

FINAL
WYCKOFF LIBRARY BOARD OF TRUSTEES
October 15, 2025 Board Meeting Minutes
7:30 PM, Wyckoff Public Library

I. **Open Public Meetings Act Statement**

a. "The October 15th 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, Tony Donato, Kathy Lane, and Lori Peters,.

Absent: Vince Antonacci, Lauren DeKorte, Donna Macaluso and Brian Saxton

Staff Attendance:

Laura Leonard, Director and Jeannine Wright, Recording Secretary

III. **Public Comment:**

Meeting open for public comment on any item on or off the Agenda; five (5) minutes per speaker. When recognized by the President, please state your name and address prior to commenting. Once the public hearing has been closed by the President, no other comments will be allowed.

No one from the public was in attendance.

IV. **Board Business:**

a. Ms. Leonard shared that there are recorded webinars made available from the New Jersey State Library's Trustee Association. Mr. Saxton and Ms. Chagares watched the most recent NJ State Library webinar which focuses on public policy, earning two hours of continuing education credit. Ms. Leonard made the board aware of a BCCLS Trustee Roundtable to be held virtually on 10/22 focusing on advocacy at the local level. Ms. Chagares stated that she would "attend" the 10/22 virtual meeting.

V. **Secretary's Report**

a. The September 17th Library Board of Trustees meeting minutes were distributed. Mr. Donato invited questions and asked for any corrections.

Motion by Peters seconded by Chagares to approve the September 17, 2025 Library Board of Trustees Regular Meeting Minutes.

Voting in favor: Boonstra, Chagares, Donato, Lane and Peters

Abstaining: None

VI. **Treasurer's Report**

a. The September Treasurer's Report was distributed by Ms. Leonard and she invited questions.

Motion by Chagares seconded by Lane to approve the September Treasurer's Report.

Voting in favor: Boonstra, Chagares, Donato, Lane and Peters

FINAL
WYCKOFF LIBRARY BOARD OF TRUSTEES
October 15, 2025 Board Meeting Minutes
7:30 PM, Wyckoff Public Library

Abstaining: none

b. The October Voucher List was distributed by Ms. Leonard and she invited questions.

Ms. Leonard reported on the following lines:

Line 1 - Third and final payment reimbursement to the Township for the pension

Line 41 - second of two payments for Shared Services Payroll agreement with the Township

A check in the amount of \$750 should have been included for a concert performed by Owls and Lions on October 11th.

Motion by Boonstra seconded by Peters to approve the amended Voucher List with the addition of \$750 for Owls & Lions.

Voting in favor: Boonstra, Chagares, Donato, Lane and Peters

Abstaining: none

c. Resolution 2025-13

WYCKOFF FREE PUBLIC LIBRARY
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION # 2025 - 13

INTRODUCED:
OCTOBER 15, 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).

FINAL
WYCKOFF LIBRARY BOARD OF TRUSTEES
October 15, 2025 Board Meeting Minutes
7:30 PM, Wyckoff Public Library

Barbara Ferrante, 27063, \$250.00, 10/14 Lecture
The Spotted Canvas, 27059, \$300.00, 10/23 Calligraphy
Mallory Mortillaro, 27061, \$300.00, 11/11 Lecture
Graze Craze Wyckoff, 27064, \$340.00, 11/12 Program
Julia Hotz, 27060, \$300.00, 11/13 Author Presentation
Joann Tufo, 27062, \$200.00, 11/18 Virtual Presentation

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 OCTOBER 15, 2025.

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.

VINCE ANTONACCI, BOARD TREASURER

Motion by Chagares seconded by Peters to approve the Resolution 2025-13.
Voting in favor: Boonstra, Chagares, Donato, Lane and Peters
Abstaining: none

d. Other financial matters - None

VII. **General**

a. Payroll Shared Service Agreement - As previously discussed the Township is looking to change payroll providers to Primepoint. The cost would go up slightly, approximately \$400, for the Library's portion of the services. This system will make the payroll process more streamlined and efficient for the Library and the Township. This new system would be implemented for January 1, 2026.

b. NJLA Legislative Priorities - Ms. Leonard shared information provided by the NJLA Public Policy Committee and BCCLS Executive Director with the Trustees.

