



**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 April 26, 2023

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

ROLL CALL --

PRESENT----

**John Coiro, 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 Valerie D'Ambrosio and seconded by Robert Coyle**

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

CORRESPONDENCE:

- a. Invitation from Totowa Day IV Committee June 10**
- b. Thank you from Carmen Fugate**
- c. Community Mailing**

DIRECTORS REPORT:

1. **Facilities update: Two leaks found and repaired in the roof. HVAC.**
Ant extermination done.
2. **Materials and services: Visiting Nurse now comes.**
Discussed banned books.
3. **Outreach & programming: Annemarie visited the schools.**
Anthony Amendola would like to teach coding. Beena Maharjan would like to start a teen club. We are not interested at this time.
4. **PALS Plus – People counter installed.**
5. **Personnel Update: We need to hire a part timer.**
6. **Future Plans: Digital Sign, downstairs window**
7. **Statistics: Circulation has greatly increased to past numbers.**
Program attendance has increased.
8. **Volunteer update: Community options come in twice a week to assist with projects. Student from PV interested in tutoring.**

COMMITTEE REPORTS:

- a. **Budget & Finance – should have report soon**
- b. **Building & Grounds**
- c. **Personnel & Policy**
- d. **Strategic Planning**

OLD BUSINESS:

1. Roof Repair update.
2. HVAC remedy update
3. DPW will repair cracks

NEW BUSINESS:

- a. 2023 Financial Disclosure Statements update.

FRIENDS OF THE LIBRARY:

1. Hunterdon Hills Playhouse Recap
2. Resorts World Casino 5/18/23
3. Atlantic City Trip 7/18/23
4. Hunterdon Hills Playhouse 8/1/23
5. Friends of the Library Hoedown 9/19/23

FOUNDATION:

1. 2023 Scholarship winner has been chosen.
2. 2024 Italian Family Style Dinner – will be in January

FINANCIAL REPORT:

1. Motion to accept monthly financial report for April made by Valerie D'Ambrosio and seconded by Robert Coyle.

Roll Call: John Coiro, Theresa Bronkowski, Robert Coyle, Valerie D'Ambrosio,

Elsa Stonebridge, Tom Watkins

Absent: Patricia Knapp

- 2. Motion to pay bills for April awaiting approval made by Robert Coyle and seconded by Valerie D'Ambrosio.**

Roll Call: John Coiro, Theresa Bronkowski, Robert Coyle, Valerie D'Ambrosio,

Elsa Stonebridge, Tom Watkins

Absent: Patricia Knapp

- 3. 2023 Salary Guide and 2023 Budget**

ANNOUNCEMENTS:

- a. Next Board of Trustees Meeting – May 24, 2023 7:00**

ADJOURNMENT – Motion to adjourn made by Theresa Bronkowski and seconded by

John Coiro.

MEETING ADJOURNED AT 8:10 P.M.

RESPECTFULLY SUBMITTED:

ELSA STONEBRIDGE, SECRETARY