



**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 June 22, 2022

MEETING CALLED TO ORDER BY Tom Watkins AT 6:07 P.M.

ROLL CALL --

PRESENT----

Theresa Bronkowski, Robert Coyle, Elsa Stonebridge, Tom Watkins

ABSENT -- Debbie Andriani, Valerie D'Ambrosio, Pat Knapp

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 Robert Coyle

MINUTES ---Motion to accept minutes as read made by Elsa Stonebridge and seconded by Robert Coyle

CORRESPONDENCE:

- a. Letter from Totowa Schools Superintendent Patricia Capitelli regarding Eighth Grade Graduation Invitation.
- b. Email message from “The Famous Totowa Mandolin Orchestra” thanking the library for their kindness to them.
- c. Email messages from the staff for Staff Development Day 2022. Everyone enjoyed the day and shared ideas with each other.
- d. Thank you from Ms. Capitelli for Annemarie coming to the school.

- e. Letter from Corrado Law Firm that there is no litigation involving the library.

DIRECTORS REPORT:

1. Facilities update: Roof done, shelving being put up and cleaned.
2. Materials and services: ARPA grant – got 4 laptops.
Electric charging station being checked into.
3. Outreach & programming: Memorial Day Parade was attended.
Annemarie and Gabi went to the schools.
Shadow event was wonderful.
Summer Reading Program scheduled to start. Drive-in Bingo.
4. Personnel:
 - A. Brian Gaboda hired.
 - B. PALS Plus event attended.
5. Future Plans:
6. Statistics: Circulation a little higher.
7. Volunteer update: Karen Lembo, Angela Mendelsohn, Diane Flynn, Ann Matano volunteering.

OLD BUSINESS:

- a. New Jersey Library Construction Bond Act & Renovation Status: Roof done,
Push buttons for doors will be installed, construction coming along.
- b. ARPA Grant Update
- c. 2021 Audit – being worked on.

COMMITTEE REPORTS:

1. Budget & Finance – temporary budget prepared.
2. Building & Grounds – will meet soon.

3. Personnel & Policy - No report.

4. Strategic Planning

NEW BUSINESS:

FRIENDS OF THE LIBRARY:

a. Atlantic City trip sold out.

b. Held raffle at Totowa Day.

FOUNDATION:

1. Calendar Raffle going well.

FINANCIAL REPORT:

1. Motion to accept monthly financial report for June made by Elsa Stonebridge and seconded by Robert Coyle.

Roll Call: Theresa Bronkowski, Robert Coyle, Elsa Stonebridge, Tom Watkins

Absent: Debbie Andriani, Valerie D'Ambrosio, Pat Knapp

2. Motion to pay bills for June awaiting approval made by Elsa Stonebridge and seconded by Robert Coyle.

Roll Call: Theresa Bronkowski, Robert Coyle, Elsa Stonebridge, Tom Watkins

Absent: Debbie Andriani, Valerie D'Ambrosio, Pat Knapp

3. 2022 Temporary Budget and 2022 Salary Guide Motion to accept temporary budget made by Robert Coyle and seconded by Elsa Stonebridge.

Roll Call: Theresa Bronkowski, Robert Coyle, Elsa Stonebridge, Tom Watkins

Absent: Debbie Andriani, Valerie D'Ambrosio, Pat Knapp

Salary Guide to be addressed at a later time.

ANNOUNCEMENTS:

a. Next Board of Trustee Meeting – September 28th, 2022

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

Robert Coyle.

MEETING ADJOURNED AT 7:06 P.M.

RESPECTFULLY SUBMITTED:

ELSA STONEBRIDGE, SECRETARY