



**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 March 22, 2023

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

ROLL CALL --

PRESENT----

Annemarie Shapiola, 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 Theresa Bronkowski and seconded by Robert Coyle

CORRESPONDENCE:

- a. NJ Annual Survey Certification
- b. Second Quarter Allotment Request – should have in a month.
- c. Letter from American Legion Post 227 asking if we wanted to participate in the parade.

DIRECTORS REPORT:

- 1. Facilities update: Roof leakage still an issue. Vinyl privacy sheets have been installed. Blinds and shades need to be purchased. New surveillance installed. Wifi access installed. People counters ordered.**
- 2. Materials and services: Public Health Nurse will be coming on Fridays.**
- 3. Outreach & programming: Passaic County Hope Cares coming March 28th – substance abuse. Couples Group not going well. Pencil Drawing Class going well. ESL going well. Google Class. Resumes and Linkedin Classes. PALS Plus.**
- 4. Personnel: Staff Development Day – June 12th – will discuss inclusion**
- 5. Future Plans: Non-English Materials to be added. Magazines.**
- 6. Statistics: Has been steadily going up.**
- 7. Volunteer update: Community Options – help with cleaning kitchen and changing labels on books.**

COMMITTEE REPORTS:

OLD BUSINESS:

- a. Renovation Dedication Plaque**
- b. Renovation Celebration – April 25**
- c. Roof Leakage**

NEW BUSINESS:

1. Mayor's Alternate Vacancy
2. Roofing Maintenance Agreement
3. Technology Purchase – would like to purchase a new monitor for the Children's Room

FRIENDS OF THE LIBRARY:

- a. River Cruise

FOUNDATION:

1. Irish Dinner To Go recap – only had 100 dinners compared to 300 last year.
2. Italian Family Style Dinner 2024

FINANCIAL REPORT:

1. Motion to accept monthly financial report for March 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, Patricia Knapp

2. Motion to pay bills for March awaiting approval 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, Patricia Knapp

3. 2023 Budget Update and Salary Guide – will be discussed at a later date.

ANNOUNCEMENTS:

- a. **Renovation Celebration and Open House – April 25, 2023**
- b. **Next Board of Trustees Meeting – April 26, 2023**
- c. **Shredding Event and Clothing Collection – April 29, 2023**

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

Robert Coyle.

MEETING ADJOURNED AT 8:07 P.M.

RESPECTFULLY SUBMITTED:

ELSA STONEBRIDGE, SECRETARY