

FINAL
WYCKOFF LIBRARY BOARD OF TRUSTEES
June 18, 2025 Board Meeting Minutes
7:30 PM, Wyckoff Public Library

I. **Open Public Meetings Act Statement**

a. "The June 18th, 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, Kathy Lane, Lori Peters and Brian Saxton.
Absent: Lauren DeKorte, Tony Donato, and Donna Macaluso

Staff Attendance:

Laura Leonard, Director and Jeannine Wright, Recording Secretary

III. **Public Comment:** None

IV. **Board Business:**

V. **Secretary's Report**

a. Approval of the May 21st Library Board of Trustees meeting minutes:

Motion by Saxton seconded by Peters to approve the May 21st, 2025 Board of Trustees Regular Meeting Minutes.

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

Abstaining: Chagares

VI. **Treasurer's Report**

a. May's Treasurer's Report - The report was distributed by Ms. Leonard and she invited questions. She answered questions regarding the following:

Expenditures for books are low due to issues with vendors. Ms. Leonard has been in communication with vendors and has directed staff to orders away from a vendor with poor fulfillment rates to another vendor.

Motion by Peters seconded by Saxton to approve the May Treasurer's Report.

Voting in favor: Antonacci, Boonstra, Chagares, Lane, Peters and Saxton.

Abstaining: none

b. June Voucher List - The report was distributed by Ms. Leonard and she invited questions. Ms. Leonard answered questions regarding the following:

Programs - there are more programs scheduled in July & August than at any other time of the year, with a focus on family events and those for children and teens.

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Line 33 - Custom tent and tablecloth were purchased for Wyckoff Day. Although Wyckoff Day was cancelled, these will be used at other outreach events.

Line 45 - Children's program funded by Rizzo Art Series.

Line 46 - Children's program funded by Rizzo Art Series.

Motion by Saxton seconded by Peters to approve the June Voucher List.

Voting in favor: Antonacci, Boonstra, Chagares, Lane, Peters and Saxton.

Abstaining: none

WYCKOFF FREE PUBLIC LIBRARY
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION # 2025 - 09

INTRODUCED:
June 18, 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).

Jester Jim, 26866, \$650.00, 7/2 Children's program, 1 hour duration
Artful Easel, 26867, \$400.00, 7/9 Children's program
Dinosaurs Rock, 26865, \$735.00, 7/10 Children's program
Tenafly Nature Center, 26868, \$452.00, 7/16 Children's program
David Engel Entertainment, 26870, \$600.00, 7/17 Children's program

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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
JUNE 18, 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 Saxton to approve the May's Treasurer's Report.
Voting in favor: Antonacci, Boonstra, Chagares, Lane, Peters and Saxton.
Abstaining: none

VII. New Business

- a. 2026 Closed Dates - The Policy Committee reviewed the proposal and there are no changes to the holidays covered. Per policy, the library will be closed on Friday, July 3rd in observance of July 4th. The Township Fireworks will be held on September 26, 2025; the library will close early to accommodate preparations in the Memorial Field complex.

Motion by Peters seconded by Saxton to approve the 2026 Closed Dates.

Voting in favor: Antonacci, Boonstra, Chagares, Lane, Peters and Saxton.
Abstaining: none

- b. 2026 Board of Trustees Meeting Dates - The Policy Committee reviewed the dates. No change to the third Wednesday of the month schedule. As is standard, there will be no meeting in August.

Motion by Saxton seconded by Peters to approve the 2026 Board of Trustees Meeting Dates.

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Voting in favor: Antonacci, Boonstra, Chagares, Lane, Peters and Saxton.
Abstaining: none

- c. Summer Reading - The program starts June 23rd for children, teens and adults. There are many programs for kids and families, teens and adults.

VIII. Ongoing Business

- a. IMLS funding/Statewide databases - Ms. Leonard reported that an email from the New Jersey State Librarian stated that the databases currently offered will still be continued until at least September 2025. Funding for these resources may not be available beyond September.

IX Director's Report June 18th, 2025

Snapshots from the Library

Michael DeVincenzo assisted a former resident, Phylis Benson, in locating her father's obituaries, published in *The Record* and *The Wyckoff News* in October 1992. Her father, William R. Benson, served as mayor of Wyckoff. Both of her parents, including her mother—who just passed away this week at the age of 105—were World War II veterans. Phylis is compiling a scrapbook in their memory.

A patron preparing for a high school reunion contacted us for photos from a *Ramapo High School* yearbook. Although it hadn't been digitized, I was able to scan the photos and send them via email.

