



**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 January 22, 2025**

**MEETING CALLED TO ORDER BY Tom Watkins AT 6:50 P.M.**

**ROLL CALL VOTE --**

**PRESENT---**

**Theresa Bronkowski, Robert Coyle, Valerie D'Ambrosio, Sanders Reynoso,**

**Elsa Stonebridge, Tom Watkins**

**ABSENT – Mayor Coiro, Patricia Capitelli**

**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 Robert Coyle  
unanimous approval**

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

**CORRESPONDENCE:**

- 1. First Quarter Allotment Request**
- 2. 2024 NJSL25 App - Application for State Aid**
- 3. 2024 Annual Survey**
- 4. Letter from Joseph Wassel with very positive comments from the Mayor  
complimenting the library**
- 5. Donation for \$2,000 from Food Industry Lodge, compliments of Tom Watkins**

**DIRECTORS REPORT:**

- 1. FACILITIES UPDATE:**
  - a. DPW spent a lot of time clearing things out in preparation of construction.**
- 2. MATERIALS & SERVICES:**
  - a. New computers arrived, all are installed.**
- 3. OUTREACH & PROGRAMMING:**
  - a. New yoga class added.**

**4. PALS PLUS:**

- a. **Nothing at this time.**

**5. PERSONNEL:**

- a. **Nothing at this time.**

**6. STATISTICS:**

- a. **Nothing at this time.**

**7. VOLUNTEER UPDATE:**

- a. **Someone from probation will be coming to serve his community service.**

**COMMITTEE REPORTS:**

**1. BUDGET & FINANCE:**

- a. **No Report**

**2. BUILDING & GROUNDS**

- a. **No Report**

**3. PERSONNEL & POLICY:**

- a. **No Report**

#### **4. STRATEGIC PLANNING**

##### **a. No Report**

#### **OLD BUSINESS:**

- 1. Lower Level Renovation Project – testing done on ceiling and floor tiles, some asbestos was found.**
- 2. Passport Acceptance Office – to discuss at a later time.**
- 3. Digital Sign Purchase.**
- 4. 2025 Plans – discussing repairs of back outside area.**

#### **NEW BUSINESS:**

- 1. Resolution for 2025 Banking.**
- 2. Application for Meeting Room Use from “The Tribe” homeschool co-op – will approve on a monthly basis.**
- 3. Annual Read Aloud – Dr. Seuss’s Birthday Celebration February 25, 6:00.**
- 4. Annual Open House 2025 – April 8, 6:00.**
- 5. Annual Contract with 454 Mechanical – slight increase.**

#### **FRIENDS OF THE LIBRARY:**

- 1. Bunco Night – April 10 at the American Legion.**
- 2. Western Country Night.**

**FOUNDATION:**

1. Italian Family Style Dinner – made about \$7,000.

**FINANCIAL REPORT:**

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

**ROLL CALL VOTE—**

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

**ABSENT** – Mayor Coiro, Patricia Capitelli

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

**ROLL CALL VOTE---**

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

**ABSENT:** Mayor Coiro, Patricia Capitelli

3. 2025 Budget and Salary Guide – at a future meeting.

**ANNOUNCEMENTS:**

1. Read Aloud February 25, 6:00.
2. Next Board of Trustee Meeting February 26, 2025.

**ADJOURNMENT – Motion to adjourn made by Sanders Reynoso and seconded by**

**Robert Coyle. Unanimous approval**

**MEETING ADJOURNED AT 8:10 P.M.**

**RESPECTFULLY SUBMITTED:**

**ELSA STONEBRIDGE, SECRETARY**