

WYCKOFF LIBRARY BOARD OF TRUSTEES

May 21, 2025 Board Meeting Minutes

7:30 PM, Wyckoff Public Library

I. **Open Public Meetings Act Statement**

a. "The May 21st, 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, Tony Donato, Kathy Lane, Donna Macaluso, Lori Peters and Brian Saxton.
Absent: Boonstra, Chagares and DeKorte

Staff Attendance:

Laura Leonard, Director and Jeannine Wright, Recording Secretary

III. **Public Comment:** None

IV. **Board Business:**

a. BCCLS training

Lauren DeKorte and Kathy Lane attended a virtual BCCLS training, The First Amendment, Libraries And Library Trustees. Staff received similar training in the fall. This training qualifies as three hours of continuing education for the Board of Trustees.

V. **Secretary's Report**

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

Motion by Saxton seconded by Peters to approve the April 16, 2025 Board of Trustees Regular Meeting Minutes.

Voting in favor: Antonacci, Donato, Lane, Macaluso, Peters and Saxton
Abstaining: None

VI. **Treasurer's Report**

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

Alerted purchasers there are delays with our main distributor. Staff will review outstanding orders and shift to another vendor if needed.

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

Voting in favor: Antonacci, Donato, Lane, Macaluso, Peters and Saxton.
Abstaining: none

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

Reimbursable payments to the Township are included.

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Line 18 Broadvoice is the provider for telephone service

Line 26 This line references the building and property insurance

Line 28 This line includes annual service and replacement of sprinkler heads

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

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

Abstaining: none

c. Resolution 2025-08

**WYCKOFF FREE PUBLIC LIBRARY
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION # 2025 - 08**

**INTRODUCED:
May 21st, 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).

Mayernik Kitchen, 26802, \$350.00, 6/4 Jam Demonstration

Evan Weiner, 26807, \$75.00, 6/5 Censorship Lecture

Alan Bernstein, 26824, \$100.00, 6/12 Restaurants Lecture: Gone But Not Forgotten
Restaurants in Bergen County

Chris McCormack, 26841, \$175.00, 7/15 Travel Program -Iceland

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 May 21, 2025

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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 Peters seconded by Saxton to approve Resolution #2025-08.
Voting in favor: Antonacci, Donato, Lane, Macaluso, Peters and Saxton.
Abstaining: none

d. Other Financial Matters - the audit is complete and Ms. DeKorte and Mr. Antonacci looked it over. No notes on the procedures, hard copies were available to review.

VII. New Business

- a. Staff Development scheduled on June 13 to prepare staff for Summer Reading programs for all ages and to review continuing education resources. The library will open late, at 1:00pm. A date was selected not to interfere with early voting being held through June 8th.

VIII. Ongoing Business

- a. Window repair- window installation completed
- b. Wyckoff Day - May 31st - three library staff members signed up to work and do an extra weekend day. The library will have a booth and it should be a good day.
- c. IMLS funding - no changes to programs or services yet. The New Jersey State Library is providing regular updates.
- d. Early voting-The library is a polling location for early voting. Ms. Leonard has coordinated with the Town Clerk. A memo was distributed to library staff outlining the schedule and the contact person for opening and closing, whether it be library staff or DPW staff.

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IX Director's Report May 21st, 2025

Snapshots from the Library

A gentleman stopped at the Reference Desk to ask if we accept book donations, specifically of history books. I explained that we do and they would either be added to the collection or sold through the Friends' of the Library book sale. He explained that he had wanted to learn about the world so he read books starting with the time of the dinosaurs to the present day. He hopes that someone else will expand their knowledge in the same way.

I overheard a young patron, approximately 10 years-old, excitedly telling his mom how much money they saved by checking items out from the library! If you look at the bottom of your checkout "receipt" you will see how much money you have saved by borrowing physical books from the library instead of purchasing them.

There was excellent engagement with the poster based on the very popular Who Would Win books. Our poster pitted Darth Vader against Voldemort. It was fun to hear adults and children debating the merits of which character would win, providing a rationale for their vote. We even saw one patron, snap a picture and text it to a family member who lives out of the area. The poster was initially displayed on May the 4th, along with a display of books and DVDs.

Administrative

The auditors thanked us for the detailed preparation and organization of Patricia Gioe and how easy it was to complete the audit. After reviewing the draft audit I sent corrections and asked for clarification on a few items. The corrections were made and clarifying documentation provided. There were no notes regarding our practice. Members of the Finance Committee reviewed the draft as well.

