



**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 May 25, 2022

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

ROLL CALL --

PRESENT----

Debbie Andriani, Robert Coyle, Pat Knapp, Elsa Stonebridge, Tom Watkins

ABSENT – Theresa Bronkowski, Valerie D’Ambrosio

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 Robert Coyle and seconded by Debbie Andriani

MINUTES ---Motion to accept minutes as read made by Robert Coyle and seconded by Debbie Andriani

CORRESPONDENCE:

- a. Email message from Katherine Barbieri – thank you for resume class
- b. Resignation from Gabriella Gutierrez – grateful for experience
- c. Resignation from Karen Katat – thank you for experience
- d. 2021 Audit Letter to Corrado & Corrado

DIRECTORS REPORT:

1. **Facilities update:** Boxes have been moved up. Roof replacement has started.
Shelving should go up next week. Looking into power washing outside of building.
2. **Materials and services:** IPADS have arrived and are available to borrow.
Discarded books were given to Meals On Wheels. Assisting the Mayor and Council to hang Veterans' banners.
3. **Outreach & programming:** Library will take part in parade. Diane Flynn mending items for free.
4. **Personnel:** Staff Appreciation Day – June 14. Will have speakers, massages and lunch. New hire Dawn Schiavo. Had staff meeting and discussed renovations.
PALS Plus
5. **Future Plans:**
6. **Statistics:** Book borrowing has increased.
7. **Volunteer update:** 2 volunteers from PV still volunteering.

OLD BUSINESS:

- a. **New Jersey Library Construction Bond Act and Renovation Status – request has been made to receive funds.**

COMMITTEE REPORTS: No Reports

1. **Budget & Finance**
2. **Building & Grounds**

- 3. Personnel & Policy**
- 4. Strategic Planning**

NEW BUSINESS:

- a. Fine Free Information – effective May 2022**
- b. Library will be closed on Saturday, May 28**

FRIENDS OF THE LIBRARY:

- 1. AC Trip is sold out.**

FOUNDATION:

- a. Calendar Raffle**

FINANCIAL REPORT:

- 1. Motion to accept monthly financial report for May made by Elsa Stonebridge and seconded by Pat Knapp.**

Roll Call: Debbie Andriani, Robert Coyle, Pat Knapp, Elsa Stonebridge,

Tom Watkins Absent: Theresa Bronkowski, Valerie D'Ambrosio

- 2. Motion to pay bills for May awaiting approval made by Pat Knapp and seconded by Debbie Andriani**

Roll Call: Debbie Andriani, Robert Coyle, Pat Knapp, Elsa Stonebridge,

Tom Watkins Absent: Theresa Bronkowski, Valerie D'Ambrosio

- 3. 2022 Budget and 2022 Salary Guide – will be discussed at a later meeting.**

ANNOUNCEMENTS:

- a. **Totowa Day – June 11th, 2022**
- b. **Shadow’s Celebration of Life – June 21st, 2022**
- c. **Next Board of Trustees Meeting – June 22nd, 2022**

ADJOURNMENT – Motion to adjourn made by Robert Coyle and seconded by

Pat Knapp

MEETING ADJOURNED AT 8:10 P.M.

RESPECTFULLY SUBMITTED:

ELSA STONEBRIDGE, SECRETARY