



**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 March 26, 2025**

**MEETING CALLED TO ORDER BY Tom Watkins AT 7:05 P.M.**

**ROLL CALL VOTE --**

**PRESENT---**

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

**ABSENT – Mayor Coiro, Sanders Reynoso, 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 Valerie D'Ambrosio  
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 Robert Coyle and seconded by Theresa Bronkowski**

**unanimous approval**

**CORRESPONDENCE:**

- 1. NJ Annual Survey Certification**
- 2. 2<sup>nd</sup> Quarter Allotment Request**
- 3. Report from Karl Environment Group – report came back good**
- 4. Letter from American Legion Post 227 – Memorial Day Parade**
- 5. Donation from Joann Cebak in memory of Judy Bradley**

**DIRECTORS REPORT:**

**1. FACILITIES UPDATE:**

- a. Foundation issue being addressed. Several water issues also being addressed. Landscaping being addressed to hopefully address water issues.**
- b. Discusses lower level restroom.**

**2. MATERIALS & SERVICES:**

- a. We purchased a coin counter.**

**3. OUTREACH & PROGRAMMING:**

- a. Started showing movies.**
- b. Tech help offered.**

**c. Mini Habitat for Humanity Program.**

**4. PALS PLUS:**

**5. PERSONNEL:**

**a. No changes**

**6. STATISTICS:**

**a. Look good**

**7. VOLUNTEER UPDATE:**

**a. New volunteer working out well.**

**COMMITTEE REPORTS:**

**1. BUDGET & FINANCE:**

**a. Reviewed and discusses.**

**2. BUILDING & GROUNDS:**

**a. No Report**

**3. PERSONNEL & POLICY:**

**a. No Report**

#### **4. STRATEGIC PLANNING**

##### **a. No Report**

#### **OLD BUSINESS:**

- 1. Lower Level Renovation Project**
- 2. Resolution for additional work – Motion made by Theresa Bronkowski and seconded by Valerie D’Ambrosio.**

#### **ROLL CALL VOTE –**

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

**ABSENT** – Mayor Coiro, Sanders Reynoso, Patricia Capitelli

- 3. Passport Acceptance Office**
- 4. Digital Sign Purchase**
- 5. Open House Details and Recognitions – Beyond Books Award discussed.**
- 6. Annual Survey**

#### **NEW BUSINESS:**

- 1. Quote from KL & Office Interiors for chairs for the lower level – Motion made by Robert Coyle and seconded by Theresa Bronkowski to approve**

#### **ROLL CALL VOTE –**

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

**ABSENT** – Mayor Coiro, Sanders Reynoso, Patricia Capitelli

2. Quote from KC Signs and Awnings for electrical work for digital sign – Motion made by Valerie D’Ambrosio and seconded by Theresa Bronkowski to approve

**ROLL CALL VOTE** –

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

**ABSENT**- Mayor Coiro, Sanders Reynoso, Patricia Capitelli

3. Staff Development Day 2025

**FRIENDS OF THE LIBRARY:**

1. Bunco Night
2. Atlantic City Trip
3. Hunterdon Hills Playhouse Trip
4. Welcome Board Painting Night
5. Western Night

**FOUNDATION:**

1. 2026 Dinner Fundraiser

**FINANCIAL REPORT:**

1. Motion to accept report for March made by Robert Coyle and seconded by Valerie D’Ambrosio

**ROLL CALL VOTE—**

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

Tom Watkins

**ABSENT -**Mayor Coiro, Sanders Reynoso, Patricia Capitelli

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

**ROLL CALL VOTE---**

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

Tom Watkins

**ABSENT:** Mayor Coiro, Sanders Reynoso, Patricia Capitelli

3. 2025 Budget and Salary Guide

**ANNOUNCEMENTS:**

1. Open House April 8, 2025 6:00
2. Next Board of Trustees Meeting April 23, 2025
3. Borough Wide Garage Sale & Shredding Event & Clothing Collection – April 26,  
2025

**ADJOURNMENT** – Motion to adjourn made by Valerie D’Ambrosio and seconded by

Theresa Bronkowski. Unanimous approval

**MEETING ADJOURNED AT 8:10 P.M.**

**RESPECTFULLY SUBMITTED:**

**ELSA STONEBRIDGE, SECRETARY**

