

WYCKOFF LIBRARY BOARD OF TRUSTEES

March 19, 2025 Board Meeting Minutes

7:30 PM, Wyckoff Public Library

I. **Open Public Meetings Act Statement**

a. "The March 19th, 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, Donna Macaluso, Lori Peters and Brian Saxton.

Absent: Vince Antonacci and Lauren DeKorte

Staff Attendance:

Laura Leonard, Director and Jeannine Wright, Recording Secretary

III. **Public Comment:** None

IV. **Board Business:** None

V. **Secretary's Report**

a. Approval of the following Library Board of Trustees meeting minutes:

Motion by Peters seconded by Saxton to approve the February 19, 2025 Board of Trustees Regular Meeting Minutes.

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

Abstaining: None

VI. **Treasurer's Report**

a. February's Treasurer's Report - The report was distributed by Ms. Leonard.

Motion by Chagares seconded by Peters to approve the February Treasurer's Report.

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

Abstaining: none

b. March Voucher List - The report was distributed by Ms. Leonard. Ms. Leonard reported that Line 51 & Line 52 were for the Wall Systems and furniture for Study Rooms. Everyone was impressed with the way they look, sleek and modern.

Motion by Peters seconded by Saxton to approve the March Voucher Report.

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

Abstaining: none

**WYCKOFF FREE PUBLIC LIBRARY
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION # 2025 - 06**

**INTRODUCED:
MARCH 19, 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).

Jessica Cording, 26726, \$200.00, 4/8 Health Program
Cordelia Siporin, 26727, \$100.00, 4/3 Wizard of Oz Program
Alisa Dupuy, 26728, \$325.00, 4/8 Queen Elizabeth II 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
MARCH 19, 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 Resolution 2025-06.
Voting in favor: Boonstra, Chagares, Donato, Lane, Macaluso, Peters and Saxton.
Abstaining: none

VII. New Business

- a. The Annual New Jersey State Library report was due and filed on Monday, March 17th. Ms. Leonard is hopeful there will be revisions next year in the way the electronic materials are reported but nothing unusual to report.
- b. Study Room Dedication will be held on Friday, March 21, 2025 at 12:30pm. Mr. Donato, Mr. Boonstra and Mrs. Lane will be there along with members of the Friends of the Library and Margarite Remsey. Ms. Remsey is representing her step-father. Dr. Douglas A. Davids, whose generous bequest funded half of the cost of the Study Rooms. Dr. Davids, a Wyckoff resident, Navy veteran, physics professor, and frequent library visitor, is remembered for his warm smile and ready laugh.
- c. Wyckoff Day will be on May 31, 2025. The library has secured a booth and Ms. Leonard will send out the schedule to staff to work the booth.
- d. The Fire alarm sends a message to central station everyday to ensure that it is working properly. The fire alarm panel was not able to call out to the central station. Ms. Leonard coordinated techs from the phone company and fire alarm panel techs to determine the problem and the best path forward. It was recommended to migrate the two lines connected to the fire alarm from landlines to cellular radio. Two companies made this recommendation. I conferred with Mr. Lawlor, the Township Fire Inspector, and the Township Administrator Mr. Cavallo. The repair is considered an "emergency" repair and Amcest will file the necessary paperwork with the Township Fire Inspector next week. Amcest was able to send someone to complete the upgrade before 5pm.

VIII. Ongoing Business

- a. Pella arrived to install the window. The installers discovered that the window is too small so another window will be ordered and it will be approximately six weeks before it's installed. Pella measured incorrectly and will be ordering a new one at no additional cost to the library.

