

FINAL
WYCKOFF LIBRARY BOARD OF TRUSTEES
September 17, 2025 Board Meeting Minutes
7:30 PM, Wyckoff Public Library

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:**

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

Absent: Lori Peters

Staff Attendance:

Laura Leonard, Director and Jeannine Wright, Recording Secretary

III. **Public Comment:**

a. 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. She will share the most recent webinar which focuses on public policy. These recordings can be viewed as part of the continuing education requirement for board members.

V. **Secretary's Report**

a. The July 24th Library Board of Trustees meeting minutes were distributed. Mr. Donato invited questions and asked for any corrections.

Motion by Saxton seconded by Chagares to approve the July 24, 2025 Library Board of Trustees Regular Meeting Minutes.

Voting in favor: Antonacci, Chagares, Donato, Lane, Macaluso and Saxton

Abstaining: Boonstra and DeKorte

VI. **Treasurer's Report**

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

Motion by Saxton seconded by Chagares to approve the July Treasurer's Report.

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

Abstaining: none

FINAL
WYCKOFF LIBRARY BOARD OF TRUSTEES
September 17, 2025 Board Meeting Minutes
7:30 PM, Wyckoff Public Library

b. The August Voucher List was distributed by Ms. Leonard and she invited questions. The voucher list required reapproval because of an automatic deduction by Bluehost that came through late.

Ms. Leonard reported on the following lines:

Line 14 - Electricity rates are going up in NJ. It was known that rates would increase in June and Ms. Leonard had budgeted accordingly.

Line 33- the expenditure is for poster printer toners

Motion by Saxton seconded by Chagares to approve the August Voucher List.

Voting in favor: Antonacci, Boonstra, Chagares, DeKorte, Donato, Lane, Macaluso and Saxton.
Abstaining: none

c. August Treasurer's Report - The report was distributed by Ms. Leonard and she invited questions.

Motion by Saxton seconded by Chagares to approve the August Treasurer's Report

Voting in favor: Antonacci, Boonstra, Chagares, DeKorte, Donato, Lane, Macaluso and Saxton.
Abstaining: none

d. September Voucher List - The report was distributed by Ms. Leonard and she invited questions and clarified the following:

Line 7 - This annual subscription for the Ancestry database

Line 21 - Repair of the exterior door saddle

Line 26 - Extensive roof repairs, ceiling will be repaired once it is confirmed that there are no additional leaks.

Line 44 - Annual charge for the VirtualAuthor Talks

Motion by Saxton seconded by DeKorte to approve the September Voucher List.

Voting in favor: Antonacci, Boonstra, Chagares, DeKorte, Donato, Lane, Macaluso and Saxton.
Abstaining: none

**FINAL
WYCKOFF LIBRARY BOARD OF TRUSTEES
September 17, 2025 Board Meeting Minutes
7:30 PM, Wyckoff Public Library**

e. Resolution 2025-12

**WYCKOFF FREE PUBLIC LIBRARY
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION # 2025 - 12**

**INTRODUCED:
SEPTEMBER 17, 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).

The Artful Easel, 27016, \$325.00, 10/16 Acrylic Painting Class
Mayernik Kitchen, 27002, \$350.00, 10/9 Using Garlic Program

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 SEPTEMBER 17, 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

FINAL
WYCKOFF LIBRARY BOARD OF TRUSTEES
September 17, 2025 Board Meeting Minutes
7:30 PM, Wyckoff Public Library

FREE PUBLIC LIBRARY BUDGET, ACCOUNT #1801228.

VINCE ANTONACCI, BOARD TREASURER

Motion by Chagares seconded by DeKorte to approve the Resolution 2025-12.

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

Abstaining: none

f. Other financial matters - Ms. Leonard met with the Township Administrator and CFO regarding a possible change to the payroll & HR company. If the change is approved, a new Shared Service agreement between the Library and the Township will have to be drafted to supersede the current agreement set to expire in December 2026. Primepoint focuses on municipal governments specifically and they have quite a few accounts. This system will allow for a more efficient inputting of timesheets and tracking sick and vacation time. January 1st is the target start date to implement the new systems. The Library has eight full time staff and over twenty part time staff so switching to the new system will be much more efficient.

