



**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 May 22, 2024

MEETING CALLED TO ORDER BY Tom Watkins AT 7:00 P.M.

ROLL CALL VOTE --

PRESENT---

Mayor Coiro, Theresa Bronkowski, Patricia Capitelli, Valerie D'Ambrosio,

Elsa Stonebridge, Tom Watkins

ABSENT – Robert Coyle, 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 Valerie D'Ambrosio and seconded by Theresa Bronkowski
unanimous approval**

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

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

CORRESPONDENCE:

- 1. Community Options request to use space for a lunch and learn event.**

DIRECTORS REPORT:

1. FACILITIES UPDATE:

- a. Boro Landscaping cleaned up all the landscaping.**
- b. Defibrillator was updated.**
- c. Got a quote from Millicare for cleaning the carpets.**
- d. Getting pricing for furniture for children's room.**

2. MATERIALS & SERVICES:

3. OUTREACH & PROGRAMMING:

- a. SS & Medicare Seminar was well attended.**
- b. Mandolin was well attended.**
- c. Pokemon Club started and will meet weekly.**
- d. About 20 people will march in the parade.**

- e. **Nicole Bruno would like to do a sign language outing. She is from Passaic County Tech.**

4. PALS PLUS:

- a. **General Meeting here May 23.**

5. PERSONNEL:

- a. **Staff Development planned June 10. Library will be closed.**

6. STATISTICS:

- a. **For the first time since 2013, circulation has risen.**

7. VOLUNTEER UPDATE:

- a. **Step 21 students still coming in Tuesdays and Thursdays.**
- b. **New student from PV started coming in.**

COMMITTEE REPORTS:

1. BUDGET & FINANCE:

2. BUILDING & GROUNDS

3. PERSONNEL & POLICY:

No Report

4. STRATEGIC PLANNING

Survey to be sent to community leaders.

OLD BUSINESS:

- 1. 2023 Audit – not done yet.**
- 2. Resolution authorizing agreement with CMA for Lower Level Interior Renovation Project.**
- 3. Lower Level Interior Renovation Update**
- 4. BWGS Shredding Event & Clothing & Household Goods Collection**
Recap/Survey – 61 Households participated. Most of the families were very satisfied. Shredding event went well. Springtime seemed to be best.

NEW BUSINESS:

- 1. Summer Reading Programs and Activities starting June 14.**
- 2. Passport Acceptance Program being looked into.**

FRIENDS OF THE LIBRARY:

- 1. Atlantic City Trip 7/18/24**
- 2. River Cruise Trip 8/7/24**
- 3. Friends of the Library Hoedown 9/17/24**

FOUNDATION:

1. 2025 Italian Family Style Dinner

FINANCIAL REPORT:

1. Motion to accept report for May made by Valerie D'Ambrosio and seconded by
Patricia Capitelli

ROLL CALL VOTE—

PRESENT--- Mayor Coiro, Theresa Bronkowski, Patricia Capitelli, Valerie D'Ambrosio,
Elsa Stonebridge, Tom Watkins

ABSENT – Robert Coyle, Sanders Reynoso

2. Motion to pay bills for May made by Patricia Capitelli and seconded by
Valerie D'Ambrosio

ROLL CALL VOTE---

PRESENT--- Mayor Coiro, Theresa Bronkowski, Patricia Capitelli, Valerie D'Ambrosio,
Elsa Stonebridge, Tom Watkins

ABSENT: Robert Coyle, Sanders Reynoso

ANNOUNCEMENTS:

1. Memorial Day Parade 5/26/24
2. Totowa Day 6/8/24 3:00
3. Summer Library Adventures Kickoff Party 6/14/24
4. Next Board of Trustees Meeting 6/26/24

ADJOURNMENT – Motion to adjourn made by Valerie D'Ambrosio and seconded by

Patricia Capitelli. Unanimous approval

MEETING ADJOURNED AT 8:35 P.M.

RESPECTFULLY SUBMITTED:

ELSA STONEBRIDGE, SECRETARY