IX Director's Report March 19th, 2025

Snapshots from the Library

I had the opportunity to work in the Rizzo Room on a Thursday evening. A mother and son came in needing help finding one of the *Who Would Win* books. I showed them the new location and explained that some things are moving around so please ask if you don't find something. After we found the *Who Would Win*, he enthusiastically flipped through the neighboring bins containing the *Where Is* and *What Was* books, reading title after title aloud to his mom. He discovered a whole new series of books! Then he said, "I'm getting older which means I should read longer books." I also showed them the new Early Chapter Book area. The hard work the staff has been doing to update and merchandise the collection is increasing access and browsability. (Laura Leonard)



A reference librarian in South Carolina was assisting a patron when they came across a tip Veronica posted on our site about using Libby with hearing aids. The librarian reached out with some questions. It was nice to help someone in another state and an important reminder of how valuable it is to share information. (Veronica Potenza)

Administrative

Pat Gioe is preparing materials for the 2024 audit, scheduled for March 20th and 21st. She also reported a consistent group of participants in the four Zoom Sketch classes held in February and March, each averaging 20 participants. Everyone enjoyed sketching with the Artful Easel artists from the comfort of their own homes and appreciated the subjects chosen. The series will conclude with an acrylic painting class on March 25th.

I compiled data for the annual State Report and submitted it to the New Jersey State Library as required.

I coordinated the installation of Study Rooms. The installers were very professional and efficient, completing the project on time. I worked with Susan Litt, President of the Friends of the Library, to arrange a time for the dedication. I created a sign to acknowledge Douglas Davids' donation and had it approved by his step-daughter.

Rizzo Children's Room, submitted by Denise Marchetti

The Children's staff attended a Summer Reading Club workshop at the Livingston Public Library on February 28th. It's always stimulating and inspiring to share ideas with fellow librarians, and we came away with plenty of great ones for this summer's program, *Color Our World*. I will be in full planning mode over the next several weeks!

I met with Ramapo High School Student, Ava L'Heureux, who is working towards earning her Girl Scout Gold Award. Ava and I discussed her plan to offer sessions to 1st through 3rd graders here at our library this summer to play educational games, particularly math, over several weeks in July and August.

I met with a group of fifteen 5th grade Girl Scouts from Lincoln School and troop leader, Joanne Biscardi, to discuss read-a-thons at our library as part of the girls' Take Action Project that they will complete to earn their Bronze Award. We are planning to host the read-a-thons at our library during the week of spring break, April 14-18, as well as a couple of Saturdays in April and May that I will be here at the library.

I was invited by Kristin Stern, Sicomac media specialist, to be a mystery reader during Read Across America Week! It was a challenge, but I was able to narrow it down to three really good stories in various genres. I read a chapter from each to Rachel Anderson's 3rd grade class, as well as one to Barbara Sharer's 3rd grade class on March 6th! It was such fun, and I knew many of the students from their visits to our library. A couple of them excitedly showed me their Winter Reading Challenge BINGO boards (with lots of completed activities), and another proudly held up his notebook, which had photocopies of all his favorite things. One was his Wyckoff Library card!!!

Speaking of Wyckoff library cards, Coolidge 1st graders will be here soon to get theirs! They will be visiting us on March 26th.



Yay!!! Thank you to the entire Circulation Department for entering all the new cards into the database!

Adult, submitted by Michael DeVincenzo

We have a great slate of special events scheduled for adults in March, including a visit from Dr. Ray Millazzo on how to stay “Forever Young” in each decade of life. But while long life is important, enjoying your days is just as important, which is where our gourmet cheese tasting event, featuring two cheese experts who own a shop in Nyack comes in, along with our dance mixer class presented by Fred Astaire Dance Studios. Finally, the library is pleased to play host to Mark Moran co-publisher of the legendary Weir NJ magazine, as he presents “Weird Bergen County”, a lecture on the strange and the spooky in our home counties. We recently hosted another weekend concert, The Monroe Quinn Trio with about 50 people in attendance.

Yarn Therapy continues to meet three times per month, twice in the afternoon and once in the evenings allowing for various scheduling needs. The group completed 5 more quilts that were delivered to the Veterans Home. Here are a few pictures of recently completed projects by group members:



Michael DeVincenzo recently met with the Director and Adult Librarian of Franklin Lakes to discuss the success we have had with our leasing program through Baker and Taylor.

Our extensive weeding and remerchandising of Adult Non-Fiction continues, breathing new life into the collection.

