



**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 26, 2022

MEETING CALLED TO ORDER BY Tom Watkins AT 7:07 P.M.

ROLL CALL --

PRESENT----

Debbie Andriani, Robert Coyle, Valerie D'Ambrosio, Pat Knapp, Elsa Stonebridge, Tom
Watkins

ABSENT -- Theresa Bronkowski arrived 7:50

**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 Pat Knapp**

**MINUTES ---Motion to accept minutes as read made by Valerie D'Ambrosio and seconded
by Pat Knapp**

CORRESPONDENCE:

- a. 2021 Audit Representation Letter.
- b. 2021 Audit Draft received.

c. Invitation from American Legion Post 227 for annual Veterans Eve Ceremony – Anne will attend.

d. Email from NJ State Library Re: Local Library Support Fund.

DIRECTORS REPORT:

- 1. Facilities update: Floors waxed. Requested landscaping quote.**
- 2. Materials and services: New Museum passes received. Purchased Country Books. Renewed ReadSquared. New WiFi Hot Spots needed. Got Interactive Monitor.**
- 3. Outreach & programming: Intermittent Fasting Class. Yoga Teacher leaving.**
- 4. Personnel:**
 - A. PALS Plus**
 - B. Plans for 2023:**
 - 1. Will start being open until 8:00 January 1.**
- 5. Future Plans:**
- 6. Statistics: Numbers are getting better.**
- 7. Volunteer update: One PV volunteer still coming.**

OLD BUSINESS:

- a. Renovation update – Just waiting for HVAC and CO.**
- b. ARPA Grant Update**
 - 1. Laptops – received 14.**
 - 2. Interactive Monitor received and ordered a cart for it.**
 - 3. Coding Classes will continue.**

COMMITTEE REPORTS:

- 1. Budget Finance – approved budget.**

No other Committee Meetings at this time.

NEW BUSINESS:

- a. 2022 State Aid Received**
- b. 2023 1/3 mil – 1,160,383**
- c. 2023 Capital Plans and Wish List**
 - 1. Proposal from ADS for copy machine lease – we will be leasing one machine and own two.**
 - 2. Proposal from Filan Custom Carpentry.**
 - 3. Proposal from K & J Accessories.**
 - 4. Proposal for window replacement – not received.**
- d. Collection Development Policy Approved.**
- e. Laptop and IPAD lending policies – Laptop for in facility.**

IPAD can be taken out.
- f. Planning Open House and Grand Reopening for April 25, 2023.**

FRIENDS OF THE LIBRARY:

- a. Sangria making night was a success. They raised almost \$3,000.**

FOUNDATION:

- 1. Raised about \$11,000 from Italian Night Dinner.**

FINANCIAL REPORT:

- 1. Motion to accept monthly financial report for October made by Pat Knapp and seconded by Valerie D'Ambrosio**

**Roll Call: Debbie Andriani, Theresa Bronkowski, Robert Coyle,
Valerie D'Ambrosio, Pat Knapp, Elsa Stonebridge, Tom Watkins**

- 2. Motion to pay bills for October awaiting approval made by Pat Knapp and seconded by Robert Coyle.**

**Roll Call: Debbie Andriani, Theresa Bronkowski, Robert Coyle, Valerie
D'Ambrosio, Pat Knapp, Elsa Stonebridge, Tom Watkins**

- 3. 2022 Budget and Salary Guide**

**Motion to approve Salary Guide made by Pat Knapp and seconded by Theresa
Bronkowski.**

**Roll Call: Debbie Andriani, Theresa Bronkowski, Robert Coyle, Valerie
D'Ambrosio, Pat Knapp, Elsa Stonebridge, Tom Watkins.**

**Motion to approve 2022 Budget made by Valerie D'Ambrosio and seconded by
Robert Coyle.**

**Roll Call: Debbie Andriani, Theresa Bronkowski, Robert Coyle, Valerie
D'Ambrosio, Pat Knapp, Elsa Stonebridge, Tom Watkins.**

ANNOUNCEMENTS:

- a. Next Board of Trustee Meeting – November 30th, 2022
- b. Reorganization Meeting at January meeting.

ADJOURNMENT – Motion to adjourn made by Theresa Bronkowski and seconded by
Debbie Andriani.

MEETING ADJOURNED AT 8:55 P.M.

RESPECTFULLY SUBMITTED:

ELSA STONEBRIDGE, SECRETARY