



**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 January 26, 2022

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

ROLL CALL --

PRESENT----

Theresa Bronkowski, Robert Coyle, Valerie D'Ambrosio, Pat Knapp, Elsa Stonebridge, Tom Watkins

ABSENT -- Debbie Andriani

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 Theresa Bronkowski and seconded by Valerie D' Ambrosio

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

CORRESPONDENCE:

- a. A1A Document A101-2017 – contract has been signed**
- b. Card from Janet Saunders**
- c. Letter from Brian Sedita – for full time resignation changing to part time**
- d. Annual Donation from American Legion Post 227 for \$2,000**
- e. 2021 Annual Report has been send out**
- f. 2021 Report to the Community**
- g. 2021 NJSL 23 APP – Application for State Aid Completed**

DIRECTOR'S REPORT:

1. **Facilities update:** Shelving has been removed, computers being moved by PALS Plus
2. **Materials and services:** not ordering as much during renovation; getting iPads through NJ Health Connect; Large television being delivered.
3. **Outreach & programming:** Girl's Show practicing at the Library.
4. **Personnel:** Brian will be working 10 hours. His duties are being taken over from other staff members.
5. **Future Plans:**
6. **Statistics:**
7. **Volunteer update:**

OLD BUSINESS:

- a. **NJ Library Construction Bond Act / Renovation update**
- b. **ARPA – received check for 12 computers and new access points**

NEW BUSINESS:

- a. **2022 Committee Formation**
- b. **Furniture and Equipment Disposal Policy. Motion made by Elsa Stonebridge and seconded by Pat Knapp to accept policy.**

Roll Call: Theresa Bronkowski, Robert Coyle, Valerie D'Ambrosio, Pat Knapp,

Elsa Stonebridge, Tom Watkins Absent: Debbie Andriani

- c. **Resolutions**

1. **Resolution / approval for furniture purchase**

Roll Call: Theresa Bronkowski, Robert Coyle, Valerie D'Ambrosio, Pat Knapp,

Elsa Stonebridge, Tom Watkins Absent: Debbie Andriani

2. Resolution / approval for Building Maintenance

**Roll Call: Theresa Bronkowski, Robert Coyle, Valerie D'Ambrosio, Pat Knapp,
Elsa Stonebridge, Tom Watkins Absent: Debbie Andriani**

3. Resolution / approval for HVAC contract

**Roll Call: Theresa Bronkowski, Robert Coyle, Valerie D'Ambrosio, Pat Knapp,
Elsa Stonebridge, Tom Watkins Absent: Debbie Andriani**

FRIENDS OF THE LIBRARY:

- a. Rummage Sale – April 23**

FOUNDATION:

- a. Italian Family Style dinner update – changed to October 3**
b. Calendar Raffle

FINANCIAL REPORT:

- 1. Motion to accept amended monthly financial report for December and January made by
Robert Coyle and seconded by Pat Knapp**
**Roll Call: Theresa Bronkowski, Robert Coyle, Valerie D'Ambrosio, Pat Knapp,
Elsa Stonebridge, Tom Watkins Absent: Debbie Andriani**
- 2. Motion to pay bills for January awaiting approval made by Valerie D'Ambrosio
and seconded by Pat Knapp**
**Roll Call: Theresa Bronkowski, Robert Coyle, Valerie D'Ambrosio, Pat Knapp,
Elsa Stonebridge, Tom Watkins Absent: Debbie Andriani**
- 3. 2022 Budget Update and Salary Guide – continued to next meeting**

ANNOUNCEMENTS:

- a. **Next Board of Trustee Meeting – February 23, 2022**
- b. **Annual Read Aloud – March 8, 2022**
- c. **Statue and celebration to honor Shadow the volunteer dog that passed away.**
- d. **Restarting Sunshine collection**

ADJOURNMENT – Motion to adjourn made by Elsa Stonebridge and seconded by Theresa Bronkowski

MEETING ADJOURNED AT 8:55 P.M.

RESPECTFULLY SUBMITTED:

ELSA STONEBRIDGE, SECRETARY