Another patron inquired about programs and events for seniors—both at the library and the Larkin House. Staff showed her where to find flyers for our events and helped register her for a few upcoming programs. We also provided the contact information for the Senior Lunch at the Larkin House and shared the calendar for the Northwest Bergen Senior Center in Midland Park. She expressed her gratitude and plans to attend several of these offerings.

Administrative

We renewed the smaller Rizzo CD and Apisdorf CD at a 4% interest rate for an 11 month term.

Two of our pages are graduating high school, congratulations to Keira and Rachel! Thanks to Susan Valenta, Denise Marchetti, and Riley McArthur for interviewing candidates and Pat Gioe for helping with the onboarding.

I have been in communication with our two most used book vendors to address delays and fulfillment issues.

I coordinated Early Voting with the Township Clerk and DPW.

I facilitated a staff meeting on June 13 focusing on preparing for Summer Reading with an emphasis on customer service and engagement. Thank you to Denise Marchetti and Riley McArthur for providing an overview of the programs they will be offering. Thanks to Pat Gioe and Jenn Ragucci for their assistance in preparing for the training.

Rizzo Children's Room, submitted by Denise Marchetti

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All of our Wyckoff public school 1st graders have received their very own library cards! Yay!!! Each visit was special and exciting, and many of the 1st graders have returned to the library very quickly to check out more books!

We had a visit from the 2nd grade Girl Scout Troop at Coolidge School on June 6th. I displayed multicultural Cinderella stories, legends, and folk tales. I shared several stories and we did a fun writing activity. The girls earned their storytelling badge, and I received great feedback from the Troop leaders. The girls are eager to come back soon!

We are super excited about summer! Our Summer Reading Club, ***Color Our World!*** begins June 23rd! I've reached out to all of our media specialists to spread the excitement to their students and teachers. Kids of all ages can earn cool prizes by participating in fun literacy, learning, building, and making activities. There will also be plenty of afternoon family events, as well as evening classes, and drop-in activities. My goal is to continue fostering their love of learning and reading throughout the summer months as they are engaged at their library, as well as to foster community among our residents.

Thank you to our amazing Children's staff! Dolores Goetschius has been working on our event flyers. Heather Layng has been creating a colorful window display, and Donna Barone is putting together our StoryWalk, *Summer Color!*, written by Diana Murray and illustrated by Zoe Persico. Thank you to Riley for making some really awesome prizes with our 3D printer!

Adult, submitted by Michael DeVincenzo

June kicks off with our "Booked for Summer", program/meet and greet with patrons featuring book club leads Brille Bleeker, Therese Jones, and Michael DeVincenzo sharing some of their clubs' favorite picks, upcoming hot summer releases, and a selection of their own personal favorites. This will serve as a bridge to Adult Summer reading, which kicks off in earnest later in the month. Our usual combination of an activities bingo card and a prize drawing at the end of the summer will be featured.

In addition to summer reading, we also have a bevy of programs lined up for June. Offerings include: A History of Censorship in the United States with historian and journalist Evan Weiner, Making Homemade Strawberry Jam with Mayernik Kitchens, Gone But Not Forgotten Restaurants of Bergen County with local historian Alan Bernstein, and a return visit from Wyckoff's own celebrated author, Teri-Lynne DeFino, to talk with Brielle Bleeker about her new book, "Didn't You Used To Be Queenie B?"

On the collection development front, we have been plagued recently by shipping delays on new releases from our primary distributor, Baker and Taylor. This is doubly unfortunate because they are our leased copies vendor, so getting new titles from them in a timely fashion is critical. As a result of these delays, I have shifted more of our business to Ingram and even Amazon, to continue to ensure our community has easy access to the newest and most popular titles. I will continue to monitor this situation and adjust our purchasing patterns as needed.

I attended the Literacy Volunteers of Pascack Valley dinner along with Therese Jones, who coordinates our program, three tutors and two students. One of our students, Raissa, was nominated by her tutor as a "Student of the Year".

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Tutor Christine Keeler and student Raissa Barbosa, accepting a Student of the Year Award alongside LVPV Coordinators Cheryl Chang and Paula Ricca.



Susan with her student Heeae and son.

Teen, submitted by Riley McArthur

I am prepared for summer reading to kick off on June 23rd. Teens will continue to record their reading and the compilation of challenges online via Beatstack. The prize structure has been revamped. Many of the prizes have been 3D printed. I can print additional popular items throughout the summer.

I reached out to EMS, Ramapo High School and Indian Hills high school regarding any changes to summer reading requirements so that we can assist students. I also reached out to St. Elizabeth's and am awaiting a response.