Peggy Keen, Certifying Officer, retired from the Township on 4/30. She has been a great source of knowledge and support with our payroll and pension and will be greatly missed. Maryann Sweeney is taking over aspects of her position including the library's payroll.

I sent a memo to staff reviewing the procedures for Early Voting and Election Day. I created a schedule for who is responsible for opening and closing the library and distributed it to the Town Clerk and DPW Supervisor. I alerted the Clerk to an athletic event scheduled on the Saturday of early voting so that possible parking issues can be addressed. Veronica Potenza updated the Voting pathfinder and reposted to the Quick Links portion of our website.

Rizzo Children's Room, submitted by Denise Marchetti

We've had six amazing visits from Wyckoff Family YMCA preschool classes over the past several weeks. The kids enjoyed library-themed stories and projects! I participated in Healthy Kids Day at the YMCA on April 26th. It was a wonderful opportunity to see friends and meet new ones, sharing all that our library has to offer. Kids got to make caterpillars with healthy fruits and vegetables! (my inspiration was *The Very Hungry Caterpillar* by Eric Carle).



Lincoln Girl Scout Troop 98203 visited the library on April 14th and April 26th to read, work on projects, and engage in play with younger kids. It was a huge success, with the girls earning their Bronze Award.

Washington Brownie Troop 98336 visited on April 25th. I set up stations for them to work in pairs in completing fun STEM challenges to earn their engineering badges. I also pulled books about STEM and engineering for them to check out. The girls loved working on the challenges, and I received awesome feedback from the Troop leaders.



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I visited Sicomac School on April 30th to share several folktales and legends with 3rd grade students. The kids were attentive and engaged, and I brought a variety of books to display, encouraging them to come and explore this section in our library!



We had another exciting day when Lincoln 1st graders visited on May 7th to receive their very own library cards! Sicomac 1st graders are visiting on May 21st, and Washington 1st graders on June 4th. Thank you so much to our Circulation staff for processing all the cards!

Adult, submitted by Michael DeVincenzo

Adult programming in May features our usual mix of topics and activities to help everyone in our community find something that interests them! Highlights include lectures on the history of backyard entertaining in the 1950s with cultural historian Judith Krall Russo, a look at beekeeping in Bergen County with Master Beekeeper Frank Mortimer, and a lecture by historian Jo Ann Tufo on the history of boardwalks in the US.

We also are trying a new time slot for our Friends of the Wyckoff Book Club this month. Many attendees have stated a preference for an earlier start time to avoid driving in the dark. This month's book club will be held at 4pm instead of its customary time at 7pm. Based on attendance and feedback from the members, this may become a permanent change. We did receive an email from a former regular attendee who moved to Pennsylvania several years ago and is planning to make the trip because she is confident she can make it back home before the sun sets!



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Len Stambler, one of the members of the Hudson Valley Wood Turner group forwarded the following email from a grateful patron to Susan Valenta who coordinated the program. The event was extremely successful. All 16 participants were pleased not only with the pens they produced, but appreciative of the knowledge and patience provided by the instructors. A mix of men, women and three teens.

Len,

Thank you for the pen turning lesson yesterday at the Wyckoff Library. Thank you and all of the Hudson Valley Wood Turner members for taking the time to come to Wyckoff, setting up and teaching a new skill. I have spent countless hours watching YouTube videos and reading articles on router techniques but I learned more in an hour with you.

Teen, submitted by Riley McArthur

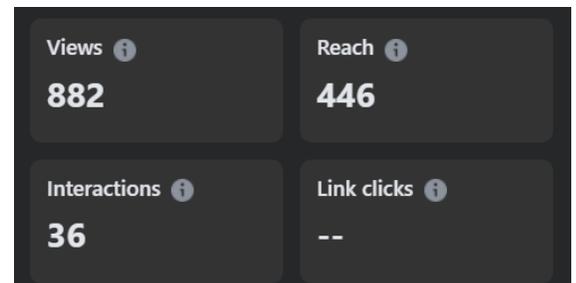
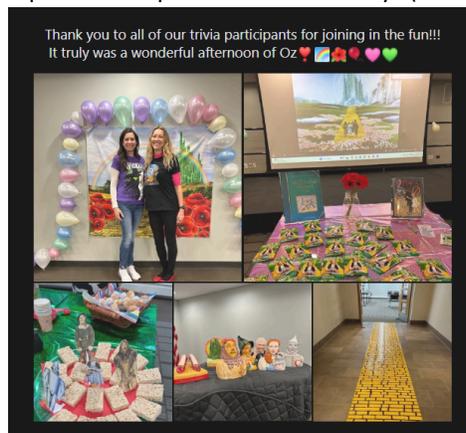
Planning for summer reading is in full swing! I am working on a major reformat to the teen summer reading program which will alter the way we currently record and give out reading rewards. I will be using our 3D printer to design prize options for myself and Denise's children's program. I am looking forward to an exciting summer!

