



**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 September 25, 2024

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

ROLL CALL VOTE --

PRESENT---

Theresa Bronkowski, Robert Coyle, Valerie D’Ambrosio, Sanders Reynoso

Elsa Stonebridge, Tom Watkins

ABSENT – Mayor Coiro, Patricia Capitelli

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

Robert Coyle and seconded by Valerie D'Ambrosio

unanimous approval

CORRESPONDENCE:

- 1. Letter to Corrado and Corrado for Audit.**
- 2. Donation in Memory of Barbara Ridgeway**
- 3. Email and Donation from Matt Miller of the Anxiety and Depression Initiative.**
- 4. Email from Luca Manna – Executive Director of PALS Plus and Catherine Wolverton – Director of Cedar Grove Public Library regarding the News 12 Story.**

DIRECTORS REPORT:

- 1. FACILITIES UPDATE:**
 - a. HVAC needs repair.**
 - b. Garden done and looks wonderful.**
- 2. MATERIALS & SERVICES:**
 - a. Purchased 4 Keyboards.**
- 3. OUTREACH & PROGRAMMING:**
 - a. Group from Second Home came to tour the Library.**

- b. **Bridge Club was added.**
- c. **Chess Club restarted.**

4. PALS PLUS:

- a. **Removed spyware software.**
- b. **Woodland Park is having Grand Opening.**

5. PERSONNEL:

- a. **Diana Filipini had her baby.**
- b. **Totowa Living requested to have Library Staff on future cover.**

6. STATISTICS:

- A. **June and July numbers were good. August was down a bit.**

7. VOLUNTEER UPDATE:

- a. **PV Students have returned.**
- b. **Step 21 still coming.**
- c. **George Courtis is volunteering to drive cardboard to recycling.**
- d. **Kevin Douglas looking to do a 30 hour internship.**
- e. **Someone asked to give Arabic classes.**

COMMITTEE REPORTS:

1. BUDGET & FINANCE:

a. No Report

2. BUILDING & GROUNDS

a. No Report

3. PERSONNEL & POLICY:

a. No Report

4. STRATEGIC PLANNING

a. No Report

OLD BUSINESS:

1. Summer @ the Totowa Library Recap – Children took part in many activities.

Miss Jolie was a big hit. Summer went very well.

2. 2023 Audit – accounting was good, no recommendations.

3. Lower Level Renovation Update.

4. Passport Acceptance Facility.

5. Children's Room Furniture is ordered.

6. Dell Computer Purchase will be ordered.

7. Strategic Plan Draft.

NEW BUSINESS:

1. Resolution to accept bids for the Lower Level Renovation Project.

Motion to accept made by Theresa Bronkowski and seconded by Robert Coyle.

ROLL CALL VOTE:

PRESENT:

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

ABSENT:

Mayor Coiro, Patricia Capitelli

2. Resolution to reject bids for the Lower Level Renovation Project.

Motion to reject made by Robert Coyle and seconded by Valerie D'Ambrosio.

ROLL CALL VOTE:

PRESENT:

**Theresa Bronkowski, Robert Coyle, Valerie D'Ambrosio, Sanders Reynoso,
Elsa Stonebridge, Tom Watkins.**

ABSENT: Mayor Coiro, Patricia Capitelli

**3. Resolution authorizing Commero Coppa Architects to amend the scope of the
Lower Level Renovation Project for re-bid.**

Motion made by Valerie D'Ambrosio and seconded by Theresa Bronkowski.

ROLL CALL VOTE:

PRESENT:

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

ABSENT: Mayor Coiro, Patricia Capitelli

4. Musical Instrument Purchase

FRIENDS OF THE LIBRARY:

- 1. Hoedown 10/1/24 – 55 people signed up at the American Legion.**

FOUNDATION:

- 1. 2025 Italian Family Style Dinner – January 20th.**
- 2. Donation for Children’s Furniture for \$5,000 by Foundation.**

FINANCIAL REPORT:

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

ROLL CALL VOTE—

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

ABSENT – Mayor Coiro, Patricia Capitelli

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

ROLL CALL VOTE---

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

ABSENT: Mayor Coiro, Patricia Capitelli

ANNOUNCEMENTS:

- 1. Next Board of Trustees Meeting 10/23/24**

ADJOURNMENT – Motion to adjourn made by Sanders Reynoso and seconded by

Robert Coyle. Unanimous approval

MEETING ADJOURNED AT 8:40 P.M.

RESPECTFULLY SUBMITTED:

ELSA STONEBRIDGE, SECRETARY