FINAL
WYCKOFF LIBRARY BOARD OF TRUSTEES
October 15, 2025 Board Meeting Minutes
7:30 PM, Wyckoff Public Library

c. Early Voting - The library has already had at least five patrons ask about the early voting which is scheduled to begin October 25th and ends November 2. There is signage and information on the website to inform the public of the dates, times and locations for Early Voting, Election Day and how to register to vote. We anticipate that turnout will be high because of the New Jersey Gubernatorial race.

d. Staff Meeting - Ms. Leonard requested that the library be closed on Friday, December 5th for a staff meeting. This is the second of two full staff meetings in 2025.

VIII. **Ongoing Business**

a. BCCLS Friends Brunch - The Friends of the Wyckoff Library are supporting the BCCLS Scholarship Fund by donating a basket to be raffled and purchasing four tickets for the BCCLS Friends Brunch on October 21 at The Fiesta. Two Friends and two staff members will be attending. Two current and two former Wyckoff staff members have received BCCLS scholarships..

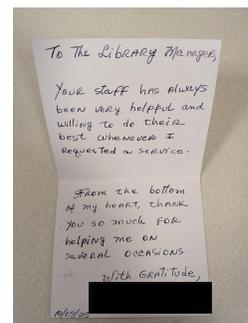
b. Health Insurance Update - Ms. Leonard has been discussing options with the Township Administrator who is investigating options to contain or reduce healthcare expenses. Ms. Leonard provided as much information to the staff as possible so they can make an educated decision regarding their insurance plan during the open enrollment period.

IX. **Director's Report October 15th, 2025**

Snapshots from the Library

Veronica Potenza, Michael DeVincenzo and I were asked to give a brief overview of library programs and AI to the seniors at St. Elizabeth's lunch. We also spent time at each table answering general technology questions and helping people with their phones and apps. It was gratifying to see that two people came from St. Elizabeth's after our presentation to renew their library cards!

The study rooms have been utilized heavily since their installation in early March. They are used by individuals, pairs and even small groups. Patrons are studying, going on virtual interviews, and reading the newspaper. The rooms are also used by participants in our active English as a Second Language program. From March 7 - September 29 the three study rooms have been used 1,487 times! They are a fantastic addition to the library and we regularly receive positive feedback.



I received the following email from a thankful patron regarding our Maker Mentor, Jenn Ragucci:

Thank you so much for spending time with me and (name removed) and teaching us how to use the Cricut software and machine. Your knowledge and patience in helping me with my personal practice go far beyond your duty to a patron. I was feeling overwhelmed trying to complete this project for my Cheer Team in their

FINAL
WYCKOFF LIBRARY BOARD OF TRUSTEES
October 15, 2025 Board Meeting Minutes
7:30 PM, Wyckoff Public Library

last year of the Rec Program (8th Grade) before moving on to High School, and your support made all the difference.

I don't have enough words to express my gratitude. I'll be sure to send you a picture of them wearing their sashes at the Rose Ceremony on 10/4.

A grateful patron, who staff often assists, with making many copies, scanning and emailing documents, gave us a cake, tray of vegetables, and a nice thank you note.

Administrative

I created a schedule for opening and closing the library during Early Voting and shared it with the Township Clerk and DPW. This document ensures that there is a Township employee available to open or close the lower level and Shotmeyer Room during those times that are outside of regular library hours. It includes the contact information of all the relevant parties.

I participated in a meeting with the Township Administrator, CFO, and a Township Committee member for a presentation regarding health insurance options.

I have been closely monitoring book order fulfillment issues in light of the abrupt closure of Baker & Taylor, which had for decades been our primary book wholesale vendor. I have worked with our staff to identify which orders needed to be canceled and reorder from another vendor. Thank you to Michael Devincenzo for helping to set-up a new sub account with a current distributor. We are fairly well positioned because we had shifted a large portion of our orders earlier in the year and already created an account with a new vendor last month.

I viewed the New Jersey State Library Trustee Association webinar regarding public policy and legislative updates. I will attend an in-person meeting in November that will go into these topics in more depth.

Pat Gioe set-up an online account with Michaels stores to expand our options for purchasing makerspace and program supplies.

Rizzo Children's Room, submitted by Denise Marchetti

Pizza Month at our library has been a huge hit! People of all ages have been enjoying our StoryWalk, and some of our dog friends too! Kids have been enthusiastically participating in our pizza scavenger hunt!

Volunteer firefighter and Wyckoff resident Bill Jensen will visit our Little Learners class on October 16th to share fire safety stories along with his son Ben, who has attended Little Learners.



FINAL
WYCKOFF LIBRARY BOARD OF TRUSTEES
October 15, 2025 Board Meeting Minutes
7:30 PM, Wyckoff Public Library

Wyckoff children's author Linda McKinney will be visiting our Little Learners classes on October 22nd and 23rd to share her book, *Roody, The Very Loud Rooster*.

