



**BOARD OF TRUSTEES OF THE FREE PUBLIC LIBRARY OF
THE BOROUGH OF TOTOWA**

537 Totowa Road Totowa NJ, 07512 | 973-790-3265 | fax 973-790-0306 | totowapl.org

MINUTES OF THE MEETING OF February 23, 2022

MEETING CALLED TO ORDER BY Tom Watkins AT 7:10 P.M.

ROLL CALL --

PRESENT----

Debbie Andriani, Theresa Bronkowski, Robert Coyle, Valerie D'Ambrosio, Elsa Stonebridge,
Tom Watkins

ABSENT - Pat Knapp

**OPEN MEETING ACT--open meeting notice was read, posted and mailed to three newspapers as
required by law.**

**PORTION OF THE MEETING OPEN TO THE PUBLIC---Motion to close meeting made by Valerie
D'Ambrosio and seconded by Theresa Brownkowski**

**MINUTES ---Motion to accept minutes as read made by Valerie D'Ambrosio and seconded by Theresa
Bronkowski**

CORRESPONDENCE:

- a. Certificate of Insurance has been received
- b. Letter to Mayor and Council thanking DPW for assistance with moving shelving. Truck was loaned from Passaic County for assistance.
- c. Monthly Newsletter
- d. New Jersey Library Trustee membership renewal.

DIRECTORS REPORT:

- 1. Facilities update: Usable space is limited at this time due to the renovation. Space is being well managed. Ducts have been cleaned and sanitized. Additional outlets need to be added. Emergency roof replacement is needed.**
- 2. Materials and services: Active Panel arrived and will be set up. Videos have been digitized.**
- 3. Outreach & programming: Food Drive was successful. County clerk will be returning. Girls Show participants were grateful for use of space.**
- 4. PALS Plus came and moved computers.**
- 5. Personnel: Nothing new at this time**
- 6. Future Plans for 2022:**
- 7. Statistics:**
- 8. Volunteer update: Passaic Valley students that are special needs are returning to volunteer weekly.**

OLD BUSINESS:

- a. NJ Library Construction Bond Act / Renovation update with 12/31/21 year-end financial information**
- b. Amended Furniture Purchase Quotes for Approval / Resolution – Foundation and Friends are Purchasing part.**
- c. ARPA – no updates at this time**
- d. 2022 Committee Formation**
Budget & Finance Committee – Valerie D’Ambrosio, Tom Watkins, Theresa Bronkowski
Personnel & Policy – Robert Coyle, Elsa Stonebridge
Strategic Planning – Pat Knapp, Debbie Andriani

NEW BUSINESS:

- a. **NJ State Library Annual Survey / State Report Data Year 2021 / FY23 – being worked on, should be done by next meeting**

FRIENDS OF THE LIBRARY:

1. **Rummage Sale**
2. **Funding new shelving**
3. **Trip to Wind Creek Casino**
4. **Raffles will be sold at car show**

FOUNDATION:

- a. **Italian Family Style dinner update – October 3, 2022**
- b. **Calendar Raffle – 600 tickets sold so far**

FINANCIAL REPORT:

1. **Motion to accept monthly financial report for February made by Valerie D’Ambrosio and seconded by Robert Coyle**
Roll Call: Debbie Andriani, Theresa Bronkowski, Robert Coyle, Valerie D’Ambrosio, Elsa Stonebridge, Tom Watkins_ Absent: Pat Knapp
2. **Motion to pay bills for February awaiting approval made by Valerie D’Ambrosio and seconded by Elsa Stonebridge**
Roll Call: Debbie Andriani, Theresa Bronkowski, Robert Coyle, Valerie D’Ambrosio, Elsa Stonebridge, Tom Watkins Absent: Pat Knapp
3. **Resolution to transfer unexpended 2021 funds into Money Market Account for capital improvements. Motion to approve made by Robert Coyle and seconded by Theresa Bronkowski**
Roll Call: Debbie Andriani, Theresa Bronkowski, Robert Coyle, Valerie D’Ambrosio,

Elsa Stonebridge, Tom Watkins Absent: Pat Knapp

4. 2022 Budget Update and Salary Guide – to be discussed at a later time

ANNOUNCEMENTS:

- a. Next Board of Trustee Meeting – March 23, 2022 at 7:00**
- b. Annual Read Aloud – March 8, 2022**

**ADJOURNMENT – Motion to adjourn made by Theresa Bronkowski and seconded by
Valerie D'Ambrosio**

MEETING ADJOURNED AT 8:50

RESPECTFULLY SUBMITTED:

ELSA STONEBRIDGE, SECRETARY