



**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 March 23, 2022

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

ROLL CALL --

PRESENT----

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

Tom Watkins

ABSENT -- Debbie Andriani

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 Brownkowski

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

CORRESPONDENCE:

- a. NJ Annual Survey Certification
- b. Invitation from American Legion for Memorial Day parade on May 29th at 1:00
- c. Second Quarter Allotment Request has been sent
- d. Request for Borough's Grant Contribution for Renovation Project
- e. Email from contractor regarding roof bids

DIRECTORS REPORT:

- 1. Facilities update: Checking into windows and mold in kitchen.**
- 2. Materials and services: Active Panel has arrived and has already been used.**
- 3. Outreach & programming: County clerk has resumed doing passports.**

Rug hookers are back. Zumba instructor is leaving. Trying to form Business Association.

No longer having fines on books.

- 4. Personnel: Need to hire part timer.**
- 5. Future Plans: Starting in April Library will start staying open later.**
Considering purchasing electric car charger.

6. Statistics:

- 7. Volunteer update: Volunteers from PV have been straightening books.**

OLD BUSINESS:

- a. New Jersey Library Construction Bond Act/Renovation update – new roof will be started next week.**
- b. Furniture purchase – We are short about \$3800. Removing some of the shelving.**

COMMITTEE REPORTS:

- 1. Budget & Finance – town has agreed to pay portion of roof. There are budget concerns if more changes are made to the plans.**
- 2. Building & Grounds**
- 3. Personnel & Policy**
- 4. Strategic Planning**

NEW BUSINESS:

FRIENDS OF THE LIBRARY:

- a. Rummage Sale
- b. Bus trip to Wind Creek Casino in PA

FOUNDATION:

1. Calendar Raffle
2. Italian Family Style Dinner

FINANCIAL REPORT:

1. Motion to accept monthly financial report for March made by Robert Coyle and seconded by Pat Knapp.

Roll Call: Theresa Bronkowski, Robert Coyle, Valerie D'Ambrosio, Pat Knapp,
Elsa Stonebridge, Tom Watkins Absent: Debbie Andriani

2. Motion to pay bills for March awaiting approval made by Elsa Stonebridge and seconded by Valerie D' Ambrosio.

Roll Call: Theresa Bronkowski, Robert Coyle, Valerie D'Ambrosio, Pat Knapp,
Elsa Stonebridge, Tom Watkins Absent: Debbie Andriani

3. Amended Furniture Purchase Resolution – Motion to transfer \$30,000 from Operating to Money Market made by Theresa Brownkowski and seconded by Pat Knapp for renovation and furnishing.

Roll Call: Theresa Brownkowski, Robert Coyle, Valerie D'Ambrosio, Pat Knapp,
Elsa Stonebridge, Tom Watkins Absent: Debbie Andriani

- 4. Resolution to approve funding for roof replacement. Motion made to enter into contract for \$78,400 with Javier made by Valerie D'Ambrosio and seconded by Robert Coyle.**
- Roll Call: Theresa Brownkowski, Robert Coyle, Valerie D'Ambrosio, Pat Knapp, Elsa Stonebridge, Tom Watkins Absent: Debbie Andriani**

ANNOUNCEMENTS:

- a. Rummage Sale and Shredding Event – April 23rd, 2022**
- b. Next Board of Trustee Meeting – April 27th, 2022**

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

MEETING ADJOURNED AT 8:35 P.M.

RESPECTFULLY SUBMITTED:

ELSA STONEBRIDGE, SECRETARY