



**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 October 23, 2024

MEETING CALLED TO ORDER BY Tom Watkins AT 7:15 P.M.

ROLL CALL VOTE --

PRESENT---

Theresa Bronkowski, Robert Coyle, Patricia Capitelli, Valerie D'Ambrosio,

Sanders Reynoso, Elsa Stonebridge, Tom Watkins

ABSENT – Mayor Coiro

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 Patricia Capitelli
unanimous approval**

**MINUTES ---Motion to accept minutes as read made by Patricia Capitelli
and seconded by Theresa Bronkowski
unanimous approval**

**LIBRARIAN'S REPORT---Motion to accept Librarian's Report as read
made by Robert Coyle and seconded by Patricia Capitelli.
unanimous approval**

CORRESPONDENCE:

- 1. 2023 Audit - completed**
- 2. Fourth Quarter Allotment Request - received**

DIRECTORS REPORT:

1. FACILITIES UPDATE:

- a. Front entrance completed. There are some cracks in the sidewalk, DPW will look at it. We may need to hire a mason.**
- b. HVAC needs repair.**
- c. A woman fell on the sidewalk in the read of the building. She was not injured.**

2. MATERIALS & SERVICES:

- a. Furniture for children's room being delivered.**

3. OUTREACH & PROGRAMMING:

- a. Mandolin Orchestra will be performing in council chambers
November 16th.**

b. We are collecting food and clothing for hurricane victims.

c. We will be the Hub for the Turkey Trot.

4. PALS PLUS:

a. 2025 assessment is out.

5. PERSONNEL:

a. Totowa Living will show the Totowa Library for the November issue.

6. STATISTICS:

a. Circulation is increasing every month.

7. VOLUNTEER UPDATE:

a. PV Students and Step 21 are still volunteering.

COMMITTEE REPORTS:

1. BUDGET & FINANCE:

a. Will meet next month.

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 – bid opening is next week.
2. Passport Acceptance Office – nothing yet.
3. Dell Computer Purchase – working on monitors and computers.
4. Strategic Plan.
5. 2024 Continuing Education – satisfied for this year.

NEW BUSINESS:

1. 2025 State Aid – received.
2. 2025 One-Third Mil.
3. Resolution for Member Participation in a Cooperative Pricing System with
Education Service Commission.
4. Pirouette Table (s) purchase.

FRIENDS OF THE LIBRARY:

1. Hoedown Recap.
2. 2025 Slate of Officers – new officers.

3. Donation for Children’s Room Furniture.
4. Atlantic City Trip.

FOUNDATION:

1. 2025 Italian Family Style Dinner – January 20th.

FINANCIAL REPORT:

1. Motion to accept report for October made by Valerie D’Ambrosio and seconded by Patricia Capitelli.

ROLL CALL VOTE—

PRESENT---Theresa Bronkowski, Robert Coyle, Patricia Capitelli, Valerie D’Ambrosio, Sanders Reynoso, Elsa Stonebridge, Tom Watkins

ABSENT – Mayor Coiro

2. Motion to pay bills for October made by Valerie D’Ambrosio and seconded by Patricia Capitelli.

ROLL CALL VOTE---

PRESENT--- Theresa Bronkowski, Robert Coyle, Patricia Capitelli, Valerie D’Ambrosio, Sanders Reynoso, Elsa Stonebridge, Tom Watkins

ABSENT: Mayor Coiro

2025 Budget and 2025 Salary Guide – will be done next month.

ANNOUNCEMENTS:

1. Next Board of Trustees Meeting 11/20/24

ADJOURNMENT – Motion to adjourn made by Theresa Bronkowski and seconded by Valerie D’Ambrosio. Unanimous approval

MEETING ADJOURNED AT 8:00 P.M.

RESPECTFULLY SUBMITTED:

ELSA STONEBRIDGE, SECRETARY