



**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 November 29, 2023

MEETING CALLED TO ORDER BY Valerie D'Ambrosio AT 7:08 P.M.

ROLL CALL VOTE --

PRESENT---

Theresa Bronkowski, Robert Coyle, Valerie D'Ambrosio, Elsa Stonebridge

ABSENT – Mayor Coiro, Tom Watkins, Patricia 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 Valerie D'Ambrosio and seconded by Theresa Bronkowski
unanimous approval

MINUTES ---Motion to accept minutes as read made by Valerie D'Ambrosio and seconded by Theresa Bronkowski
unanimous approval

LIBRARIAN'S REPORT---Motion to accept Librarian's Report as read made by Valerie D'Ambrosio and seconded by Theresa Bronkowski
unanimous approval

CORRESPONDENCE:

1. Donation from Soldoveri Foundation for Turkey Trot for \$1,000.
2. 2022 Audit.
3. Email from Nina Reisman – will be teaching Quigong classes starting January 9, Tuesday afternoons.
4. Letter from the Pencil Art Drawing Class requesting another drawing class.
5. Note from Sarah Goldstein – thank you for all that the library does.
6. Letter from Doila Passanova, Esq., surrogate court judge for Passaic County.
7. Dawn Garrison donated 12 paintings for the library to enjoy.

DIRECTORS REPORT:

1. FACILITIES UPDATE:
 - a. Time to improve the lower level.
2. MATERIALS & SERVICES:
3. OUTREACH & PROGRAMMING:
 - a. NJ Division of Motor Vehicles on Wheels went well and would like to come again, possibly in March.
 - b. Turkey Trot – we distributed numbers and shirts, staff organized it all.
Turkey Trot will donate part of the money raised to the library.

- c. Cookbook club going well.
 - d. Mandolin Orchestra will be doing a concert for Christmas and invite the seniors.
- 4. PALS PLUS:
 - a. Came and updated system.
- 5. PERSONNEL:
- 6. FUTURE PLANS:
 - a. Updating lower level.
 - b. Looking into installing charging stations.
- 7. STATISTICS:
- 8. VOLUNTEER UPDATE:
 - a. Looking for Junior Volunteers for next year.

COMMITTEE REPORTS:

- 1. BUDGET & FINANCE:
 - a. Met and discussed 2024 Budget.
- 2. BUILDING & GROUNDS:
 - a. Lower level, new windows, lighting.
- 3. PERSONNEL & POLICY:
 - a. Agreed on proposed raises.
- 4. STRATEGIC PLANNING:
 - a. Staff interviewing patrons looking for comments and suggestions.

OLD BUSINESS:

1. **Strategic Plan Survey Analysis and Observations Report.**
2. **Digital Sign Purchase moving forward.**
3. **2023 Continuing Education.**
4. **2024 Capital Plans and Wish List to be discussed at next meeting.**

NEW BUSINESS:

1. **Resolution earmarking funds for 2024 Capital Improvements.**

2022 budget revealed we had access funds.

Valerie D'Ambrosio made a motion to earmark \$200,000 for Capital Improvement, seconded by Robert Coyle.

**Roll Call: Theresa Bronkowski, Robert Coyle, Valerie D'Ambrosio,
Elsa Stonebridge**

Absent: Mayor Coiro, Tom Watkins, Patricia Knapp

FRIENDS OF THE LIBRARY:

1. **Ordered Bench.**
2. **Going to Hunterdon Playhouse tomorrow.**
3. **Having Christmas Party.**

FOUNDATION:

1. **Italian Style Dinner honoring Kristen Corrado.**
2. **Selling Calendar Raffles.**

FINANCIAL REPORT:

1. Motion to accept bills for November made by Valerie D'Ambrosio and seconded by Robert Coyle.

ROLL CALL VOTE—

PRESENT--- Theresa Bronkowski, Robert Coyle, Valerie D'Ambrosio, Elsa Stonebridge

Absent: Mayor Coiro, Patricia Knapp, Thomas Watkins

2. Motion to pay bills for November made by Valerie D'Ambrosio and seconded by Robert Coyle.

ROLL CALL VOTE---

PRESENT--- Theresa Bronkowski, Robert Coyle, Valerie D'Ambrosio, Elsa Stonebridge

ABSENT: Mayor Coiro, Patricia Knapp, Tom Watkins

3. 2024 Budget and Salary Guide

Motion to approve 2024 Salary Guide made by Valerie D'Ambrosio and seconded by Theresa Bronkowski

ROLL CALL VOTE ---

PRESENT---Theresa Bronkowski, Robert Coyle, Valerie D'Ambrosio, Elsa Stonebridge

ABSENT---Mayor Coiro, Patricia Knapp, Thomas Watkins

ANNOUNCEMENTS:

1. Next Board of Trustee Meeting 12/27/23

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

Theresa Bronkowski. Unanimous approval

MEETING ADJOURNED AT 7:50 P.M.

RESPECTFULLY SUBMITTED:

ELSA STONEBRIDGE, SECRETARY