



**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 February 26, 2025**

**MEETING CALLED TO ORDER BY Tom Watkins AT 7:05 P.M.**

**ROLL CALL VOTE --**

**PRESENT---**

**Theresa Bronkowski, Robert Coyle, Patricia Capitelli, Valerie D'Ambrosio,**

**Elsa Stonebridge, Tom Watkins**

**ABSENT – Mayor Coiro, Sanders Reynoso**

**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 Valerie D'Ambrosio and seconded by Robert Coyle  
unanimous approval**

**MINUTES ---Motion to accept minutes as read made by Valerie D'Ambrosio and seconded by Robert Coyle  
unanimous approval**

**LIBRARIAN'S REPORT---Motion to accept Librarian's Report as read  
made by Theresa Bronkowski and seconded by Robert Coyle  
unanimous approval**

**CORRESPONDENCE:**

- 1. Email from Patron requesting allowing use of the library after hours.  
We did not accept the request.**
- 2. Email from Reiki and Yoga Participants praising the classes and instructors.**

**DIRECTORS REPORT:**

- 1. FACILITIES UPDATE:**
  - a. We had an HVAC issue in the children's room, that has been addressed.**
- 2. MATERIALS & SERVICES:**
  - a. Nothing at this time.**
- 3. OUTREACH & PROGRAMMING:**
  - a. Possibly having a dance instructor give classes.**
- 4. PALS PLUS:**
  - a. Nothing at this time.**

**5. PERSONNEL:**

**Nothing at this time.**

**6. STATISTICS:**

**a. Statistics are back to normal numbers.**

**7. VOLUNTEER UPDATE:**

**a. We have a new volunteer coming 2 days a week.**

**COMMITTEE REPORTS:**

**1. BUDGET & FINANCE:**

**a. Committee met, almost complete.**

**2. BUILDING & GROUNDS**

**a. No Report**

**3. PERSONNEL & POLICY:**

**a. No Report**

**4. STRATEGIC PLANNING**

**a. No Report**

**OLD BUSINESS:**

1. Lower Level Renovation Project – asbestos has been removed, windows have been removed, looking into chairs to purchase.
2. Passport Acceptance Office on hold.
3. Digital Sign Purchase – electric line is not working and needs to be checked.
4. Annual Open House – April 8, 6:00 P.M.
5. Annual Salary being worked on.

**NEW BUSINESS:**

1. Resolution for Asbestos Abatement – Motion made by Valerie D’Ambrosio to approve, seconded by Patricia Capitelli.

**ROLL CALL VOTE –**

**PRESENT** – Theresa Bronkowski, Robert Coyle, Patricia Capitelli, Valerie D’Ambrosio, Elsa Stonebridge, Tom Watkins

**ABSENT** – Mayor Coiro, Sanders Reynoso

2. Resolution for Digital Sign Purchase – Motion made by Patricia Capitelli and seconded by Valerie D’Ambrosio to approve.

**ROLL CALL VOTE –**

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

**ABSENT** - Mayor Coiro, Sanders Reynoso

**FRIENDS OF THE LIBRARY:**

1. They have a new president, Carolyn Schultz.
2. Bunco Night.
3. Western Country Night.
4. Many new ideas.

**FOUNDATION:**

1. 2026 Annual Dinner Fundraiser.

**FINANCIAL REPORT:**

1. Motion to accept report for February made by Patricia Capitelli and seconded by Valerie D'Ambrosio.

**ROLL CALL VOTE—**

**PRESENT---**Theresa Bronkowski, Robert Coyle, Patricia Capitelli, Valerie D'Ambrosio, Elsa Stonebridge, Tom Watkins

**ABSENT** – Mayor Coiro, Sanders Reynoso

2. Motion to pay bills for February made by Patricia Capitelli and seconded by Valerie D'Ambrosio.

**ROLL CALL VOTE---**

**PRESENT---** Theresa Bronkowski, Robert Coyle, Patricia Capitelli, Valerie D'Ambrosio, Elsa Stonebridge, Tom Watkins

**ABSENT:** Mayor Coiro, Sanders Reynoso

**2025 Budget and 2025 Salary Guide**

**ANNOUNCEMENTS:**

- 1. Next Board of Trustees Meeting – March 26, 2025**

**ADJOURNMENT – Motion to adjourn made by Valerie D’Ambrosio and seconded by**

**Patricia Capitelli. Unanimous approval**

**MEETING ADJOURNED AT 8:00 P.M.**

**RESPECTFULLY SUBMITTED:**

**ELSA STONEBRIDGE, SECRETARY**