I will be meeting with potential teen volunteers next week to discuss summer opportunities. 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

Laura, Riley, and Michael assisted Veronica with tech classes in April.

Top Facebook post in the last 28 days (as of 5/13/25):



MakerSpace

Two origami classes were led by a teen volunteer. Many thanks to Shaela!

Professional Development

Susan Valenta, co-chair of the BCCLS Circulation Committee led two trainings. One was held in Midland Park, the other in West Orange. I haven't seen the event evaluations yet, but I had three staff members from other libraries tell me that it was excellent! Susan & her co-chair, Jessica provided very helpful resources and handouts to attendees.

I will be attending the NJLA Conference in Atlantic City from May 29 - 30.

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Buildings & Grounds

A key switch for one of the duct smoke detectors was found to be defective during an inspection. It was replaced on May 15th. The system is fully operational with no deficiencies.

The security alarm system was experiencing errors. They had to reset programming to eliminate interference from incoming faxes.

Roofers came in mid-May and sealed some holes. I have reached out because it seems some moisture is still making its way in.

Friends of the Wyckoff Library

The Friends of the Wyckoff Library held a Book sale on May 17 and 18. My deepest appreciation to Colleen Abribat, Jen Welchans and all the Friends who volunteered. A number of high school volunteers assisted with the set-up and sales under Colleen's supervision.

Outreach

I visited the Hope Christian Center on May 16 and will visit Christian Health Care Center on May 21.

The library will host the Chamber of Commerce meeting on Tuesday, May 20th. I will arrive early to set-up.

April Circulation Report Highlights

1. Circulation: Monthly circulation is down very slightly from 19,873 (2024) to 19,089 (2025). Digital continues to grow.

2. Meeting Room Use: Meeting Room was 12 (2025) compared to 9 (2024), with the majority being Township use.

3. Patron Engagement: Programming continues to be robust although slightly less than in 2024. 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 392 adult attendees in 2024 to 360 in 2025.

Below is a summary of Instagram activity for the last 30 days (as of 5/13/25):

Insights	Apr 13 - May 12
Views	5.3K >
Interactions	325 >
New followers	7 >
Content you shared	27 >

Below is a summary of Facebook activity for the last 28 days (as of 5/13/25):

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Views	
Views	9,465
3-second views	80
1-minute views	1
Watch time	18m 7s
Reach	1,493
Interactions	
Content interactions	200
Link clicks	39
Audience	
Follows	11
Unfollows	1
Net follows	10

The library's website had 6,394 views over the last 28 days (as of 5/13/25):

	Views	Active users
Total	6,394 100% of total	2,450 100% of total
1 Wyckoff Free Public Library	3,204 (50.11%)	1,629 (66.49%)
2 Events - Wyckoff Free Public Library	684 (10.7%)	346 (14.12%)
3 Museum Passes - Wyckoff Free Public Library	325 (5.08%)	168 (6.86%)
4 Children's Programs - Wyckoff Free Public Library	276 (4.32%)	153 (6.24%)
5 Adult Programs - Wyckoff Free Public Library	197 (3.08%)	129 (5.27%)
6 Ramapo High School Yearbooks - Wyckoff Free Public Library	192 (3%)	125 (5.1%)
7 Private Study Rooms - Wyckoff Free Public Library	124 (1.94%)	62 (2.53%)
8 Hours/Holidays - Wyckoff Free Public Library	109 (1.7%)	78 (3.18%)
9 New York Times Digital Access - Wyckoff Free Public Library	81 (1.27%)	46 (1.88%)
10 Wall Street Journal Digital Access - Wyckoff Free Public Library	69 (1.08%)	36 (1.47%)

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)

Next Meeting Date: Wednesday, June 18th, 2025

XI. Adjournment

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

All were in favor and the meeting adjourned at 7:59 pm.

 Tony Donato, Board President

 Laura Leonard, Library Director