipe replacement has been scheduled.

Friends of the Wyckoff Library

The Friends did not meet over the summer but will be meeting on September 24th. The book sale volunteers were very busy refilling the carts and sorting donations all summer!

Technology/Social Media, submitted by Veronica Potenza

Recent tech classes included basic iPhone help, ChatGPT questions, and converting file types.

Laura and Veronica discussed ways to restructure the tech classes to make more efficient use of staff time while providing the greatest possible benefit to patrons. They agreed that offering group classes with a set topic would be helpful and more consistent. Veronica and Michael will be planning the new classes and implementing them next year.

Top Facebook post in the last 28 days (as of 9/9/26):

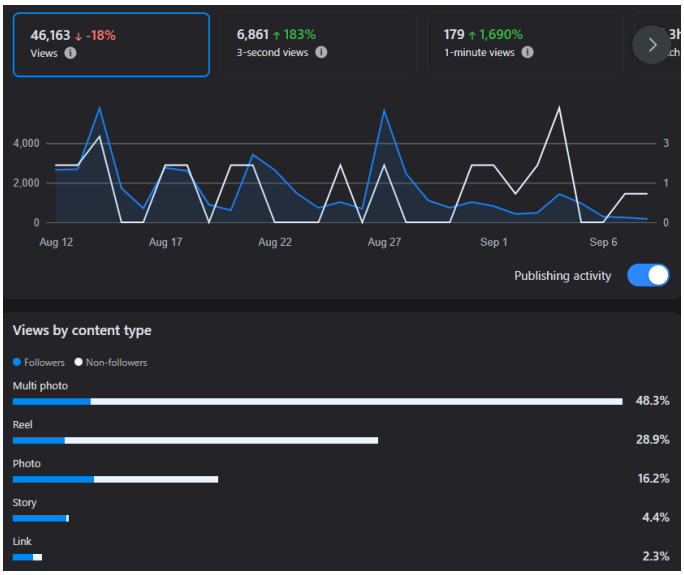




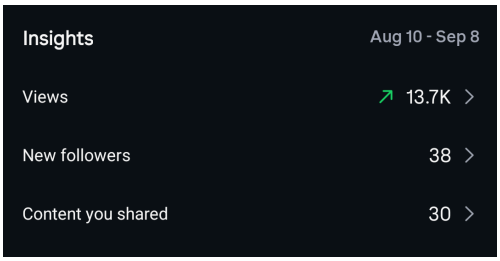
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Below is a summary of Facebook activity for the last 28 days (as of 9/9/26):



Below is a summary of Instagram activity for the last 30 days (as of 9/9/26):



The library's website had 7,664 views over the last 28 days (as of 9/9/26):

		Page title and screen class	Views	Active users	Views per active user	Average engagement time per active user
		Total	7,664 100% of total	2,990 100% of total	2.56 Avg 0%	45s Avg 0%
	1	Wyckoff Free Public Library	3,627 (47.33%)	1,829 (61.17%)	1.98	25s
	2	Events – Wyckoff Free Public Library	935 (12.2%)	420 (14.05%)	2.23	24s
	3	Children's Programs – Wyckoff Free Public Library	581 (7.58%)	253 (8.46%)	2.30	1m 42s
	4	Museum Passes – Wyckoff Free Public Library	187 (2.44%)	117 (3.91%)	1.60	1m 01s
	5	Adult Programs – Wyckoff Free Public Library	171 (2.23%)	111 (3.71%)	1.54	49s
	6	Ramapo High School Yearbooks – Wyckoff Free Public Library	145 (1.89%)	97 (3.24%)	1.49	31s
	7	WiFi, printing, & scanning – Wyckoff Free Public Library	118 (1.54%)	71 (2.37%)	1.66	55s
	8	Maker Space – Wyckoff Free Public Library	117 (1.53%)	82 (2.74%)	1.43	37s
	9	Private Study Rooms – Wyckoff Free Public Library	117 (1.53%)	73 (2.44%)	1.60	25s
	10	New York Times Digital Access – Wyckoff Free Public Library	110 (1.44%)	42 (1.4%)	2.62	30s

July & August Circulation Report Highlights

1. Circulation: July and August are the highest circulating months despite being closed on Sundays. The summer circulation in 2026 was the highest of the last six years. Digital collection circulation continues to grow, but the Children's print circulation was also very strong.

The summer is also the busiest time for the BCCLS delivery service. In July, 232,942 items were transported between libraries (over 10,580 per day) and in August, the number was slightly higher at 244,309 (over 11,630 items per day). Thank you to our staff for sorting, packing, and receiving hundreds of items per day! The BCCLS delivery drivers also deserve our thanks.

Summer Circulation: Print + Digital

Year	Circulation
2026	46,622
2025	43,608
2024	45,514
2023	44,145
2022	41,854
2021	39,766

2. Meeting Room Use: Meeting Room use by outside groups was higher this summer than last year, with 14 uses, 11 by the Township, with 394 attendees.

3. Patron Engagement: During July & August, the library offered 145 programs with approximately 5,784 participants (recorded virtual author talk views NOT included). The majority of programs were in-person, but there were a few online/remote programs and Grab & Gos.

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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) **Medical Leave; Bereavement**

The Policy Committee had been provided with an update to the Medical Leave requirements and the revised policy that was prepared by Ms. Leonard and reviewed by the Attorney. Please note there was only a change to the New Jersey policy. Federal policy remained the same.

The Policy Committee reviewed a proposed change to the Bereavement Policy that would grant paid bereavement leave to part-time staff members.

Motion by Chagares seconded by DeKorte to approve the changes to the Medical Leave Policy
Voting in favor: Antonacci, Chagares, DeKorte, Lane, Macaluso and Saxton
Abstaining: None
Absent: Boonstra, Donato and Peters

Motion by DeKorte seconded by Macaluso to approve the changes to the Bereavement Policy
Voting in favor: Antonacci, Chagares, DeKorte, Lane, Macaluso and Saxton
Abstaining: None
Absent: Boonstra, Donato and Peters

h. Strategic Plan (Chagares, DeKorte, Macaluso)

XI. Adjournment

Motion by DeKorte to adjourn the meeting, seconded by Chagares.
All were in favor and the meeting adjourned at 8:37 p.m.

_____
Brian Saxton, Board President

_____

Laura Leonard, Library Director