

**ELMWOOD PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES OF MEETING
July 18 , 2022**

OPEN

Kathleen Policano opened the public meeting at 6:06pm in accordance with the NJ Open Public Meeting Act. There will be a closed session at the end of the meeting: No action will be taken.

ROLL CALL

Present: Kathleen Policano, Geraldine Mola, Stacy Mola, Daniela Buscio, Mayor Colletti

Absent: Anthony Iachetti

Also present: Pamela Troisi (Mayor's Alternate)

APPROVAL OF MINUTES

Kathy Policano called for a motion to approve the June 20th, 2022 minutes.

First: Geri Mola

Second: Stacy Mola

Approved: Kathleen Policano, Geraldine Mola, Stacy Mola, Daniela Buscio, Mayor Colletti

*Mayor Colletti complimented Jennifer Cullen on how specific and detailed the June Board meeting minutes were.

FINANCIAL REPORTS

Kathy Policano called for a motion to approve the Trial Balance and Bill's List for June 2022

First: Geri Mola

Second: Daniela Buscio

Approved: Kathleen Policano, Geraldine Mola, Stacy Mola, Daniela Buscio, Mayor Colletti

*A question was asked about a payment to Barillo Landscapers and payment was confirmed.

OTHER REPORTS

Kathy Policano called for a motion to approve the Director's Reports, the Reference Reports, the Circulation Reports and the Programs Reports for June 2022

First: Geri Mola

Second: Daniela Buscio

Approved: Kathleen Policano, Geraldine Mola, Stacy Mola, Daniela Buscio, Mayor Colletti

Director's Report: Stacy Mola asked about the cost of professional conferences and it was explained that the two large conferences once each year are far away (Atlantic City and Washington DC in 2022) so they have a higher cost as opposed to a local conference which could be day-tripped, but the cost is included in the yearly budget.

***Reference report:** There was a question as to whether a staff member can hold the title of "Reference Librarian" since that is no longer a Civil Service position. Jennifer Cullen said she would look into that. For a few months, the statement "On hiatus until the library is more established and organized" - What is on hiatus and why - JerseyCat (Statewide Interlibrary Loan program) and Volunteering (people who volunteer to shelve, help with programs) waiting on policies to be set.

***Circulation Report:** Kevin statistics for programs - attendance numbers? What are “community programs - Community Day, visits to schools, visits to the Rec Center, the Open House event”? Adult, Juvenile, Community - don’t see Teens. Teens will start showing up in the July reports since Jennifer Lazidis just started doing Teen programs with the summer reading program this year.

ITEMS FOR DISCUSSION

- 1. Museum Passes:** An updated Museum Pass survey was put on the website as a link, on the website as a downloadable pdf, on social media and as a paper survey. Questions brought up at the last meeting in reference to the museums were added (how far away the museum is, mode of transportation, distance willing to travel, which museums people were interested in going to with a spot for the public to leave their own suggestions for museums). Most people were interested in the Museum of Natural History, Liberty Science Center, New York Botanical Gardens, and the Statue of Liberty. - It was stated that the botanical gardens is not a museum, and Jennifer Cullen stated that “Museum Passes” is an umbrella term for places the public can visit with passes from the library, like zoos as well.

Kathy Policano asked how the pass system works- people come to the library and pick up the pass then because of that pass they pay less when they get to the location? Jennifer Cullen said some places have a discounted entrance fee and some places you don’t pay anything at all upon admission. Jennifer Cullen said, based on the answers from the survey, that she suggests getting passes for: Museum of Natural History (it is popular at other libraries), Intrepid, Jenkinson Aquarium. Jennifer included a page in the board packet which showed distance from the library to each museum on the survey and those also suggested by other people. Kathy Policano asked “We don’t have to invest anything?” and Jennifer Cullen stated that the library would have to purchase the pass. Stacy Mola suggested that we do a cost analysis: if the location is far, if it isn’t that popular, etc. that maybe get a pass for a year, not spend \$1,500 on something and also suggested getting passes for more cultural locations and not just places that are just “entertainment” (Legoland was mentioned).

Stacy Mola brought up something to look into is whether a location has a “suggested donation” or admittance fee to enter - should we choose a location that is more special than just handing out a pass (\$40+ vs \$2 value), a place where someone would likely not pay that much money on their own to enter. Geri Mola referenced The Hermitage vs The Guggenheim, where people get most out of the pass’ value. Jennifer Cullen stated that if a purchased museum pass doesn’t have a good response then that pass would not be renewed and another location would be purchased instead. Geri Mola stated her preference of offering museum locations rather than aquarium locations which seem more recreational. Jennifer Cullen stated her suggestions of Museum of Natural History and The Intrepid and asked if any board members had their own preferences: 9/11 museum, The Metropolitan Museum of Art. Paterson Museum, Newark Museum of Art, planetariums. Jennifer Cullen said she would make a list of recommended locations with free/pay as you wish locations added. Geri Mola stated she would like to move that the Board accept the Museum Pass Program and to begin with the American Museum of Natural History. Mayor Colletti suggested the board waits until its decided how much money to spend on the program. Geri Mola asked how long the passes were available to use and was told one year (from the time of purchase). After further discussion in regards to budget, it was decided to wait until January to see what public interest is in which locations.

