

**ELMWOOD PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES OF MEETING
May 16, 2022**

OPEN

In the absence of Board President Kathleen Policano, Board Vice President Geraldine Mola opened the public meeting at 6:00pm in accordance with the NJ Open Public Meeting Act.

ROLL CALL

Present: Geraldine Mola, Stacy Mola, Mayor Colletti, Anthony Iachetti

Absent: Kathleen Policano

Daniela Buscio arrived at the meeting at 6:03pm

APPROVAL OF MINUTES

Geri Mola called for a motion to approve the April 18, 2022 minutes.

First: Mayor Colletti

Second: Stacy Mola

Approved: Geraldine Mola, Stacy Mola, Daniela Buscio, Mayor Colletti, Anthony Iachetti

FINANCIAL REPORTS

Geri Mola called for a motion to approve the Trial Balance and Bill's List for April 2022

First: Mayor Colletti

Second: Anthony Iachetti

Approved: Geraldine Mola, Stacy Mola, Daniela Buscio, Mayor Colletti, Anthony Iachetti

OTHER REPORTS

Geri Mola called for a motion to approve the Director's Reports, the Reference Reports, the Circulation Reports and the Programs Reports for April 2022

First: Mayor Coletti

Second: Anthony Iachetti

Approved: Geraldine Mola, Stacy Mola, Daniela Buscio, Mayor Colletti, Anthony Iachetti

ITEMS FOR DISCUSSION

1. **Resolution and Vote: 2022 Budget:** The board discussed and voted on the 2022 budget
First: Stacy Mola
Second: Anthony Iachetti
Approved: Geraldine Mola, Stacy Mola, Daniela Buscio, Mayor Coletti, Anthony Iachetti

2. **Resolution and Vote: Unattended Child Policy:** The board discussed and voted on the Unattended Child Policy and stated that it would be adapted as any issues come up.
First: Daniella Buscio
Second: Stacy Mola
Approved: Geraldine Mola, Stacy Mola, Daniela Buscio, Mayor Colletti, Anthony Iachetti

OTHER ISSUES

Dedication Ceremony: Geri Mola stated that there was no Dedication Ceremony meeting in April, however, there will be one in May. Jennifer Cullen stated that she is reviewing old board minutes/reports to collect the names of past library board members with their positions and years served to give to Geri Mola for the purposes of the Dedication Ceremony. It was suggested that Dedication Ceremony meetings could take place in the Director's office.

Children's Room shelving: An update in regards to the new shelving for the children's area: the shelves are at the warehouse and delivery/installation will be scheduled. The shelves near the Reference desk are scheduled to arrive in another month or so.

Window Vinyl/Caulking damage and damaged Director's office window: As previously mentioned to the board when it occurred, Jennifer Cullen stated that her office window was damaged by a rock thrown by a lawnmower. Quotes were gotten for the broken office window and the windows with condensation in front of the library. All three windows could be repaired at the same time. The library's maintenance worker will rake any rocks away from the windows. Stacy Mola asked if the windows would be repaired in time for a September Dedication Ceremony and Jennifer Cullen stated it should be done in time, as well as her hope to continue to work on any other damaged window vinyl/caulking throughout the whole library building.

Geri Mola stated that the request for the **CAPES review** for the History Room materials was submitted. As of the 5/16/2022 library board meeting, no confirmation of the submission has been received at the library. The results of the CAPES review will state how the library will progress with any History Room work.

The library had been **closed** on Friday, April 22nd for cleaning/staff testing due to **Covid exposure**. Jennifer Cullen stated that staff had been tested, the library had been cleaned and staff scheduling was adapted to fit the shortages. Jeff Freitag, from the public, asked about the quarantine period and Jennifer Cullen stated it was 5 days. Geri Mola stated someone from the public told her that the Borough had not been notified of the closure and its reason for being closed. Mrs. Mola thought the town clerk should be notified and asked if the library had a policy about doing so. Jennifer Cullen stated that notification of the Covid related closure was put up on the library's front door and its social media pages immediately, the library board had been notified and she also said that she could notify the town administrator should the need to close due to Covid occur again. It was debated whether it should be the borough administrator or clerk that gets notified for instances such as a Covid closure and it was decided that the administrator would be told who would then tell the clerk. This way, any public who may call the borough with questions about the closure can be properly informed. Mayor Colletti stated that Superintendent Anthony Iachetti should be notified as well.

PUBLIC COMMENTS

Jeff Freitag asked about any members of the public who may have come into the library prior to the Covid closure. Jennifer Cullen stated that it is suggested that people wear masks and that there is hand sanitizer all over the building - there is no way the library would know who has tested positive or not unless they tell us. The one time a patron did tell the library they had tested positive, (at the Hut) everything had been wiped down. It was stated that Mr. Freitag had been thinking about contact tracing in regards to the closure - how would that be done at the library? Anthony Iachetti stated how the schools did their contact tracing and that it has since been lifted. Mr. Freitag asked if the library had a vaccination policy for the staff - Jennifer Cullen stated there was no requirement for vaccination. Freitag asked if the borough hall or police had a vaccination requirement. Stacy Mola mentioned how it could be posted on the town website, and Jennifer Cullen stated she had posted notification of the Covid related closure on the library's front door and its social media pages immediately and it said "due to Covid Exposure". Mr. Freitag discussed vaccine and testing requirements for other locations.

Mr. Freitag had a question about the library's budget in regards to differences in amount between the proposed 2022 budget and 2021's expenditures and he asked if any excess money would be put towards the required window replacements. He then asked about insurance and if the library's insurance was the same as the borough's insurance. Jennifer Cullen stated that the library is borough property.

Geri Mola brought up the borough's new policy that organizations cannot use their facilities without **liability insurance** and how it would affect the library. Jennifer Cullen stated that the library did have a policy and that it could be sent to the board. Mayor Colletti asked if we had separate insurance than the towns - Jennifer Cullen said just the town's. Geri Mola asked if Anthony Iachetti could get the library a copy of the school's meeting room policy. Mr. Freitag asked if the schools have a right to waive requirements and the right to charge for room use.

Mr. Freitag stated it was nice getting the information of all the former library board members for the Dedication Ceremony.

ADJOURNMENT

Geri Mola called for adjournment: Meeting adjourned 6:31pm