



**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 28, 2022**

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

**ROLL CALL --**

**PRESENT----**

**Robert Coyle, Valerie D'Ambrosio, Pat Knapp, Elsa Stonebridge, Tom Watkins**

**ABSENT -- Debbie Andriani, Theresa Bronkowski Debbie Andriani arrived 7:20**

**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 Elsa Stonebridge and seconded by Valerie D'Ambrosio**

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

**CORRESPONDENCE:**

- a. Thank you note from the Andriani Family.
- b. Note from Maria Nicosia – thank you to the library for all that you do.
- c. Note and donation from Helen Lewis thanking the library for all that they do.
- d. Thank you note from St. Joseph's Health Foundation for the wonderful pillow cases.

## **DIRECTORS REPORT:**

1. **Facilities update: Renovation almost done. We will be reopening soon.**
2. **Materials and services:**
3. **Outreach & programming: Veterans' banners were put up.**  
**Town wide garage sale had mixed reviews. Some areas did very well and others did not. Shredding did well, clothing collection did well.**
4. **Personnel:**
  - A. **Carmen has returned. Ales Swetlitschnyj has started as a part timer.**
  - B. **PALS Plus should be up and running soon.**
5. **Future Plans:**
6. **Statistics: Numbers are getting better since the pandemic.**
7. **Volunteer update: PV student has returned to volunteer.**

## **OLD BUSINESS:**

- a. **Renovation update – Renovation almost complete, waiting for last payment from state.**
- b. **ARPA Grant Update – considering technology for wall in reading room.**
- c. **2021 Audit**

## **COMMITTEE REPORTS:**

1. **Budget & Finance – being worked on.**
2. **Building & Grounds – No report.**
3. **Personnel & Policy - No report.**

**4. Strategic Planning – No report.**

**NEW BUSINESS:**

- a. **Summer Reading Recap – 40 children completed the program. Very busy summer.**
- b. **PALS Plus Maintenance Contract**
- c. **Copy machine contract and proposal – looking into replacing 2 units, one with a finisher.**
- d. **Furnishings and Equipment for the Reading Room.**
- e. **Front lawn sign upgrade – getting a quote for a digital sign.**
- f. **Census – would like to use the library to collect data.**

**FRIENDS OF THE LIBRARY:**

- a. **Sangria making night in October.**

**FOUNDATION:**

1. **Dinner scheduled – 220 tickets sold.**
2. **Calendar raffle.**

**FINANCIAL REPORT:**

1. **Motion to accept monthly financial report for September made by Valerie D'Ambrosio and seconded by Pat Knapp**  
**Roll Call: Debbie Andriani, Robert Coyle, Valerie D'Ambrosio, Pat Knapp,**

**Elsa Stonebridge, Tom Watkins**

**Absent: Theresa Bronkowski**

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

**Roll Call: Debbie Andriani, Robert Coyle, Valerie D'Ambrosio, Pat Knapp,**

**Elsa Stonebridge, Tom Watkins**

**Absent: Theresa Bronkowski**

- 3. 2022 Budget and Salary Guide – rescheduled for next meeting.**

**ANNOUNCEMENTS:**

- a. Next Board of Trustee Meeting – October 26<sup>th</sup>, 2022**

**ADJOURNMENT – Motion to adjourn made by Valerie D'Ambrosio and seconded by Robert Coyle.**

**MEETING ADJOURNED AT 9:06 P.M.**

**RESPECTFULLY SUBMITTED:**

**ELSA STONEBRIDGE, SECRETARY**