



**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 20, 2024

MEETING CALLED TO ORDER BY Tom Watkins AT 7:15 P.M.

ROLL CALL VOTE --

PRESENT---

Theresa Bronkowski, Robert Coyle, Valerie D'Ambrosio, Elsa Stonebridge, Tom Watkins

ABSENT – Mayor Coiro, Patricia Capitelli, 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 Theresa Bronkowski and seconded by Valerie D'Ambrosio
unanimous approval**

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

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

CORRESPONDENCE:

- 1. Invitation from American Legion Post 227 for Veteran's Eve**
- 2. Letter from Senator Corrado's office with regards to Operation Kindness**
- 3. Thank you from Steve Wulin for Medicare Seminar**
- 4. Donation from Four Seasons of Wayne Social Committee thankful for the
Mandolin Orchestra playing for them**
- 5. Donation for \$1,000 from the Soldoveri Foundation**

DIRECTORS REPORT:

- 1. FACILITIES UPDATE:**
 - a. Leaky toilet needs attention.**

- 2. MATERIALS & SERVICES:**
 - a. Phone service being renewed.**
 - b. ADS charge for copies seems overly high.**

- 3. OUTREACH & PROGRAMMING:**
 - a. Mandolin Concert went well.**

4. PALS PLUS:

- a. Cost has increased.**

5. PERSONNEL:

- a. Nothing at this time.**

6. STATISTICS:

- a. Circulation is up.**

7. VOLUNTEER UPDATE:

- a. PV and Step 21 volunteers are still coming in.**

COMMITTEE REPORTS:

1. BUDGET & FINANCE:

- a. No Report**

2. BUILDING & GROUNDS

- a. Met today**

3. PERSONNEL & POLICY:

- a. No Report**

4. STRATEGIC PLANNING

a. No Report

OLD BUSINESS:

- 1. Lower Level Renovation Project – 9 Bids came in under budget. Bid from BGD Contractors was chosen and needs to be approved by our attorney. Motion made by Valerie D'Ambrosio and seconded by Robert Coyle to award contract to BGD.**

ROLL CALL VOTE –

PRESENT – Theresa Bronkowski, Robert Coyle, Valerie D'Ambrosio, Elsa Stonebridge, Tom Watkins

ABSENT – Mayor Coiro, Patricia Capitelli, Sanders Reynoso

- 2. Passport Acceptance Office – Research has been done. More review is needed.**
- 3. Dell Computer Purchase – Computers have been ordered and received.**
- 4. Strategic Plan – Board will review and approve.**
- 5. Cooperative Pricing System Update.**
- 6. Pirouette Table Purchase – have been ordered.**

NEW BUSINESS:

- 1. Recommendation from Coppa Montalbano Architects for Lower Level Renovation Project.**
- 2. PALS PLUS shared services.**
- 3. Totowa Mandolin Orchestra update – they were given plaques.**

4. 2025 Wish List & Capital Improvement Suggestions.
5. Holiday early closings Thanksgiving and Christmas Eve.

FRIENDS OF THE LIBRARY:

1. Atlantic City Trip.
2. Christmas Party.

FOUNDATION:

1. 2025 Italian Family Style Dinner – January 20th, 2025. Lou D’Angelo will be the honoree.

FINANCIAL REPORT:

1. Motion to accept report for November made by Valerie D’Ambrosio and seconded by Robert Coyle.

ROLL CALL VOTE—

PRESENT---Theresa Bronkowski, Robert Coyle, Valerie D’Ambrosio, Elsa Stonebridge, Tom Watkins

ABSENT – Mayor Coiro, Patricia Capitelli, Sanders Reynoso

2. Motion to pay bills for November made by Valerie D’Ambrosio and seconded by Robert Coyle.

ROLL CALL VOTE---

PRESENT--- Theresa Bronkowski, Robert Coyle, Valerie D’Ambrosio, Elsa Stonebridge, Tom Watkins

ABSENT: Mayor Coiro, Patricia Capitelli, Sanders Reynoso

2025 Budget and 2025 Salary Guide

ANNOUNCEMENTS:

- 1. Next Board of Trustees Meeting 12/18/24**

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

Valerie D’Ambrosio. Unanimous approval

MEETING ADJOURNED AT 8:40 P.M.

RESPECTFULLY SUBMITTED:

ELSA STONEBRIDGE, SECRETARY