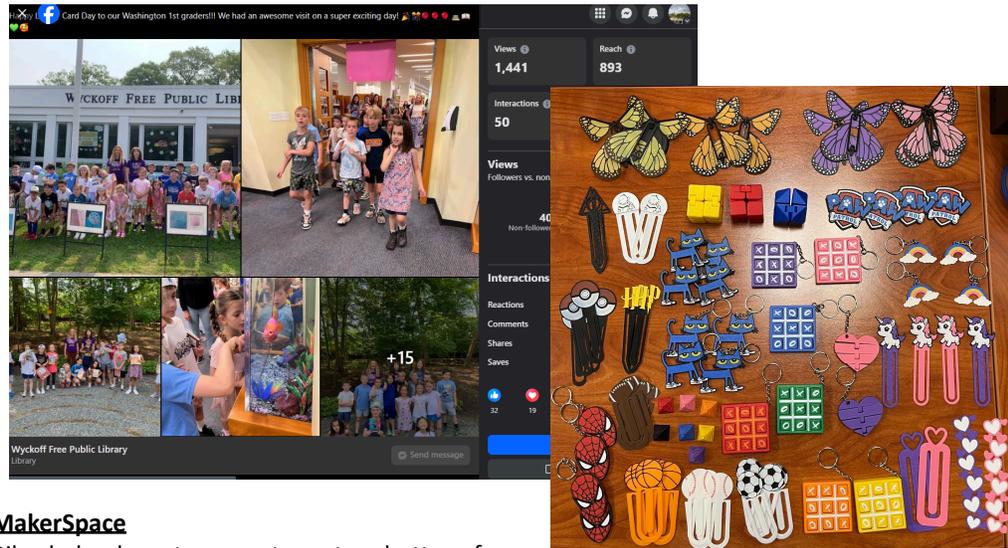
I met with teen volunteers in late May to discuss summer opportunities and they will begin shortly after school ends. As with last year, the volunteer packet will be an option for those unable to volunteer in person. I do hope to add a few additional opportunities for those with more narrow availability, and will be working with my coworkers to determine areas/projects with which they may need assistance.

Technology/Social Media, submitted by Veronica Potenza

Veronica continues to offer one on one tech classes. Recent sessions included help with e-invitations, Canva, transferring home movies to a laptop and converting them, and Zoom assistance for court.

Top Facebook post in the last 28 days (as of 6/10/25):

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MakerSpace

Riley helped a patron create custom buttons for a family member's 60th birthday. Photos from various stages of life were formatted, printed, and used in the button maker—resulting in keepsakes to be worn at the party.

Reference staff have seen high demand for poster printing, including a recent custom Father's Day poster.

Riley also 3D printed a variety of teen and children's Summer Reading prizes. Veronica developed a web form to streamline the growing number of 3D print requests.

Professional Development

I attended the NJLA Conference in Atlantic City from May 29 - 30. I attended the following sessions:

- Balancing the eBooks: Fair Licensing Terms for Libraries
- Homebound Services
- Patron Friendly Policies
- Purchasing and Procurement
- Countdown to the 250th
- It's a Family Affair: Intergenerational Programming
- Honors & Awards
- NJLA Business Meeting and update from the State Librarian

Buildings & Grounds

Nothing to report.

Friends of the Wyckoff Library

The book club met on Tuesday, June 17th. They will take a hiatus for July and August and resume meeting in September.

Outreach

Unfortunately Wyckoff Day was cancelled. The original date and rain date were cancelled due to weather.

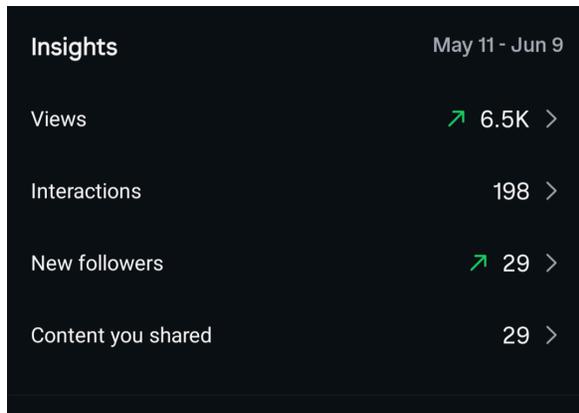
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Therese Jones will continue leading the Vista Book Club throughout the summer. I will continue to deliver books to Christian Health Care residents monthly. I am assisted by Rosemary Brennan of the Friends, Veronica Potenza or a volunteer.

