



**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 May 24, 2023

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

ROLL CALL --

PRESENT---

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

ABSENT – Mayor Coiro, 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 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. **Community Options Request – request to bring volunteers.**

We will wait until September.

DIRECTORS REPORT:

1. **Facilities update: HVAC Proposal, DPW pulled dead shrubs, plants are being donated by La Serra Florist.**
2. **Materials and services: Books were weeded out. Canopy digital resource added.**
3. **Outreach & programming: Working on Summer Reading Program – Summer Reading Quest, Teen program - The Blank Page will run over the summer.**
4. **PALS Plus – People counter has been working.**
5. **Personnel: Staff Development Day discussed.**
6. **Statistics:**
7. **Volunteer update: PV Honor student will do a weekly Math program and looking to tutor math.**

COMMITTEE REPORTS:

1. **Budget & Finance – temporary budget was passed last month, waiting for medical, which has been received.**

2. **Building & Grounds – will meet in June.**
3. **Personnel & Policy – will meet at June meeting.**
4. **Strategic Planning – will have meetings over summer.**

OLD BUSINESS:

1. **HVAC remedy update – quote received from 454 Mechanical to repair and regulate system - \$3,270.00**
2. **Shredding Event and Clothing and Household Goods Collection Recap – did well.**
3. **Community mailing – brought in many new card holders.**

NEW BUSINESS:

1. **Proposal from 454 Mechanical.**

FRIENDS OF THE LIBRARY:

- a. **Resorts World Recap – went well**
- b. **Atlantic City Trip – 7/18/23**
- c. **Hunterdon Hills Playhouse 8/1/23**
- d. **Friends of the Library Hoedown 9/19/23 – country line dancing**

FOUNDATION:

1. **Third Grade Celebration Sponsorship**
2. **2024 Italian Family Style Dinner**

FINANCIAL REPORT:

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

ROLL CALL VOTE—

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

Absent: Mayor Coiro, Patricia Knapp

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

ROLL CALL VOTE---

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

ABSENT: Mayor Coiro, Patricia Knapp

3. 2023 Budget Update and Salary Guide – we will pay off HVAC, earmark money for future building changes.

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

ROLL CALL VOTE---

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

ABSENT – Mayor Coiro, Pat Knapp

4. Salary Guide –

**Motion made by Theresa Bronkowski and seconded by Valerie D’Ambrosio to
accept Salary Guide**

ROLL CALL VOTE ---

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

ABSENT--- Mayor Coiro, Pat Knapp

ANNOUNCEMENTS:

- 1. Memorial Day Parade 5/28/23**
- 2. Totowa Day 6/10/23 – will give out fold up fans**
- 3. Summer Library Quest Kickoff 6/20/23 – ice cream**
- 4. Next Board of Trustee Meeting 6/28/23**

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

unanimous approval

MEETING ADJOURNED AT 8:25 P.M.

RESPECTFULLY SUBMITTED:

ELSA STONEBRIDGE, SECRETARY