VII. **General**

a. Summer Reading programs - Participation was strong from all ages.

b. BCCLS Friends Brunch - The Friends of the Wyckoff Library will be meeting late September. In the past they have donated a basket to the BCCLS lunch and sponsored 1-2 staff members to attend. This is the largest fundraiser for the BCCLS scholarships. This year's guest speaker is author and editor, David Levithan. The date of the brunch is October 21, 2025.

VIII. **Ongoing Business** - None

IX. **Director's Report September 17th, 2025**

Snapshots from the Library

In mid July I went to deliver books to residents at Christian Health Care along with a volunteer. The receptionist who I have come to know through my monthly visits shared that she had recently visited our library for the first time. She had taken her niece to the playground (Memorial Field) and her niece suggested they walk over to the library. This was prompted by the niece's recent field trip to the library with her camp group from the Wyckoff YMCA. She had a wonderful experience visiting the library and participating in a session led by Mrs. Marchetti. This led her to want to introduce her aunt to the library.

Patrons continue to place holds on Wyckoff items and request items from other BCCLS libraries with great frequency. The delivery service is functioning efficiently. Here is an email we received in late July.

FINAL
WYCKOFF LIBRARY BOARD OF TRUSTEES
September 17, 2025 Board Meeting Minutes
7:30 PM, Wyckoff Public Library

"I arrived home yesterday and the book is on hold, ready for pickup today (and picked up this evening). The service I receive is just beyond belief. I'm so appreciative and amazed. Thank you"

Bugs played an important role this summer at the library. The patrons had a lot of fun debating if those wonderful summer insects that shine at night should be called lightning bugs or fire flies. Fire flies swept the poll at 177 versus lightning bugs at 129. We also asked everyone to be a part of our Community Art Project by coloring butterflies/moths to be placed all over the library. We had 173 submissions and a lot of children were excited to search for their artwork each time they visited the library.



An elementary aged boy came in and asked for a tarantula book. I pulled out *The Tarantula Scientist* which elicited a, "Wow, cool!" I asked the patron, "What got you interested in tarantulas?" To which he replied, "I might be babysitting one." This is one of many examples of the various motivations people have when looking for information.

We have a regular patron who is a professor at NYU, and recently Google added a "knowledge panel" that automatically appeared when you searched for her name. The knowledge panel included her complete birthday and age, which she did not want shared publicly. I helped her to begin the long process of verifying her identity with Google to gain control of the knowledge panel and remove her information. After several months and many requests filed on her behalf, the knowledge panel was removed without any communication or explanation from Google. Our patron was overjoyed and relieved.

A preschool aged girl was talking to two staff members and said that she would rate our library 5 stars out of 5 stars. She asked, "Do you have a boss?". Unfortunately I was not here to listen to the positive feedback, but the staff members assured the girl they would share her positive review. Satisfied patrons are the goal!

Administrative

I sent emails to various organizations in Wyckoff to alert them to the digital records of their histories that have been added to our site.

I email the Wyckoff K-8 and RIH Superintendents to make sure they are aware of the school related digital history materials that have been added to our site.

I met with Eisenhower Middle School teacher, Ms Moolji, regarding ways to involve students in learning about and celebrating the Wyckoff's 100 year history.

The Wyckoff Public Library is now an official Voter Outreach Partner in cooperation with the Bergen County Board of Elections. The library already provided voter registration ballots in multiple languages and an online pathfinder for voters, but this partnership will provide us with new graphics and information in a timely and efficient manner so that we can disseminate the information to the public. We will print flyers and post to

FINAL
WYCKOFF LIBRARY BOARD OF TRUSTEES
September 17, 2025 Board Meeting Minutes
7:30 PM, Wyckoff Public Library

the library's social media accounts. Since the library is an early voting site and regular polling location we interact with many voters.

Mary Vallely's son called to notify us of her passing on July 13th. Mary was a long time employee and retiree of the library.

Pat Gioe and I completed paperwork to reactivate our Barnes and Noble account. This will allow us another discounted option to order books if there are delays with other vendors.

Heather Layng, a children's department staff member, won a \$250.00 discount on a summer reading program sponsored by NJLA. We received a reimbursement check in August to offset the cost of the David Engel children's performance in July.

I met with the Township Administrator & CFO regarding payroll systems.

