



**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 January 25, 2023

MEETING CALLED TO ORDER BY Tom Watkins AT 6:49 P.M.

ROLL CALL --

PRESENT----

Debbie Andriani, 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 Theresa Bronkowski and seconded by Valerie D'Ambrosio

MINUTES ---Motion to accept minutes as read made by Theresa Bronkowski and seconded by Valerie D'Ambrosio

CORRESPONDENCE:

- a. First Quarter Allotment Request was approved. We should receive it soon.**
- b. 2022 NJSL24AP – Application for State Aid – We received a check for \$69.**
- c. Funding from Local Library Support Fund – will be on next month's agenda.**

- d. **Email from NJ State Library – regarding spending and charging for using library rooms.**
- e. **Email from Carmen Fugate – retiring March 31.**

DIRECTORS REPORT:

- 1. **Facilities update: HVAC scheduled to be installed Friday. Sign in front of building. Surveillance system needs to be addressed.**
A few minor repairs needed.
- 2. **Materials and services:**
- 3. **Outreach & programming: Rutgers, Exercise, Yoga, County Clerk, Google Workshop, Coding**
- 4. **Personnel: Brandon Phan started as a part timer.**
- 5. **Future Plans: Anne will prepare a five year strategic plan.**
- 6. **Statistics:**
- 7. **Volunteer update: No volunteers at this time.**

OLD BUSINESS:

- a. **HVAC installation – scheduled for Friday**
- b. **Renovation Dedication Plaque**
- c. **Annual Open House – April 25, 2023, 6:00 P.M.**

COMMITTEE REPORTS:

We will be meeting in March.

NEW BUSINESS:

1. **Resolution for 2023 Banking – Motion to accept made by Valerie D’Ambrosio and seconded by Robert Coyle.**

Roll Call: Debbie Andriani, Theresa Bronkowski, Robert Coyle,

Valerie D’Ambrosio, Elsa Stonebridge, Thomas Watkins.

Absent: Pat Knapp

2. **Quotes for Weekly Building Cleaning Services – Motion to retain Rich Shea made by Theresa Bronkowski and seconded by Debbie Andriani.**

Roll Call: Debbie Andriani, Theresa Bronkowski, Robert Coyle,

Valerie D’Ambrosio, Elsa Stonebridge, Thomas Watkins.

Absent: Pat Knapp

3. **Resolution for 2023 Cleaning Services – All in favor.**

Roll Call: Debbie Andriani, Theresa Bronkowski, Robert Coyle,

Valerie D’Ambrosio, Elsa Stonebridge, Thomas Watkins.

Absent: Pat Knapp

4. **Quotes for Sign Replacement**

5. **Continuing Education Requirement Plan – We will start watching videos before meetings.**

FRIENDS OF THE LIBRARY:

- a. **Atlantic City Trip in February**
- b. **Hunterdon Playhouse – April - sold out**

FOUNDATION:

1. Calendar Raffle
2. Irish Dinner To Go – March 13th – Corned Beef & Cabbage from
the Brownstone

FINANCIAL REPORT:

1. Motion to accept monthly financial report for January made by Valerie D'Ambrosio and seconded by Robert Coyle.
Roll Call: Debbie Andriani, Theresa Bronkowski, Robert Coyle,
Valerie D'Ambrosio, Elsa Stonebridge, Tom Watkins
Absent: Patricia Knapp
2. Motion to pay bills for January awaiting approval made by Debbie Andriani and seconded by Robert Coyle.
Roll Call: Debbie Andriani, Theresa Bronkowski, Robert Coyle, Valerie D'Ambrosio, Elsa Stonebridge, Tom Watkins
Absent: Patricia Knapp
3. 2023 Budget and Salary Guide – will be discussed at a future meeting.

ANNOUNCEMENTS:

- a. Next Board of Trustee Meeting – February 22nd, 2023.
- b. Annual Read Aloud Date to be announced.

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

Debbie Andriani.

MEETING ADJOURNED AT 8:05 P.M.

RESPECTFULLY SUBMITTED:

ELSA STONEBRIDGE, SECRETARY