



**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 February 28, 2024

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

ROLL CALL VOTE --

PRESENT---

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

ABSENT – 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 Robert Coyle and seconded by Valerie D'Ambrosio
unanimous approval

CORRESPONDENCE:

1. Letter from Connie Molinari showing appreciation for all that the library does.
2. Letter from Patricia Knapp resigning from the Library Board of Trustees.

DIRECTORS REPORT:

1. FACILITIES UPDATE:

- a. Lower level room and hall by kitchen has been cleaned out.

2. MATERIALS & SERVICES:

- a. Reviewing current materials.

3. OUTREACH & PROGRAMMING:

- a. Mickie Sherrill came to visit. Was very well received. Helped with motor vehicle issues.
- b. Military banners have started being returned.
- c. New magazine Totowa Living produced by James Fucetola.

4. PALS PLUS:

- a. Getting credit for internet usage.

5. PERSONNEL:

- a. Looking to hire part time page to help Annemarie.

6. STATISTICS:

7. VOLUNTEER UPDATE:

- a. Three PV student volunteers coming.

COMMITTEE REPORTS:

1. BUDGET & FINANCE: - Tom Watkins, Valerie D'Ambrosio, Theresa

Bronkowski

- a. Waiting for insurance from town to finalize budget.
- b. Budgeting money for lower level renovation.

2. BUILDING & GROUNDS: - Tom Watkins, Mayor Coiro / Sanders Reynoso,

Robert Coyle

No Report

3. PERSONNEL & POLICY: - Tom Watkins, Robert Coyle, Elsa Stonebridge

Looking for an assistant for Children's Library

4. STRATEGIC PLANNING: - Tom Watkins, Mayor Coiro / Sanders Reynoso,

Theresa Bronkowski

No Report

OLD BUSINESS:

1. Quotes for Weekly Building Services – got a couple quotes. We will stay with current Building Service.

2. Resolution for Weekly Cleaning Services – Motion to keep RAS Building

Services as our Cleaning Service made by Theresa Bronkowski and seconded by Robert Coyle.

ROLL CALL VOTE --

PRESENT---Mayor Coiro, Theresa Bronkowski, Robert Coyle, Valerie

D'Ambrosio, Elsa Stonebridge, Tom Watkins

ABSENT – Sanders Reynoso

NEW BUSINESS:

- 1. Letter of Agency from PALS Plus for Erate Funding**
- 2. NJ State Library Annual Survey / State Report Data Year 2023/FY 2025**
- 3. Quote from Absolutely Fish for Aquarium Replacement – approximately \$2,300**
- 4. Annual Open House – Invitation will be sent out to all residents – scheduled for March 25th. Will celebrate Patricia Knapp.**

FRIENDS OF THE LIBRARY:

- 1. Bunco night**
- 2. Trip to Atlantic City Resorts**
- 3. Bus trip to The Shore Club**
- 4. River Queen Cruise**
- 5. Hoe Down**

FOUNDATION:

1. Italian Family Style Dinner Recap – about 200 people and made approximately \$9,000.
2. Calendar Raffle starts March 1.

FINANCIAL REPORT:

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

ROLL CALL VOTE—

PRESENT--- Mayor Coiro, Theresa Bronkowski, Robert Coyle, Valerie D'Ambrosio, Elsa Stonebridge, Tom Watkins.

ABSENT -Sanders Reynoso.

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

ROLL CALL VOTE---

PRESENT--- Mayor Coiro, Theresa Bronkowski, Robert Coyle, Valerie D'Ambrosio, Elsa Stonebridge, Tom Watkins.

ABSENT: Sanders Reynoso.

2024 Budget – to be continued at next meeting.

ANNOUNCEMENTS:

1. Next Board of Trustees Meeting – March 27, 2024

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

Valerie D'Ambrosio. Unanimous approval

MEETING ADJOURNED AT 8:20 P.M.

RESPECTFULLY SUBMITTED:

ELSA STONEBRIDGE, SECRETARY