



**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 September 27, 2023**

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

**ROLL CALL VOTE --**

**PRESENT---**

**Mayor Coiro, Theresa Bronkowski, Robert Coyle, Valerie D'Ambrosio, Elsa Stonebridge,**

**Tom Watkins**

**ABSENT – Patricia 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 Robert Coyle  
unanimous approval**

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

**LIBRARIAN'S REPORT**---Motion to accept Librarian's Report as read made by

Valerie D'Ambrosio and seconded by Robert Coyle

**unanimous approval**

**CORRESPONDENCE:**

1. Elevator Account Renewal.
2. Third Quarter Allotment Request.
3. Letter to NJ State Librarian regarding the project completion with approval.
4. Letter from Chief Carmen Veneziano regarding letters from Gabi's creation station participants.
5. Email from Alex Swetlitschnyj submitting resignation.
6. Invitation from PACOPAD.
7. Note from Judy DeFeo regarding appreciation of Dawn.
8. Letter from Mother Mary Thomas regarding closing of St. Joseph's Home for the Elderly. Residents are being rehomed.

**DIRECTORS REPORT:**

1. FACILITIES UPDATE:
  - a. Ground level door being addressed.
  - b. Hot water heater broke and was replaced.
  - c. Trees were trimmed.
  - d. Friends of the Library would like to donate a Kids on Bench statue.

- e. **Vinnie Marciano donated a piano.**
- f. **Library sign and hours will be added to front door.**

**2. MATERIALS & SERVICES:**

- a. **Lowered number of hot spots.**
- b. **Purchased some bilingual books.**

**3. OUTREACH & PROGRAMMING:**

- a. **Looking into helping with GED testing.**
- b. **Many people applying for passports.**
- c. **Annemarie went to Back to School Night.**
- d. **Summer reading went well.**
- e. **Yoga is doing well.**
- f. **Pencil art, water color, stitches, quilting movie afternoons, fitness, sign language, cookbook club all going well.**
- g. **Nursing not being used as much as we would like.**
- h. **SAT Prep Class – no one attended.**

**4. PALS PLUS:**

- a. **Meeting held here 9/28.**

**5. PERSONNEL:**

- a. **Alex is resigning.**

**6. STATISTICS:**

- a. **EBook and Audio Book is well used.**

**7. VOLUNTEER UPDATE:**

- a. **Rosemarie Brino who volunteered in the past has returned.**

- b. Volunteer from probation is doing well.

### **COMMITTEE REPORTS:**

1. **BUDGET & FINANCE:**

- a. No Report

2. **BUILDING & GROUNDS:**

- a. No Report

3. **PERSONNEL & POLICY:**

- a. Reported on salary increases for 2024.

4. **STRATEGIC PLANNING:**

- a. Waiting for responses on survey.

### **OLD BUSINESS:**

1. Summer @ the Totowa Library Recap.
2. 2022 Audit – completed.
3. PALS Plus Funding Formula proposal update, meeting 9/28.

### **NEW BUSINESS:**

1. Video featuring Helen Cherba – awesome video will be released October 12.
2. Future Planning Survey

### **FRIENDS OF THE LIBRARY:**

1. Hoedown went well.
2. Atlantic City planned.

**FOUNDATION:**

1. **Planning Italian Style Dinner.**
2. **Calendar Raffle planned.**
3. **Helping with Turkey Trot.**
4. **Donated \$7500 for digital sign.**

**FINANCIAL REPORT:**

1. **Motion to accept report for September made by Robert Coyle and seconded by Valerie D'Ambrosio.**

**ROLL CALL VOTE—**

**PRESENT--- Mayor Coiro, Theresa Bronkowski, Robert Coyle, Valerie D'Ambrosio, Elsa Stonebridge, Tom Watkins**

**Absent: Patricia Knapp**

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

**ROLL CALL VOTE---**

**PRESENT--- Mayor Coiro, Theresa Bronkowski, Robert Coyle, Valerie D'Ambrosio, Elsa Stonebridge, Tom Watkins**

**ABSENT: Patricia Knapp**

3. **Certificate of Deposit was opened in June 2023.**
4. **2023 Salary Guide was approved.**
5. **2024 Salary Guide was discussed with proposed raises and changes.**

**ANNOUNCEMENTS:**

- 1. Next Board of Trustee Meeting 10/25/23**

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

**Robert Coyle. Unanimous approval**

**MEETING ADJOURNED AT 9:02 P.M.**

**RESPECTFULLY SUBMITTED:**

**ELSA STONEBRIDGE, SECRETARY**