Wyckoff Christian Preschool will visit us on October 30th. I will take them on a tour around the children's room, share stories, and they will enjoy a fun project.

Since there is no school on November 6th and 7th due to the NJEA convention, we will have some fun events here at the library. Yoga instructor, Angela Cays, will offer two yoga classes on November 6th, one for preschool-aged kids and one for school-aged kids. I have been in contact with Ramapo High School Interact students, who will join us at the library on November 7th to engage with kids throughout the day through stories, interactive play, activities and projects. This is always a super fun day at the library!

Two Ramapo High School students reached out to Laura about offering an educational workshop to kids in November during Diabetes Awareness Month. I've planned a meeting with them to discuss the details.

Adult, submitted by Michael DeVincenzo

October features a full slate of engaging and valuable adult programming! The offerings include "Garlic 101: Planting, Harvesting and Healing" presented by Mayernik Kitchen, which will educate our patrons about how to grow and cook with garlic for health and enjoyment. The middle of October features a presentation on the history of the Metropolitan Museum of Art by art educator and historian Barbara Ferrante, as well as a visit from attorney Beth Manes from the law firm Manes and Weinberg to teach our patrons the basics of estate planning. On Saturday, October 11 Owls & Lions played a concert for 51 people.

Thirty people attended the Escapist Reader Book Club, led by Brielle Bleeker, on September 18 and enjoyed a Zoom visit from the author of *Lion Women of Tehran*, Marjan Kamali. The Vista book club, led by Therese Jones, celebrated their four year anniversary with refreshments during their meeting.

We are also featuring a three part beginners course on Mah Jongg that has been met with great enthusiasm by our patrons. We plan on offering two additional sessions in December and will offer those on the waiting list the opportunity to register first.

On the collection and development front, there was big news this month – Baker and Taylor, our primary book distributor, has announced that it will be closing its doors for good in January. I have been working closely with Laura to transfer our large number of unfilled Baker and Taylor orders to Ingram and Amazon. We are also opening a new "express" account with Ingram that will help us to receive the most popular titles without processing so that we can put them in our patrons' hands faster. Finally, we have re-opened our institutional account with Barnes and Noble, which will give us another

FINAL
WYCKOFF LIBRARY BOARD OF TRUSTEES
October 15, 2025 Board Meeting Minutes
7:30 PM, Wyckoff Public Library

avenue to meet our patrons' needs efficiently. Our hope is that the disruption to patrons' will be minimal during this transitional time.

The loss of the Baker and Taylor leasing program is unfortunate, as it was allowing us to manage the ebb and flow of high demand titles effectively.

ESL, submitted by Therese Jones

Two residents have completed the tutor training program. Therese is working to pair them with students. We currently have a few students waiting for tutors.

Teen, submitted by Riley McArthur

One of my favorite things from this year's summer reading program was a reward offered to readers who reached 50 hours spent reading. Those teens who hit this goal were given the opportunity to select a custom 3D print worth \$10. To the right is a book counter that one of our regular teen patrons chose.



I got in touch with EMS Media Specialist Ann Hazley about the 7th grade memoir project and the schoolwide Battle of the Books event. She was able to share information with me that I used to create a display with potential memoir choices, and a recommended list that I used to make purchasing decisions about popular memoir titles and collection quantities. The book list for Battle of the Books has just recently been shared with students and has a bit of overlap between our juvenile and teen collections. I am keeping an eye out for those titles and the demand level of each, and have also shared the list with Denise Marchetti.

On September 15th, I hosted a volunteer orientation meeting for the fall session. We now have a great group of 6 teens who will be helping to shelve, shelf read, and set up displays from October through December. For any teens needing more flexibility with hours, the volunteer packet continues to be available.

One of my favorite programs from September was a book magnet craft program where teens picked 3 of their favorite titles to make mini books for their lockers or homes. Fantasy titles were by far the most popular choices!



