



**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 May 28, 2025

MEETING CALLED TO ORDER BY Valerie D'Ambrosio AT 7:07 P.M.

ROLL CALL VOTE --

PRESENT---

Theresa Bronkowski, Robert Coyle, Valerie D'Ambrosio,

Elsa Stonebridge

ABSENT – Mayor Coiro, Sanders Reynoso, Tom Watkins, Patricia Capitelli

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 Robert Coyle
unanimous approval

MINUTES ---Motion to accept minutes as read made by Theresa Bronkowski and seconded by Robert Coyle
unanimous approval

**LIBRARIAN'S REPORT---Motion to accept Librarian's Report as read
made by Theresa Bronkowski and seconded by Robert Coyle
unanimous approval**

CORRESPONDENCE:

- 1. Donation from the Rug Hookers.**
- 2. Request for use of facility/Library for movie production no longer needed.**
- 3. Mike Luipersbeck musicians – letter received complementing how good the program was.**
- 4. Invitation to Washington Park graduation.**
- 5. Letter from parent Marion Brown requesting documentation regarding child's participation in the yoga program.**

DIRECTORS REPORT:

1. FACILITIES UPDATE:

- a. Water leaks being addressed. Outside power washing needed.**

2. MATERIALS & SERVICES:

- a. New books being ordered.**

3. OUTREACH & PROGRAMMING:

- a. Girl Scout group meeting.**
- b. Read ID coming Friday.**

- c. Kristin Corrado coming to help seniors in August.
- d. Ballroom dancing.
- e. Piano teacher revamping scheduling.

4. PALS PLUS:

5. PERSONNEL:

- a. Lynn and Gabi are both leaving.

6. STATISTICS:

7. VOLUNTEER UPDATE:

- a. We have 2 volunteers currently.

COMMITTEE REPORTS:

1. BUDGET & FINANCE:

2. BUILDING & GROUNDS:

3. PERSONNEL & POLICY:

4. STRATEGIC PLANNING

OLD BUSINESS:

1. Lower - Level Interior Renovation Update – coming along, getting lettering for doors.
2. Digital Sign Update – waiting for permit, should be ready in June.
3. Passport Acceptance Agency – on hold.
4. Furniture purchase update – waiting on delivery.
5. BWGS Shredding Event and Clothing and Household Goods Collection/Recap/
Survey – went well, scheduling with car show was an issue.
6. Memorial Day Parade Recap – went well.
7. Staff Development Day – June 2.
8. 2024 Audit.
9. Bathroom Renovation Update – completed.
10. Water Infiltration Remedies Update.
11. Art Exhibit Update.
12. 2025 Board of Trustee CE reminder – AI person will be coming
October 22, 6:00.

NEW BUSINESS:

1. NJMVC Event.
2. NJ Property Relief Event.
3. Interactive sensory wall art for Children's Room being ordered.

4. Furniture and Equipment Disposal Policy - Motion to approve policy made by Robert Coyle and seconded by Theresa Bronkowski.

ROLL CALL VOTE –

PRESENT – Theresa Bronkowski, Robert Coyle, Valerie D’Ambrosio, Elsa Stonebridge

ABSENT – Mayor Coiro, Sanders Reynoso, Patricia Capitelli, Tom Watkins.

5. Summer Reading Programs and Activities.

6. Motion to update the Library Code of Conduct made by Robert Coyle,
Seconded by Theresa Bronkowski.

ROLL CALL VOTE –

PRESENT - Theresa Bronkowski, Robert Coyle, Valerie D’Ambrosio, Elsa Stonebridge

ABSENT - Mayor Coiro, Sanders Reynoso, Patricia Capitelli, Tom Watkins.

7. Motion made to approve a Filming and Photography Policy made by Valerie D’Ambrosio and seconded by Theresa Bronkowski.

ROLL CALL VOTE –

PRESENT - Theresa Bronkowski, Robert Coyle, Valerie D’Ambrosio, Elsa Stonebridge

ABSENT - Mayor Coiro, Sanders Reynoso, Patricia Capitelli, Tom Watkins.

FRIENDS OF THE LIBRARY:

1. Atlantic City Trip.
2. Hunterdon Hills Playhouse – “Clue”.
3. Welcome Board Painting Night.
4. Friends of the Library Western Night.

FOUNDATION:

1. 2026 Annual Dinner Fundraiser – still not scheduled.

FINANCIAL REPORT:

1. Motion to accept report for May made by Elsa Stonebridge and seconded by Robert Coyle.

ROLL CALL VOTE—

PRESENT---Theresa Bronkowski, Robert Coyle, Valerie D'Ambrosio, Elsa Stonebridge

ABSENT – Mayor Coiro, Sanders Reynoso, Patricia Capitelli, Tom Watkins.

2. Motion to pay bills for May made by Valerie D'Ambrosio and seconded by Robert Coyle.

ROLL CALL VOTE---

PRESENT--- Theresa Bronkowski, Robert Coyle, Valerie D'Ambrosio, Elsa Stonebridge

ABSENT: Mayor Coiro, Sanders Reynoso, Patricia Capitelli, Tom Watkins.

3. Motion to approve 2025 Budget made by Valerie D'Ambrosio and seconded by Robert Coyle.

ROLL CALL VOTE –

PRESENT - Theresa Bronkowski, Robert Coyle, Valerie D'Ambrosio, Elsa Stonebridge

ABSENT – Mayor Coiro, Sanders Reynoso, Patricia Capitelli, Tom Watkins.

4. Motion to accept 2025 Salary Guide made by Valerie D'Ambrosio and seconded by Robert Coyle.

ROLL CALL VOTE –

PRESENT - Theresa Bronkowski, Robert Coyle, Valerie D'Ambrosio, Elsa Stonebridge

ABSENT – Mayor Coiro, Sanders Reynoso, Patricia Capitelli, Tom Watkins.

ANNOUNCEMENTS:

1. Art Exhibit Fundraiser for the Totowa Fire Department May 31, 2025.
2. Totowa Day June 14, 2025.
3. Summer Library Adventures Kickoff Party June 20, 2025.
4. Next Board of Trustees Meeting June 25, 2025.

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

MEETING ADJOURNED AT 8:17 P.M.

RESPECTFULLY SUBMITTED:

ELSA STONEBRIDGE, SECRETARY