Therese Jones hosted the second meeting of Wyckoff ESL tutors. The group included a mix of experienced and new tutors. Therese shared information about upcoming networking opportunities and answered questions. Laura described the Study Rooms and the procedure for reserving them. The tutors shared their experiences and some helpful resources with one another. One tutor recalled telling her student how brave she is for coming to this country and working on her English. The student replied, “You make me brave”. This student recently began bringing her child to Little Learners and is practicing her English with the other parents and caregivers. This is a powerful program that has direct impact on individuals. As the meeting was ending, a tutor suggested that we host an event for the ESL students so they can meet one another and expand their social and support networks.

Teen, submitted by Riley McArthur

March has been a busy month! I performed a review on the teen collection and withdrew items that have not circulated in the last few years. I also used this review to check out worn books in need of replacement and as a way to inventory popular series and authors.

We had a number of requests from Eisenhower Middle School students looking for service hours. With the spring session of volunteering already in full swing, in person volunteer spots have already been filled. However, I was able to help satisfy a number of the requests by offering the students the opportunity to work on the take home packet that I created. I am working on finding a secondary, similar option to offer along with the take home packet.

This month's Teen Book Talk is featuring an informal read-along of Kaitlyn Cavalancia's novel, *Mystery Royale*. I received an exciting surprise email from Ms. Cavalancia about the Teen Book Talk and she expressed her gratitude that we chose to feature her book in our meeting. As a thank you, she generously offered to send over a signed bookplate and bookmarks to share with our teen patrons. I am looking forward to putting those out and further recommending her book for fans of other popular YA series, like *The Inheritance Games* by Jennifer Lynn Barnes.

Technology/Social Media, submitted by Veronica Potenza

This month during one on one tech classes, Veronica helped patrons with uninstalling Windows XP on a laptop, installing and using the DoorDash and E-ZPass apps, and organizing files on a Macbook. Riley and Michael assisted with the sessions as well.



Laura posted a few pictures of pie baking books on social media in honor of Pi Day (3/14). A patron came in to check out two of them after her friend sent her a screenshot of the post!

Top post in the last 28 days (as of 3/5/25):

A screenshot of a Facebook post's analytics page. The post is titled "We had an awesome visit with our friends in Daisy Troop 98761, who are..." and was published by Wanda Woodland 4 days ago. The analytics show 528 views, 329 reach, and 25 interactions. A "Boost" button is visible at the top, indicating the post can be promoted to reach up to 6956 more people for \$119.

Top content		See all
Last 28 days		
Boost this post to reach up to 6956 more people with every \$119 you spend.		
	We had an awesome visit with our friends in Daisy Troop 98761, who are...	
Published by Wanda Woodland		
· 4 days ago ·		
Views	Reach	Interactions
528	329	25

MakerSpace, submitted by Jenn Ragucci

I am happy to report that 21 new individuals have signed up for my craft classes and open makerspace sessions, reflecting a growing interest and enthusiasm for the creative programs we offer. This increase in enrollment is great and a positive indication of the classes' continued appeal.

Details of New Sign-Ups:

Total New Sign-Ups: 21 (plus 10-15 "regulars")

Sign-Up Period: January 1, 2025 – March 10, 2025

Type of Classes: Origami, glass etching, candle painting, Valentine's garland, beading, infusible ink tote bags, sea glass art and open Makerspace appointments.

I have also been receiving incredibly positive feedback from participants. Many have expressed their enjoyment of the classes and



have specifically requested more group classes and additional sessions possibly at night. The combination of new sign-ups and the positive feedback I have received shows that the Makerspace classes are a hit! I'm excited to continue offering creative opportunities

Professional Development

I attended a BCCLS Policy & Procedures committee meeting. We revised the automatic email & text messages patrons receive. We are reviewing the billing process for lost items. I attended the NJLA Futures Conference Committee meeting. We reviewed the results of a survey shared statewide with library staff.

Veronica Potenza and Michael DeVincenzo attended the BCCLS Member Services online chat regarding how changes at the federal level may impact local libraries.

Susan Valenta chaired a BCCLS Circulation Meeting online.

The four staff members of the Children's Department attended a Summer Reading Workshop hosted by the State Summer Committee and held at the Livingston Library. Heather Layng won a raffle for a voucher for \$250 to be used towards a summer performance.

