



**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 November 30, 2022

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

ROLL CALL --

PRESENT----

Theresa Bronkowski, Robert Coyle, Elsa Stonebridge, Tom Watkins

ABSENT – Debbie Andriani, Valerie D’Ambrosio, 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 Robert Coyle and seconded by Theresa Bronkowski

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

CORRESPONDENCE:

- a. Donation from Joann Cebak in memory of Judy Bradley – possibly purchase something travel related.**
- b. Donation from John and Grace Soldoveri for Turkey Trot.**

- c. **Donation from Catherine Cavallo for Children's items. Possibly purchase something for the wall.**
- d. **Received annual expenditures from Joseph Wassel.**

DIRECTORS REPORT:

- 1. **Facilities update: Lynn and Doreen moved upstairs. Aquarium moved. Getting quotes for digital sign.**
- 2. **Materials and services: Getting items for Library of Things. Would like to close Christmas Eve and New Year's Eve at 1:00.**
- 3. **Outreach & programming: We are stopping collecting plastic bags. A writing program was started. We got a new yoga instructor. Lady teaching pasta making will be returning.**
- 4. **Personnel:**
- 5. **Future Plans:**
- 6. **Statistics:**
- 7. **Volunteer update: College student will be volunteering a few days.**

OLD BUSINESS:

- a. **Renovation update – HVAC still not installed.**
- b. **Received final monies.**
- c. **Purchasing Plaque.**
- d. **ARPA Grant Update – received funds.**

COMMITTEE REPORTS:

- 1. Budget & Finance – Thomas Watkins, Valerie D’Ambrosio, Theresa Bronkowski**
- 2. Building & Grounds – Thomas Watkins, Debra Andriani, Patricia Knapp**
- 3. Personnel & Policy – Thomas Watkins, Robert Coyle, Elsa Stonebridge**
- 4. Strategic Planning – Thomas Watkins, Debra Andriani, Patricia Knapp**

NEW BUSINESS:

- a. Annual Open House**
- b. Renovation Project Dedication Plaque**
- c. PALS Plus Voting Representative Resolution**
- d. Continuing Education Assignment**
- e. Will send lunch for the DPW workers for all their help**

FRIENDS OF THE LIBRARY:

- a. Will be running another bus trip**
- b. Christmas in July**

FOUNDATION:

FINANCIAL REPORT:

- 1. Motion to accept monthly financial report for November made by Robert Coyle and seconded by Elsa Stonebridge**
Roll Call: Theresa Bronkowski, Robert Coyle, Elsa Stonebridge, Tom Watkins

Absent: Debbie Andriani, Valerie D'Ambrosio, Patricia Knapp

- 2. Motion to pay bills for November awaiting approval made by Elsa Stonebridge and seconded by Robert Coyle.**

Roll Call: Theresa Bronkowski, Robert Coyle, Elsa Stonebridge, Tom Watkins

Absent: Debbie Andriani, Valerie D'Ambrosio, Patricia Knapp

ANNOUNCEMENTS:

- a. Next Board of Trustee Meeting – December 28th, 2022**

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

Theresa Bronkowski.

MEETING ADJOURNED AT 8:26 P.M.

RESPECTFULLY SUBMITTED:

ELSA STONEBRIDGE, SECRETARY