



**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 June 28, 2023

MEETING CALLED TO ORDER BY Tom Watkins AT 7:08 P.M.

ROLL CALL VOTE --

PRESENT---

Mayor Coiro, Theresa Bronkowski, Robert Coyle, Valerie D'Ambrosio,

Patricia Knapp, Elsa Stonebridge, Tom Watkins

ABSENT –

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. Letter from NJ State Librarian Jennifer Nelson with regards to Grant Agreement Amendment.
2. Letter from Totowa Schools Superintendent Patricia Capitelli with regards to the Eighth Grade Graduation Ceremony. Anne attended and said it was a very nice ceremony.
3. Letter from Lerch Vinci & Bliss with regards to 2022 Audit.
They will be coming soon.

DIRECTORS REPORT:

1. Facilities Update: Beautiful garden donated by La Serra Gardens. We now have an herb garden. Painting of mayor by Lena DiGangi. Heating/cooling system almost working properly. PSE&G came and did report. Glass door on lower level broke.
2. Materials and services: Discussed books being banned. Kanopy has started and is being well received. E-Books are being greatly used.

3. **Outreach & programming: Summer Quest has started. Had a Kickoff with Bingo and Twinsickles. Some food programs have been added. The Blank Page, a group for teens has started.**
4. **PALS Plus – Revisiting assessment pricing formula.**
5. **Personnel: Discussing merit based raises.**
6. **Statistics: Overdrive numbers are up. People counter is working well.**
7. **Volunteer update: Prosecutors office bringing non-violent offenders to do community service.**

COMMITTEE REPORTS:

1. **Budget & Finance – Budget approved last meeting. We are going to move \$100,000 into a 9 month CD at Lakeland.**
2. **Building & Grounds – Garden is completed.**
3. **Personnel & Policy – Proposing increases for 4 staff members and making changes to the pay grades. We will meet again and discuss further.**
4. **Strategic Planning –**

OLD BUSINESS:

1. **HVAC Remedy Update – done**
2. **Memorial Day Parade Recap – went well**
3. **Totowa Day Recap – went well, did crafts, gave out fans**
4. **Staff Development Day Recap – very informative. Lena Hollman from Community Options was very well enjoyed by all.**

5. Summer Library Quest Recap

NEW BUSINESS:

- 1. Resolution #2023 No. 7 – Valerie D’Ambrosio made a motion to move \$100,000 to a 9 month CD at Lakeland Bank. Motion seconded by Robert Coyle.**

Roll Call: Mayor Coiro, Theresa Bronkowski, Robert Coyle, Valerie D’Ambrosio, Patricia Knapp, Elsa Stonebridge, Tom Watkins

FRIENDS OF THE LIBRARY:

- 1. River Cruise went well.**
- 2. Preparing for Hoedown**

FOUNDATION:

FINANCIAL REPORT:

- 1. Motion to accept report for June made by Valerie D’Ambrosio and seconded by Patricia Knapp.**

ROLL CALL VOTE—

PRESENT--- Mayor Coiro, Theresa Bronkowski, Robert Coyle, Valerie D’Ambrosio, Patricia Knapp, Elsa Stonebridge, Tom Watkins

Absent:

- 2. Motion to pay bills for June made by Robert Coyle and seconded by Valerie D’Ambrosio.**

ROLL CALL VOTE---

PRESENT--- Mayor Coiro, Theresa Bronkowski, Robert Coyle,

Valerie D'Ambrosio, Patricia Knapp, Elsa Stonebridge, Tom Watkins

ABSENT:

ANNOUNCEMENTS:

1. Next Board of Trustee Meeting 9/27/23

ADJOURNMENT – Motion to adjourn made by Patricia Knapp and seconded by

Theresa Bronkowski Unanimous approval

MEETING ADJOURNED AT 8:35 P.M.

RESPECTFULLY SUBMITTED:

ELSA STONEBRIDGE, SECRETARY