Buildings & Grounds

The window replacement was scheduled for March 10th. When the installers arrived they discovered that the measurements they had taken were wrong and they need to order a new window. I have been working with Pella to get the order expedited. There will be no additional charge to the library.

The fire alarm panel was not able to call out to the central station. I coordinated techs from the phone company and fire alarm panel techs to determine the problem and the best path forward. It was recommended to migrate the two lines connected to the fire alarm from landlines to a cellular device. I conferred with EJ Lawler, the Township Fire Official, and Matt Cavallo. The repair is considered an "emergency" repair and the vendor will file the necessary paperwork with the Township ASAP.

Friends of the Wyckoff Library

I coordinated the upcoming dedication of the Study Rooms and plaque acknowledging the bequest from Douglas A. Davids.

Susan Litt, President of the Friends of the Wyckoff Public Library met with the President of Glen Rock library's Friends group to share ideas and information. I provided a tour, highlighting our new study rooms.

Outreach

On Friday, February 28 I visited the Hope Christian Center once again. I shared stories and songs with approximately 60 attendees.

I met with Jennifer Galenkamp from the Wyckoff Historical Society to discuss possible collaborations.

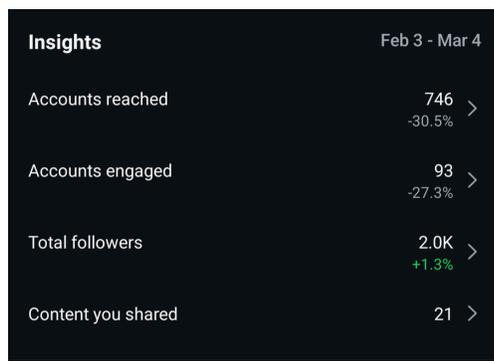
Denise Marchetti has gone to visit the schools and hosted a number of scouting troops in the past month.



January Circulation Report Highlights

1. **Circulation:** Monthly circulation is down slightly except for digital which continues to grow.
2. **Meeting Room Use:** Meeting Room use is stable. The rooms were used 7 times by outside groups, 2 of which were the Township for programs run through the Recreation Department.
3. **Patron Engagement:** Programming was similar to February of 2024 with the exception of adult attendance. 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 299 adult attendees in 2024 to 395 in 2025.

Below is a summary of Instagram activity for the last 28 days (as of 3/5/25):



Below is a summary of Facebook activity for the last 28 days (as of 3/5/25):



The library's website had 7,405 views over the last 28 days (as of 3/5/25):

Page title and screen class		Views	Active users	Views per active user	Average engagement time per active user
Total		7,405 100% of total	2,521 100% of total	2.94 Avg 0%	58s Avg 0%
1	Wyckoff Free Public Library	3,800	1,788	2.13	36s
2	Events – Wyckoff Free Public Library	1,004	438	2.29	27s
3	Children's Programs – Wyckoff Free Public Library	379	215	1.76	1m 07s
4	Adult Programs – Wyckoff Free Public Library	290	163	1.78	50s
5	Museum Passes – Wyckoff Free Public Library	225	137	1.64	1m 04s
6	Ramapo High School Yearbooks – Wyckoff Free Public Library	161	114	1.41	17s
7	Contact Us – Wyckoff Free Public Library	99	83	1.19	17s
8	Staff – Wyckoff Free Public Library	93	71	1.31	37s
9	Maker Space – Wyckoff Free Public Library	78	62	1.26	42s
10	Meeting Rooms – Wyckoff Free Public Library	75	53	1.42	1m 09s

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) -

Mayor Boonstra made the board aware that the Township will be celebrating it's Centennial in 2026, along with the 250 anniversary of the United States and the 25th anniversary of 9/11. Ms. Leonard will work with the Township to coordinate events.

- e. Nominating (Donato, Peters)
- f. Personnel (Peters, Chagares)
- g. Policy (Peters, Saxton)
- h. Strategic Plan (Chagares, DeKorte, Macaluso)

Next Meeting Date: Wednesday, April 16, 2025

XI. Adjournment

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

All were in favor and the meeting adjourned at 8:01 pm.

Tony Donato, Board President

Laura Leonard, Library Director