



**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 25, 2023

MEETING CALLED TO ORDER BY Tom Watkins AT 7:00 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 Robert Coyle and seconded by Valerie D’Ambrosio
unanimous approval**

**MINUTES ---Motion to accept minutes as read made by Robert Coyle and seconded by
Valerie D’Ambrosio
unanimous approval**

LIBRARIAN'S REPORT---Motion to accept Librarian's Report as read made by Robert Coyle and seconded by Valerie D'Ambrosio
unanimous approval

CORRESPONDENCE:

1. 2022 Audit Representation Letter.
2. 2022 Audit Draft.
3. Letter to Corrado & Corrado regarding any pending litigation.
4. Invitation from American Legion Post 227 for annual Veterans Eve Ceremony.
Anne cannot attend, Mayor Coiro and Robert Coyle will attend.
5. Letter addressed to Mayor thanking library staff.
6. Letter thanking library for Tweens programs.

DIRECTORS REPORT:

1. FACILITIES UPDATE:
 - a. Newman was stuck in elevator and elevator needed repair.
 - b. Panic buttons installed.
2. MATERIALS & SERVICES:
 - a. New library cards ordered.
 - b. One last order of books will go in.
3. OUTREACH & PROGRAMMING:
 - a. Townwide sale will move to end of April.

- b. Agency on wheels coming 10/31.
- c. Flu Clinic had about 15 people.
- d. Books for homebound – will ask senior bus driver if he could do it.

4. PALS PLUS:

- a. New formula approved
- b. Connectivity changing from Optimum to Verizon.

5. PERSONNEL:

- a. No updates.

6. STATISTICS:

- a. Circulation has risen to pre-pandemic level.

7. VOLUNTEER UPDATE:

- a. Court volunteer done.
- b. Plan for 2024.

COMMITTEE REPORTS:

1. BUDGET & FINANCE:

- a. No Report.
- b. Need to have meeting.

2. BUILDING & GROUNDS:

- a. Looking into updates of lower level.

3. PERSONNEL & POLICY:

- a. Discussed raises.

4. STRATEGIC PLANNING:

- a. Results of survey are back and being reviewed.

OLD BUSINESS:

1. 2022 Audit – should be completed by November.
2. Future Planning Survey.

NEW BUSINESS:

1. 2023 State Aid.
2. 2023 One-third mil.
3. Digital Sign proposal from Empire Digital Sign.
4. 2024 Capital Plans & Wish List – next meeting.

FRIENDS OF THE LIBRARY:

1. Ordering the statue.
2. Trip to Hunterdon Playhouse.

FOUNDATION:

1. Helping with Turkey Trot.

FINANCIAL REPORT:

1. Motion to accept report for October 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

2. Motion to pay bills for October made by Elsa Stonebridge 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

3. 2024 Budget and Salary Guide – tabled to next meeting.

ANNOUNCEMENTS:

1. Next Board of Trustee Meeting 11/29/23

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

MEETING ADJOURNED AT 8:40 P.M.

RESPECTFULLY SUBMITTED:

ELSA STONEBRIDGE, SECRETARY

