



**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 24, 2024

MEETING CALLED TO ORDER BY Tom Watkins AT 7:03 P.M.

ROLL CALL VOTE --

PRESENT---

Mayor Coiro, Theresa Bronkowski, Robert Coyle, Elsa Stonebridge, Tom Watkins

ABSENT – Valerie D’Ambrosio, Patricia Knapp, Sanders Reynoso

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
unanimous approval**

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

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

CORRESPONDENCE:

- 1. First Quarter Allotment Request sent out.**
- 2. 2023 NJSL 25 APP – Application for State Aid.**
- 3. Donation from American Legion Post 227 for \$2,000.**

DIRECTORS REPORT:

1. FACILITIES UPDATE:

- a. Elevator repaired.**
- b. Downstairs room cleaned out by DPW.**
- c. Child fell and hit her head during a program.**

2. MATERIALS & SERVICES:

No Report

3. OUTREACH & PROGRAMMING:

- a. Gabi is having a lot of success with her young peoples group.**
- b. Townwide garage sale will be changed to Spring.**
- c. Cibo Vita used the meeting room for a group meeting.**
- d. Anne attending the grand opening of NRESC.**
- e. Passaic Valley student volunteers returned.**

4. PALS PLUS:

No report

5. PERSONNEL:

- a. Incident with Gabi with a young man. A code word was chosen for staff to use if help is needed.

6. STATISTICS:

- a. Numbers are almost back to pre-Covid.

7. VOLUNTEER UPDATE:

- a. Passaic Valley volunteers returned.

COMMITTEE REPORTS:

1. BUDGET & FINANCE:

Will be meeting

2. BUILDING & GROUNDS:

No Report

3. PERSONNEL & POLICY:

No Report

4. STRATEGIC PLANNING:

No Report

OLD BUSINESS:

- 1. Capital Plans for 2024 – being worked on.

2. **Plans for 2024 – Read Aloud, Open House – April 9, other projects being worked on.**

NEW BUSINESS:

1. **Resolution for 2024 Banking – Motion made by Theresa Bronkowski and seconded by Robert Coyle to make Lakeland Bank designated bank.**
2. **Quote(s) for Weekly Building Cleaning Services – still waiting for several quotes.**
3. **Resolution for 2024 Cleaning Services will be prepared next month.**

FRIENDS OF THE LIBRARY:

1. **Bunco night.**
2. **Hoe Down.**
3. **River Cruise.**

FOUNDATION:

1. **Calendar Raffle – going well.**
2. **Italian Family Style Dinner - \$8,000 profit.**

FINANCIAL REPORT:

1. **Motion to accept report for January made by Mayor Coiro and seconded by Robert Coyle.**

ROLL CALL VOTE—

PRESENT--- Mayor Coiro, Theresa Bronkowski, Robert Coyle, Elsa Stonebridge,
Tom Watkins.

ABSENT -Valerie D’Ambrosio, Patricia Knapp, Sanders Reynoso.

Motion to pay bills for January made by Elsa Stonebridge and seconded by Robert Coyle.

ROLL CALL VOTE---

PRESENT--- Mayor Coiro, Theresa Bronkowski, Robert Coyle, Elsa Stonebridge,
Tom Watkins.

ABSENT: Valerie D’Ambrosio, Patricia Knapp, Sanders Reynoso.

2024 Budget

ANNOUNCEMENTS:

1. Next Board of Trustees Meeting – February 28, 2024
2. Annual Read Aloud Date February 27, 2024
3. Open House April 9

ADJOURNMENT – Motion to adjourn made by Theresa Bronkowski and seconded by

Robert Coyle. Unanimous approval

MEETING ADJOURNED AT 8:00 P.M.

RESPECTFULLY SUBMITTED:

ELSA STONEBRIDGE, SECRETARY