May Circulation Report Highlights

1. Circulation: Monthly circulation is 19,571 a slight increase from 19,409 (2024). Digital circulation continues to grow, especially audio and magazines.
2. Meeting Room Use: Meeting Room (non-library sponsored events) was 8 (2025) compared to 11 (2024), with 5 being Township use.
3. Patron Engagement: Programming continues to be robust. Please note that only “live viewings” of the virtual author talks will be counted in the monthly attendance count in 2025, the on-demand views will be reflected in our database usage. When the virtual author on demand views are removed the comparison is 250 adult attendees in 2024 to 284 in 2025.

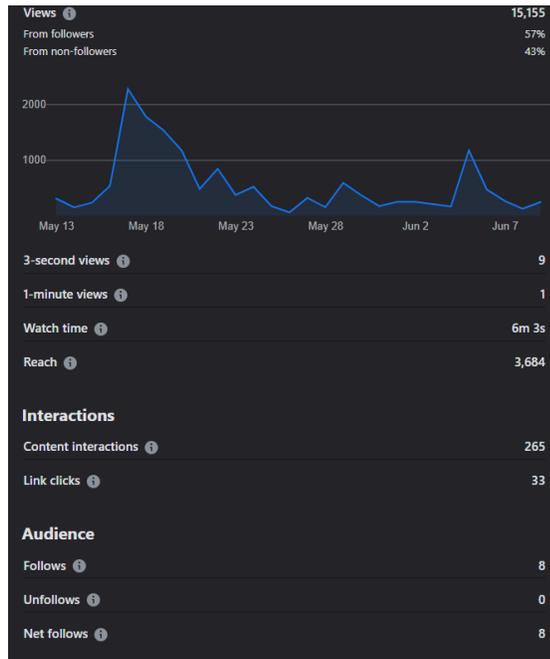
Below is a summary of Instagram activity for the last 30 days (as of 6/10/25):



Insights	May 11 - Jun 9
Views	↗ 6.5K >
Interactions	198 >
New followers	↗ 29 >
Content you shared	29 >

Below is a summary of Facebook activity for the last 28 days (as of 6/10/25):

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The library's website had 6,297 views over the last 28 days (as of 6/10/25):

	Page title and screen class +	↓ Views	Active users
	Total	6,297 100% of total	2,336 100% of total
<input type="checkbox"/>	1 Wyckoff Free Public Library	3,184 (50.56%)	1,553 (66.48%)
<input type="checkbox"/>	2 Events – Wyckoff Free Public Library	524 (8.32%)	249 (10.66%)
<input type="checkbox"/>	3 Children's Programs – Wyckoff Free Public Library	471 (7.48%)	199 (8.52%)
<input type="checkbox"/>	4 Museum Passes – Wyckoff Free Public Library	199 (3.16%)	126 (5.39%)
<input checked="" type="checkbox"/>	5 Ramapo High School Yearbooks – Wyckoff Free Public Library	162 (2.57%)	118 (5.05%)
<input type="checkbox"/>	6 Adult Programs – Wyckoff Free Public Library	142 (2.26%)	98 (4.2%)
<input type="checkbox"/>	7 Private Study Rooms – Wyckoff Free Public Library	123 (1.95%)	65 (2.78%)
<input type="checkbox"/>	8 New York Times Digital Access – Wyckoff Free Public Library	90 (1.43%)	41 (1.76%)
<input type="checkbox"/>	9 Hours/Holidays – Wyckoff Free Public Library	88 (1.4%)	65 (2.78%)
<input type="checkbox"/>	10 Voting Information and Resources – Wyckoff Free Public Library	88 (1.4%)	69 (2.95%)

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)

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- d. Legal, State and Township (Chagares, Boonstra)
- e. Nominating (Donato, Peters)
- f. Personnel (Peters, Chagares)
- g. Policy (Peters, Saxton)

3d Printer Policy and Procedure Update:

The Committee reviewed the policy. Ms. Leonard recommended increasing the cost to \$.15 / gram from \$.05 / gram based on the cost of material and limiting the number of requests per household per month. Files are reviewed by the library staff and can be rejected if inappropriate. If approved, the new policy will be posted to the library's website and included in the staff manual.

Motion by Peters seconded by Saxton to approve the revised 3-D Printing Policy and Procedures.

Voting in favor: Antonacci, Boonstra, Chagares, Lane, Peters and Saxton.
Abstaining: none

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

Next Meeting Date: Wednesday, July 16th, 2025. Peters and Saxton may be absent from the July meeting and there is no August meeting.

XI. Adjournment

Motion by Chagares to adjourn the meeting, seconded by Saxton.

All were in favor and the meeting adjourned at 8:12 pm.

Tony Donato, Board President

Laura Leonard, Library Director