



**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 June 26, 2024**

**MEETING CALLED TO ORDER BY Tom Watkins AT 7:09 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 Lina Hollman of Community Options – Thank you for support for our event.**
- 2. Email from Dina Heerema – Thank you for including us in the parade.**
- 3. Annual Elevator Contract.**

**DIRECTORS REPORT:**

**1. FACILITIES UPDATE:**

- a. Enter into agreement with Boro Landscaping to do bi-weekly maintenance for the summer.**

**2. MATERIALS & SERVICES:**

- a. Ordered many new books.**

**3. OUTREACH & PROGRAMMING:**

- a. NJDMV coming to do Real ID's.**
- b. Piano lessons are being given by James Gulino.**

- c. Summer Kickoff went very well.
- d. Miss Jolie came and gave a good program.

**4. PALS PLUS:**

- a. Delivery van was stolen, all books were not taken.

**5. PERSONNEL:**

**6. STATISTICS:**

**7. VOLUNTEER UPDATE:**

- a. Step 21 and PV Students still coming.

**COMMITTEE REPORTS: No Reports**

**1. BUDGET & FINANCE:**

**2. BUILDING & GROUNDS**

**3. PERSONNEL & POLICY:**

**4. STRATEGIC PLANNING**

**OLD BUSINESS:**

1. **2023 Audit – has not happened yet.**
2. **Lower Level Renovation Update – architect is putting everything together.**
3. **Memorial Day Parade Recap – went very well, we had about 20 people marching.**
4. **Totowa Day Recap – went very well.**
5. **Staff Development Day Recap – was a success.**
6. **Summer Library Adventures Kickoff Party Recap.**
7. **Passport Acceptance Facility Update.**

**NEW BUSINESS:**

1. **Resolution to transfer funds from Operating Account to Capital Account for Digital Sign purchase.**

**ROLL CALL VOTE:**

**PRESENT:**

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

**ABSENT:**

**Mayor Coiro, Sanders Reynoso**

2. **Quote from KI for Children’s Room furniture.**

**Motion to purchase \$26,000 in furniture made by Theresa Bronkowski and seconded by Robert Coyle.**

**ROLL CALL VOTE:**

**PRESENT:**

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

**ABSENT: Mayor Coiro, Sanders Reynoso**

- 3. Quote from Dell to purchase new computers.**
- 4. Strategic Plan Draft**

**FRIENDS OF THE LIBRARY:**

- 1. Atlantic City Trip 7/18/24**
- 2. River Cruise Trip 8/7/24**
- 3. Friends of the Library Hoedown 10/1/24**

**FOUNDATION:**

- 1. 2025 Italian Family Style Dinner – not planned yet.**

**FINANCIAL REPORT:**

- 1. Motion to accept report for June made by Valerie D'Ambrosio and 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. Motion to pay bills for June made by Valerie D'Ambrosio and 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

**ANNOUNCEMENTS:**

1. Next Board of Trustees Meeting 9/25/24
2. Shredding Event – Clothing Drive – Food Collection 9/28/24

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

**MEETING ADJOURNED AT 8:20 P.M.**

**RESPECTFULLY SUBMITTED:**

**ELSA STONEBRIDGE, SECRETARY**

