



MINUTES OF THE MEETING OF September 24, 2025

MEETING CALLED TO ORDER BY Tom Watkins at 7:03 pm

ROLL CALL

PRESENT

Theresa Bronkowski, Patricia Capitelli, Valerie D'Ambrosio, Elsa Stonebridge and Tom Watkins

ABSENT Mayor John Coiro/Sanders Reynoso and Robert Coyle

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 the public portion of the meeting was made by Valerie D'Ambrosio and seconded by Patricia Capitelli with unanimous approval

MINUTES The minutes of the September 24, 2025 meeting were approved

CORRESPONDENCE

- Letter from Corrado & Corrado regarding the 2024 Audit with no pending litigations
- Letter to Lerch Vinci & Bliss from Theresa Bronkowski & Anne Krautheim regarding financial information for the 2024 audit
- 2024 Audit Report from Lerch Vinci & Bliss with no recommendations
- Donation from the John L & Grace P Soldoveri Foundation for \$1,000 for Turkey Trot

DIRECTORS REPORT -

Facilities

- Exterior improvements (front entrance, paver patio) completed.
- Digital sign installed and fully operational.
- Lower level furnished and open; patrons offering very positive feedback.

Collection & Materials

- Increased acquisitions for both adult and children's print/digital collections.

Outreach, Programming, and Services Highlights

Summer 2025 Recap

- Full summary will be discussed under New Business.
- Summer services included:
 - Weekly nurse visits
 - Night court (2 sessions)
 - Passport processing in August. Count Clerk has announced that outreach has been discontinued due to new National rules. (A disappointing loss)

Community Services

- Senator Corrado's property tax assistance program was well attended.
- Efforts are underway to return NJ MVC services to the fall calendar.
- Caregiver support group launched in August.

New Programs

- Evening adult art class beginning September.
- Special needs community program scheduled for November

PALS Plus

- Outlook migration completed with minor issues (mostly resolved).

Personnel

- Updates under New Business.

Statistics

- June, July, and August data to be distributed at Wednesday's meeting.

Volunteers

- Donna continues Tuesday morning support.
- Judy O. filled in during staff vacation gaps—much appreciated.

2025 Plans

- On track for additional improvements, programs, and services.

COMMITTEE REPORTS

- **Budget & Finance** - reported that we will still be within budget with new hires, promotion and grade increase.
- **Building & Grounds** - no report
- **Personnel & Policy** - reported that they met to discuss the new hires and promotion
- **Strategic Planning** - no report

OLD BUSINESS

- Lower Level Renovation completed
- Digital Sign completed
- Passport Acceptance Facility - Anne submitted a Prospective Facility Interest Form to Passport Services
- 2024 Audit completed
- Lower Level Bathroom Renovation completed
- Water Infiltration Issues - still getting a small amount of water in the hallway this appears to be coming from the Municipal Complex
- ADA Rear Entrance Door completed

NEW BUSINESS

- Summer at the Totowa Library - very busy and all went well
- The hiring of two new full-time employees and one part time Library Page was discussed, Ashley Ribeiro, Jamie Santos and Alexa Sypniewski. Additionally, a promotion was discussed for Dawn Barbato Schiavo and a grade increase for Daniel Muniz. Theresa Bronkowski made the motion to approve the hirings, promotions and grade increase and was seconded by Patricia Capitelli _ROLL CALL: Bronkowski, Capitelli, D'Ambrosio, Stonebridge and Watkins all approved. The motion carried unanimously.

- Amendment to Resolution No. 2025.7, was introduced to increase the approved amount for Boro Landscaping to \$9,000.00 for the time sensitive exterior project. A motion was made to amend the Resolution by Patricia Capitelli and seconded by Valerie D'Ambrosio _ROLL CALL: Bronkowski, Capitelli, D'Ambrosio, Stonebridge and Watkins all approved. The motion carried unanimously.

FRIENDS OF THE LIBRARY

- Friends of the Library having a Western Night

FOUNDATION

2026 Dinner Fundraiser - International Buffet will be at The Grand in February 2026

FINANCIAL REPORT

Motion to accept the September Financial Report was made by Valeri D'Ambrosio & seconded by Patricia Capitelli

- ROLL CALL: Bronkowski, Capitelli, D'Ambrosio, Stonebridge and Watkins all approved. The motion carried unanimously.

Motion to pay the bills for September was made by Valerie D'Ambrosio & seconded by Patricia Capitelli

- ROLL CALL: Bronkowski, Capitelli, D'Ambrosio, Stonebridge and Watkins all approved. The motion carried unanimously.

ANNOUNCEMENTS: next meeting is October 22, 2025 with a 6:00 pm start that will begin with a presentation on AI to satisfy the Trustees CE Requirement's for the year

ADJOURNMENT - Motion to adjourn made by Theresa Bronkowski and seconded by Valerie D'Ambrosio. Unanimous approval

MEETING ADJOURNED at 7:50 pm

RESPECTFULLY SUBMITTED:

ELSA STONEBRIDGE, SECRETARY