Rizzo Children's Room, submitted by Denise Marchetti

Our Summer Reading Club, *Color Our World*, was a huge success! We had 610 enthusiastic participants who loved reading and completing fun literacy and learning activities throughout the summer. I think it is our interactions with kids about all that they are reading and achieving that make our program very special. Our library hosted 46 events with a total attendance of 1538. The programming was diverse, including family shows, science, art, yoga, writing, math, and needle felting. Classes and activities were offered at various times, including evenings. Our Children's staff prepared 330 Take & Make projects and 215 Storybags for kids to enjoy a story and corresponding project.

Community outreach was a big part of our summer. We had two visits from YMCA Reading Accelerators, and I visited Camp Wydaca as well as Kindergarten campers. Mathnasium of Wyckoff joined us for Family Math Game Night, and

Ava Lheureux, Ramapo high school student, worked toward earning her Girl Scout Gold Award by playing computer and hands-on math games with kids entering grades 1-3.

We are excitedly planning many fall activities and events, including our popular storytimes and book clubs! October is National Pizza Month, so our next StoryWalk will be *The Pizza Dog* by Erin Farley. We will host pizza-themed activities throughout.



FINAL
WYCKOFF LIBRARY BOARD OF TRUSTEES
September 17, 2025 Board Meeting Minutes
7:30 PM, Wyckoff Public Library

The Children’s staff will attend a BCCLS Performers Showcase hosted by the Youth Services Committee at our library on October 17th. I’m hoping to get a lot of great ideas for future programming!

Adult, submitted by Michael DeVincenzo

September is when our adult programming resumes its regular cadence, and so we have a nice calendar coming up for the month. Both of our book clubs are ready to go for another "season" as I like to think of them, with Brielle Bleeker’s Escapist Book Club reading the smash hit novel “The Lion Women of Tehran” with a special virtual visit by the book’s author, Marjan Karmali. The Friends Book Club, led by Rosemary Brennan and myself, is kicking off our “season” with Dostoyevsky’s The Brothers Karamazov, considered by many to be the greatest novel ever written. Therese Jones continues to lead two monthly groups at the Vista.

Outside of book clubs, we are featuring our usual diverse menu of programs for patrons to select from, including a discussion about the state of Congress in the present day by returning lecturer Dr. Ian Drake of Montclair State University. Artistically inclined patrons will have the opportunity to attend a book “bedazzling” class, while patrons looking to improve their mobility and ease of motion can sign up for a four week course teaching the MELT method of muscle relaxation and strengthening with guest instructor Jill Slater.

Veronica Potenza downloaded another 15 books for a patron who uses the NJ Talking Book and Braille Center BARD player. She is increasing her listening and said that she doesn’t know what she’d do without them.

ESL, submitted by Therese Jones

I sent a message to our ESL tutors to thank them for their hard work and dedication to their students and the support of our first year library program. It has been a tremendous success with 26 students in the program for a total of 435 sessions and 541 hours of instruction!

Teen, submitted by Riley McArthur

This was an awesome summer for teens at the Wyckoff Library! Our summer reading program went very well, with new and returning teen readers participating. To the right is a comparison of the statistics from last summer to this summer’s numbers. Though there was a slight decrease in the amount of participants, we had more active readers than last year, as well as increases in areas like reviews written and challenge completions. While we did have an uptick in engaged readers, we had less rewards collected overall than last year.

Summer Reading Statistics			
	2024	2025	
registered teen patrons	85	81	decrease of about 4.7%
active readers	64	69	increase of about 7.8%
activity-focused participants	-	-	
participation rate	about 75%	about 85%	increase of about 13%
challenge completions	6	12	increase of 100%
rewards collected	170	133	decrease of about 22%
reviews written	52	112	increase of 115%
completed activities	190	190	-
badges earned	545	616	increase of 13%
minutes read	91,514	100,220	increase of 9.5%

I will be reviewing the reward choices for next year to see what might be changed. Overall, I’m very happy with statistics for this year’s program and have had positive feedback from teens and parents in the last few weeks.

**FINAL
WYCKOFF LIBRARY BOARD OF TRUSTEES
September 17, 2025 Board Meeting Minutes
7:30 PM, Wyckoff Public Library**

On July 29th, Christine from Woolly Pets led a group of teens through the needle felting of various sushi pieces for their own DIY bento boxes. To the right are some of the adorable pieces that the participants created.



