



**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 December 18, 2024

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 Theresa Bronkowski and seconded by Patricia Capitelli
unanimous approval**

**MINUTES ---Motion to accept minutes as read made by Theresa Bronkowski and seconded by Patricia Capitelli
unanimous approval**

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

CORRESPONDENCE:

- 1. Email from Mark Fontanella.**
- 2. Letter from Elizer Cardona – resigning as Tech Support.**
- 3. Notification from Provident Bank our CD is maturing in January.**
- 4. Donation from John P. and Grace L. Soldoveri Foundation for \$2,000 and an additional \$10,000.**
- 5. Donation from American Legion Post 227 for \$2,000. Will be used to buy World Book Encyclopedia.**
- 6. Donation from Tony's Auto Body.**
- 7. Donation and note from Catherine Cavallo.**
- 8. Donation from Mrs. Janet Saunders for \$1,000.**

DIRECTORS REPORT:

- 1. FACILITIES UPDATE:**
 - a. Children's furniture being delivered.**
- 2. MATERIALS & SERVICES:**
 - a. World Book Encyclopedias being purchased.**

3. OUTREACH & PROGRAMMING:

- a. Volunteered for Turkey Trot.**
- b. Letters to Santa.**

4. PALS PLUS

5. PERSONNEL:

6. STATISTICS:

- a. Circulation went down a little, but doing well.**

7. VOLUNTEER UPDATE:

COMMITTEE REPORTS:

1. BUDGET & FINANCE:

- a. We have a CD expiring; watching rates.**

2. BUILDING & GROUNDS:

3. PERSONNEL & POLICY:

- a. Promoting Gabi**

Motion to promote made by Tom Watkins and seconded by Theresa Bronkowski.

ROLL CALL VOTE:

PRESENT:

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

Elsa Stonebridge, Tom Watkins

ABSENT:

Mayor Coiro, Sanders Reynoso

4. STRATEGIC PLANNING

a. No Report

OLD BUSINESS:

- 1. Lower Level Renovation Project – starting January 13 – should take about 3 months.**
- 2. Passport Acceptance Office – to be discussed at a future time.**
- 3. Dell Computer Purchase.**
- 4. Strategic Plan.**
- 5. Digital Sign Purchase.**
- 6. Furniture Purchase – children's furniture being delivered Thursday.**
- 7. Update on American Document Solutions Invoice – overpricing has been resolved.**
- 8. 2025 Plans.**

NEW BUSINESS:

1. Resolution for Lower Level Improvements – all in favor.
2. Resolution transferring funds from Operating Account into Capital Account for Lower Level Improvements.
3. Nextiva Contract.
4. 2024 Annual Report Letter for Chief Financial Officer.
5. 2024 Report to the Community.

FRIENDS OF THE LIBRARY:

FOUNDATION:

1. Italian Family Style Dinner 2025.

FINANCIAL REPORT:

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

ROLL CALL VOTE---

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

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 1/22/25.

Reorganization Meeting at 6:30 P.M., followed by the regular meeting at 7:00 P.M.

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

Patricia Capitelli. Unanimous approval

MEETING ADJOURNED AT 8:15 P.M.

RESPECTFULLY SUBMITTED:

ELSA STONEBRIDGE, SECRETARY