



**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 22, 2023

MEETING CALLED TO ORDER BY Tom Watkins AT 7:00 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 Theresa Bronkowski and seconded by Valerie D'Ambrosio

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

CORRESPONDENCE:

- a. Monthly Newsletter**
- b. Application for State Library Aid (Per capita) received**

- c. **Email from NJ State CFO, Sheri Shafer Re: required additional ARPA correspondence**
- d. **Certificate of Insurance from Pacopad Inc. – parents with adult children with disabilities**
- e. **Update Brochure – great job**

DIRECTORS REPORT:

1. **Facilities update: HVAC installed and working. Roof is leaking in the Children’s Room. Diaper changing station added.**
2. **Materials and services: Coffee Bar added.
Inscription For A Library Doorway Plaque.
Discussed the rules of the library regarding cleanliness of patrons. Anne had a discussion with a patron regarding the issue. He was asked to leave. If the problem occurs again, his library privileges will be revoked.**
3. **Outreach & programming: Request by a couple to form a Senior Couples Supper Club**
4. **PALS Plus**
5. **Personnel: Dawn is taking over Carmen’s responsibilities**
6. **Future Plans: Anne considering becoming a member of the Chamber of Commerce**
7. **Statistics: Statistics are going up and getting back to pre-pandemic numbers.**
8. **Volunteer update: Preparing a new volunteer form and possibly requiring fingerprinting and background check.**

COMMITTEE REPORTS:

- a. Budget & Finance – Tom Watkins, Valerie D’Ambrosio, Theresa Bronkowski
Budget increasing approximately \$200,000**
- b. Building & Grounds – Tom Watkins, Debbie Andriani, Pat Knapp – No Report**
- c. Personnel & Policy – Tom Watkins, Robert Coyle, Elsa Stonebridge – No Report**
- d. Strategic Planning – Tom Watkins, Debbie Andriani, Pat Knapp – No Report**

OLD BUSINESS:

- a. HVAC installation – completed**
- b. Renovation Dedication Plaque**
- c. Annual Open House – April 25, 2023**

NEW BUSINESS:

- 1. NJ State Library Annual Survey/State Report Data Year 2022/FY 2024**
- 2. Resolution for 2023 Voting Representative and Alternate for PALS Plus.
Annemarie is assigned as alternate.**
- 3. Resolution approving payment in full for PSEG Direct Install Energy
Saver Program**
- 4. Quote from Intruder Alert for updated surveillance system – we will move forward
with them.**
- 5. Quote from Beacon Properties for updated surveillance system**
- 6. Quote from North Star Signs for privacy glass window vinyl for office and teen
room.**

7. Got 2 Quotes for “People Counters”

FRIENDS OF THE LIBRARY:

- a. Atlantic City Trip – sold out**
- b. Hunterdon Playhouse**
- c. Coffee Donation**
- d. Hoedown – September 19th**

FOUNDATION:

- 1. Irish Dinner To Go Fundraiser – March 13th**
- 2. Italian Family Style Dinner 2024**

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: Patricia Knapp
- 2. Motion to pay bills for February awaiting approval 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: Patricia Knapp

3. 2023 Budget and 2023 Salary Guide tabled until next meeting.

ANNOUNCEMENTS:

- a. Next Board of Trustee Meeting – March 22nd, 2023.**
- b. Annual Read Aloud – February 28, 2023**

**ADJOURNMENT – Motion to adjourn made by Robert Coyle and seconded by
Theresa Bronkowski.**

MEETING ADJOURNED AT 8:45 P.M.

RESPECTFULLY SUBMITTED:

ELSA STONEBRIDGE, SECRETARY