Technology/Social Media, submitted by Veronica Potenza

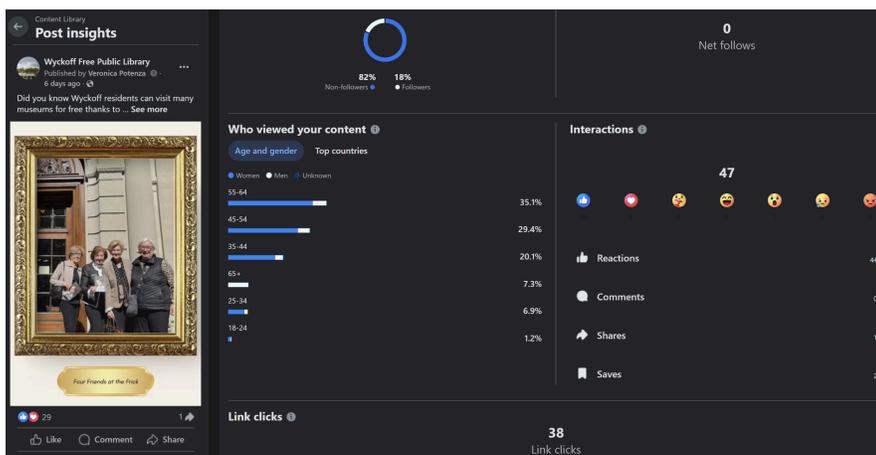
This month in tech classes, Veronica Potenza helped patrons with Outlook email folders and an issue with iPhone activation lock.

As an official Voter Outreach Partner we have received numerous graphics and videos to help educate the public. Veronica has been sharing those through our social media

FINAL
WYCKOFF LIBRARY BOARD OF TRUSTEES
October 15, 2025 Board Meeting Minutes
7:30 PM, Wyckoff Public Library

channels and also updated the Voter Information page under Quick Links on our website.

Top Facebook post from the last 28 days (as of 10/9/25): “Four friends at the Frick” featured four residents using the library’s museum pass to visit the newly renovated Frick. Rosemary Brennan and Virg Nahas have volunteered as members of the Friends since the 1970s!



MakerSpace

Jenn Ragucci presented five classes and had 27 one-on-one appointments to help patrons with various projects! During one class Jenn instructed patrons in making earrings from some favorite books (donated or damaged copies).



An MLIS student was interested in learning more about Makerspaces for a class she is enrolled in. Jenn and I met with her to provide an overview of the space and the tools we offer. Jenn had another appointment with her to provide Cricut instruction. Many thanks to Jenn for assisting this student.

Veronica printed a few 3D models submitted by patrons. All members of the Reference staff assisted patrons printing posters, including some for Township events and a church fundraiser.

Professional Development

In her capacity as co-chair of the BCCLS Circulation Committee, Susan Valenta led three system-wide trainings. Her knowledge and experience is a benefit to all member libraries.

FINAL
WYCKOFF LIBRARY BOARD OF TRUSTEES
October 15, 2025 Board Meeting Minutes
7:30 PM, Wyckoff Public Library

Buildings & Grounds

I placed an order for two additional tables and four chairs for the study rooms.

The transom window in the Children's Program Room was repaired before the library opened on Wednesday, October 8.

Unfortunately, the leak near the Reference Desk is still active. I am in contact with the roofer.

Friends of the Wyckoff Library

The Friends meeting was on September 30th. They continue to provide financial support for the digitization project and the Library of Things in addition to providing volunteers to facilitate a book club, oversee the ongoing book sale and deliver books to Christian Health Care. They contributed to the BCCLS brunch which is the largest fundraiser for BCCLS scholarships.

Outreach

In addition to the outreach described by Denise Marchetti above, the library was a site for two donation drives, United for the Troops (Joseph Russo, Boy Scout) and Halloween Costume (Lincoln Girl Scout Troop 98234 in partnership with Families for Families).

I visited Christian Hope Center and received a lovely note of appreciation from the program coordinator,

"What a wonderful program. I loved the books, the songs, the visuals... it was a lot of fun!

Ruth said to me later... "Oh no... I liked the songs... where'd she go!"

Much appreciation, Laura! I know that there is always a lot going on but to see what I saw and heard... our participants really were enjoying it!



Veronica Potenza, Michael DeVincenzo and I were asked to give a brief overview of library programs and AI to the seniors at St. Elizabeth's lunch. There were many more attendees than on our last visit - approximately 60.

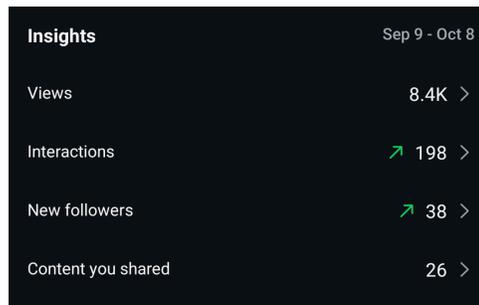
September Circulation Report Highlights

1. Circulation: September 2025 has seen a very slight decline in circulation compared to the high water mark of 2024, but is still very strong. Digital collection circulation continues to grow. The most notable increase in digital audio. The delays in receiving books due to vendor problems may have negatively impacted print circulation.