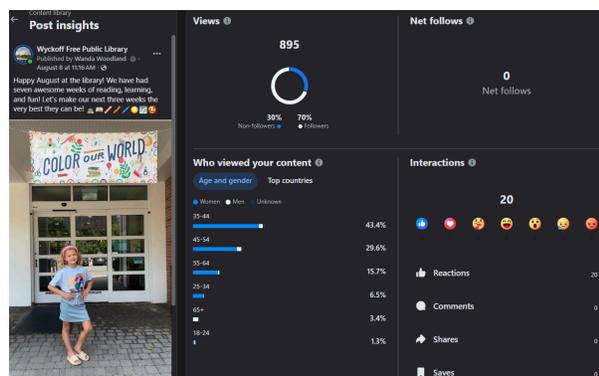
On August 6th, The Spotted Canvas dropped by for a canvas painting program. Participants followed along to create a beautiful evening landscape!

We also had a full group of teen volunteers this summer. Volunteers came in throughout each week to shelve books and alphabetize sections, making sure the section was neat and tidy for patrons to browse through. We'll be welcoming the next group of volunteers in a few short weeks.

Technology/Social Media, submitted by Veronica Potenza

Tech classes this month included transferring AOL emails/contacts to a new Gmail account, basic iPad setup, and a general introduction to AI.

Top Facebook post in the last 28 days (as of 9/4/25)



MakerSpace

Jenn Ragguci offered a mix of one on one appointments and group classes. Some of the classes had large waiting lists so we made the decision to expand the registration. The Reference staff assisted many people with on demand poster prints, including a number for dorm rooms and classrooms. Veronica Potenza completed six 3D print requests.

Professional Development

I have concluded serving as the Chair of the BCCLS 2020-2025 Strategic Plan. I reviewed the final report for the BCCLS Strategic Plan with Dave Hanson, BCCLS Executive Director which will be presented at System Council in September.

FINAL
WYCKOFF LIBRARY BOARD OF TRUSTEES
September 17, 2025 Board Meeting Minutes
7:30 PM, Wyckoff Public Library

Susan Valenta ran an online mini/buzz meeting for BCCLS Circ Staff. This meeting gave staff from 17 different libraries a chance to share their thoughts on new P&P and how to simplify some of the older tasks we perform. She, along with her co-chair, will lead the Fall Circulation Meetings.

Buildings & Grounds

I oversaw additional roof repairs. It looks like the leaks have stopped. Now we can look to repair the damage to the ceiling.

A transom window was broken in the Children’s Program Room. The repair will be completed in the next few weeks.

Friends of the Wyckoff Library

The Friends next meeting is 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.

Outreach

The library was a site for a Love for the Generations Donation Drive during the month of August.

July & August Circulation Report Highlights

1. Circulation: July & August tend to be our highest circulating months despite being closed on Sundays. 2025 has seen a 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.

Summer Circulation Print + Digital

2025	43,608
2024	45,514
2023	44,145
2022	41,854
2021	39,766

The summer is also the busiest time for the BCCLS delivery service. In July 235,859 items were transported between libraries (over 10,720 per day) and in August the number was only slightly lower at 222,373 (over 10,540 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.

There were over 3.5 million catalog searches executed in July and in August. This number does not include patrons who are searching for items directly in the Libby, Hoopla or Kanopy apps.

2. Meeting Room Use: Meeting Room has slowed somewhat. There were 6 events (non-library sponsored) with 105 attendees with 2 being Township use.

FINAL
WYCKOFF LIBRARY BOARD OF TRUSTEES
September 17, 2025 Board Meeting Minutes
7:30 PM, Wyckoff Public Library

3. Patron Engagement: During July & August the library offered 112 programs with approximately 4,479 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.

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)
- h. Strategic Plan (Chagares, DeKorte, Macaluso)

XI. **Adjournment**

Motion by Saxton to adjourn the meeting, seconded by Chagares.
All were in favor and the meeting adjourned at 8:14 pm.

Next Meeting Date: Wednesday, October 15th, 2025.

Tony Donato, Board President

Laura Leonard, Library Director