



**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 December 28, 2022

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

ROLL CALL --

PRESENT----

Theresa Bronkowski, Robert Coyle, Elsa Stonebridge, Tom Watkins

ABSENT – Debbie Andriani, Valerie D’Ambrosio, 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 Robert Coyle

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

CORRESPONDENCE:

- a. Donation and card from Sara Goldstein thanking the Library for opening programs to neighboring towns.**
- b. Donation from John P. and Grace L. Soldoveri Foundation for the new sign.**
- c. Donation from Janet Saunders.**

d. Annual 2022 Report to the Community that includes the state and condition of the facility and our 2021 Revenues and Expenditures audit statement and fund balance available.

DIRECTORS REPORT:

- 1. Facilities update:**
- 2. Materials and services:**
- 3. Outreach & programming:**
- 4. Personnel: Gabi Cordova is taking a temporary leave of absence until June. We will be offering Dawn Barbato a full time position to take over Gabi's responsibilities.**
- 5. Future Plans:**
- 6. Statistics:**
- 7. Volunteer update:**

OLD BUSINESS:

- a. Renovation update**
- b. Renovation Project Dedication Plaque**
- c. Annual Open House – April 25, 2023 at 6:00 P.M.**
- d. Continuing Education Assignment – required number of hours has been completed.**

COMMITTEE REPORTS:

- 1. Budget & Finance – Thomas Watkins, Valerie D’Ambrosio, Theresa Bronkowski
- No Report**
- 2. Building & Grounds – Thomas Watkins, Debra Andriani, Patricia Knapp -
Discussed replacing windows on lower level. Received a quote from Coppa
Montalbano. HVAC updates. Outside sign.**
- 3. Personnel & Policy – Thomas Watkins, Robert Coyle, Elsa Stonebridge –
Discussed staff changes regarding Gabi and Dawn.**
- 4. Strategic Planning – Thomas Watkins, Debra Andriani, Patricia Knapp**

NEW BUSINESS:

- a. Budget Estimate for Window Wall Replacement from Coppa Montalbano
Architects**
- b. Budget Estimate for VAV Box installation from 454 Mechanical Inc.**
- c. Budget Estimate for sign replacement**
- d. Resolution earmarking funds for Capital Improvements for \$80,000.

Roll Call: Theresa Bronkowski, Robert Coyle, Elsa Stonebridge, Tom Watkins
Absent: Debbie Andriani, Valerie D’Ambrosio, Patricia Knapp**
- e. Resolution transferring funds from Operating Account into Operating Reserve
for \$20,000.

Roll Call: Theresa Bronkowski, Robert Coyle, Elsa Stonebridge, Tom Watkins
Absent: Debbie Andriani, Valerie D’Ambrosio, Patricia Knapp**
- f. Resolution for 2023 Holiday Closings**

FRIENDS OF THE LIBRARY:

- a. Trip to Hunterdon Playhouse planned

FOUNDATION:

1. Calendar Raffle
2. Corned Beef & Cabbage Dinner in March
3. Italian Night being moved back to January

FINANCIAL REPORT:

1. Motion to accept monthly financial report for December made by Elsa Stonebridge and seconded by Robert Coyle.

Roll Call: Theresa Bronkowski, Robert Coyle, Elsa Stonebridge, Tom Watkins

Absent: Debbie Andriani, Valerie D'Ambrosio, Patricia Knapp

2. Motion to pay bills for December awaiting approval made by Theresa Bronkowski and seconded by Robert Coyle.

Roll Call: Theresa Bronkowski, Robert Coyle, Elsa Stonebridge, Tom Watkins

Absent: Debbie Andriani, Valerie D'Ambrosio, Patricia Knapp

3. 2023 Budget and Salary Guide – to be discussed at a later meeting.

ANNOUNCEMENTS:

- a. Next Board of Trustee Meeting – January 25th, 2023 – Reorganization Meeting at 6:30 P.M. followed by the Regular Meeting at 7:00 P.M.

**ADJOURNMENT – Motion to adjourn made by Elsa Stonebridge and seconded by
Robert Coyle.**

MEETING ADJOURNED AT 8:30 P.M.

RESPECTFULLY SUBMITTED:

ELSA STONEBRIDGE, SECRETARY