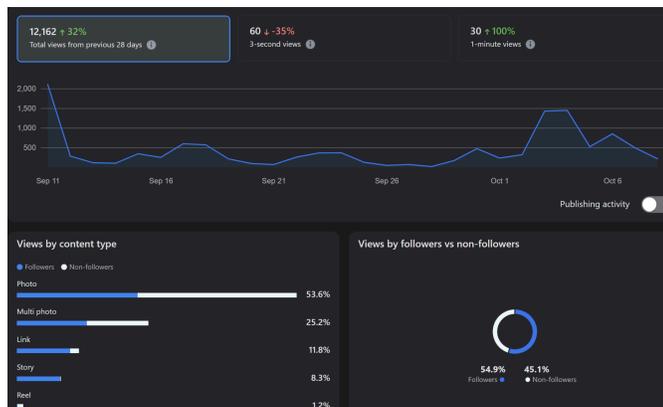
FINAL
WYCKOFF LIBRARY BOARD OF TRUSTEES
October 15, 2025 Board Meeting Minutes
7:30 PM, Wyckoff Public Library

2. Meeting Room Use: Meeting Room has slowed somewhat. There were 3 events (non-library sponsored) with 112 attendees, 2 being Township use.

3. Patron Engagement: During September the library offered 47 programs with approximately 577 participants (recorded virtual author talk views NOT included). The museum passes were used 44 times and 9,597 people came through the doors. Instagram activity for the last 30 days (as of 10/9/25)



Facebook activity for the last 28 days (as of 10/9/25)



The library's website had 7,636 views over the last 28 days (as of 10/9/25)

	Views	Active users
<input checked="" type="checkbox"/> Total	7,636 100% of total	2,750 100% of total
<input type="checkbox"/> 1 Wyckoff Free Public Library	3,464 (45.36%)	1,593 (57.93%)
<input type="checkbox"/> 2 Events - Wyckoff Free Public Library	957 (12.53%)	411 (14.95%)
<input type="checkbox"/> 3 Ramapo High School Yearbooks - Wyckoff Free Public Library	652 (8.54%)	470 (17.09%)
<input type="checkbox"/> 4 Children's Programs - Wyckoff Free Public Library	496 (6.5%)	209 (7.6%)
<input type="checkbox"/> 5 Museum Passes - Wyckoff Free Public Library	274 (3.59%)	177 (6.44%)
<input type="checkbox"/> 6 Adult Programs - Wyckoff Free Public Library	248 (3.25%)	132 (4.8%)
<input type="checkbox"/> 7 Hours/Holidays - Wyckoff Free Public Library	117 (1.53%)	75 (2.73%)
<input type="checkbox"/> 8 Private Study Rooms - Wyckoff Free Public Library	96 (1.26%)	54 (1.96%)
<input type="checkbox"/> 9 Maker Space - Wyckoff Free Public Library	93 (1.22%)	66 (2.4%)
<input type="checkbox"/> 10 Contact Us - Wyckoff Free Public Library	87 (1.14%)	64 (2.33%)

FINAL
WYCKOFF LIBRARY BOARD OF TRUSTEES
October 15, 2025 Board Meeting Minutes
7:30 PM, Wyckoff Public Library

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

- a. Bequest Planning (Antonacci, DeKorte, Peters)
- b. Building and Grounds (Antonacci, Donato, Lane)-Roof is still leaking, funds will need to be allocated to fix this.
- c. Finance, Budget, Audit, Insurance (Antonacci, DeKorte, Saxton)
- d. Legal, State and Township (Chagares, Boonstra) Thomas Madigan, a Wyckoff committeeman and former Mayor, is ill and in the hospital, Mayor Boonstra made an announcement on his behalf.
- e. Nominating (Donato, Peters)
- f. Personnel (Peters, Chagares)
- g. Policy (Peters, Saxton)
- h. Strategic Plan (Chagares, DeKorte, Macaluso)

XI. **Adjournment**

Motion by Chagares to adjourn the meeting, seconded by Peters.
All were in favor and the meeting adjourned at 8:02 pm.

Next Meeting Date: Monday, November 17th, 2025.

Tony Donato, Board President

Laura Leonard, Library Director