- 2. Open House:** Geri Mola stated the committee had four meetings and the date of the open house was changed from 9/17/2022 to 10/22/2022 to allow for more meetings to give more time to get a plaque. At the meetings, the committee discussed what time the dedication would happen, at 10am or 12pm and asked the board their opinion on the matter. Mayor Colletti asked if the date was on a Saturday, and if so 10am would give people more time for any evening plans they may have - others agreed so the original plan of 10am stands. Geri stated she had received a quote from a company recommended by the library’s renovation architect to do the plaque for the dedication. Geri Mola stated that the quote was high and she would also check other companies out for quotes since it would take up much of the Open House’s budget at that price. Kathy Policano asked if how much was written on the plaque was factored into the price and Geri Mola

said no. The proposed size of the plaque was also discussed. Kathy Policano moved that the board appropriate up to \$4,500 for the dedication plaque with a decision to be made pending other quotes. First: Geri Mola Second: Mayor Colletti: All approved.

3. **Electronic Sign - Light Box** Jennifer Cullen stated she had asked the library's electrician how much it would cost to run a dedicated electrical line to the brick wall where the electronic sign would be located and was waiting on a quote to be delivered. When the electrician came to look, he did mention that the location the line was run from would influence the price: across the parking lot, from a light pole, etc. Jennifer then mentioned an alternative to the electronic sign was a Light Box sign, which has the image on a plexiglass front and would be backlit. Another alternative mentioned by Jennifer was to forgo a sign on the brick wall altogether and put something else there, like landscaping. Mayor Colletti suggested that we use a metal sign instead and illuminate it with lights - this would eliminate the need to replace it eventually. Kathy Policano mentioned how there used to be letters on the wall that said the name of the library. Jennifer Cullen asked if they were embedded into the brick and Kathy Policano said they were not. Mayor Colletti clarified that the sign would be put onto the brick and stabilized saying "Richard Mola Elmwood Park Library" that would last, so there would be the one time cost of the sign and running the electricity to it. Stacy Mola asked if it would be similar to the sign that is outside now: bronze, expensive. It was also mentioned how an electronic sign wouldn't really be seen unless you were driving into the library parking lot.
4. **Website Company:** Jennifer Cullen stated she had gotten a sample of a website from other libraries and included one that looked like either she or a website company could put together or maintain. Kathy Policano asked if other library staff members could be assigned to maintain the website and Jennifer said yes. Geri Mola asked Jennifer Cullen what she herself could do for putting together the website and Jennifer mentioned things like using a template, colors and layout. Pam Troisi said (using a template) versus hiring a webmaster do the work which could be expensive for something that is basic. Stacy Mola asked if it would make sense to get someone else to do it and Jennifer Cullen said that is an option, that a webmaster could put together the site and the library maintains it/updates it. Geri Mola said it would be worth knowing the cost of doing that option. Jennifer Cullen said she would look into prices of self created websites vs webmaster created websites.
5. **Cleaning Company:** Jennifer Cullen said after going back over the received cleaning quotes that JanPro approached the library and offered to do a quote. Based on the comparisons to the other companies' quotes, JanPro offers more for the money. Geri Mola said JanPro sounded good and Kathy Policano said that getting a cleaning company was important. Kathy Policano asked the board if they wanted to adopt this now. Geri Mola asked if the company would be hired for a yearly basis? Pam Troisi read the bi-annual price quote and Kathy Policano said they would hire them for one year (two visits for one year). Mayor Colletti suggested having a trial period of one cleaning session to see if there are any corrections in service that would need to be made. Kathy Policano called for a motion: First: Stacy Mola, Second: Geri Mola - all members approved.

OTHER ISSUES

1. **Historical evaluation:** Geri Mola reported that the application for a CAPES (Caucus Archival Projects Evaluation Service) evaluation of the Historical documents at the library has been approved. Elizabeth Shepard has been assigned as the library's evaluator and will come to the library on 9/17/22 to evaluate the historical documents held there. Afterwards, Ms. Shepard would go to Geri Mola's residence to review the rest of the documents. Geri Mola read what the evaluation entails, including environmental conditions, lighting, and fire and security protection as well as a look at storage containers and other preservation issues. Also to be discussed would be reformatting options, arrangement and description of the collection. In the application approval letter, Ms. Shepard stated that since she works for the Bergen County Cultural and Historic Affairs Office, she will be doing the report pro bono.

PUBLIC COMMENTS

Jean Freitag asked about the price that was stated the library would pay for each pass to the Museum of Natural History. Jennifer Cullen stated the prices would be \$500 for 50 tickets at \$10 a piece. Jean Freitag then stated she had just looked up the general admission price which was – \$20 some-odd dollars, but for New York, New Jersey, and Connecticut residents (with ID): The amount you pay for General Admission only is up to you, as long as you make reservations in advance, and many other museums including the Guggenheim have things where you can “pay what you wish” or there are certain Free days. Mrs. Freitag also listed some other free or pay as you wish days and mentioned times that people may go some times over others. Jean Freitag also asked a question about the cleaning, and a price mentioned for that but was told the price she was thinking of was for an electronic sign price quote, to which she mentioned how people wouldn’t be able to see the sign and Jennifer Cullen said that was the general consensus.

Jeffery Freitag stated that he wanted to find the (July Library Board meeting) agenda when he typed “Richard A Mola Elmwood Park Library” and it didn’t come up, and he eventually put in “Elmwood Park Public Library”. Mr. Freitag asked if the official name of the library was “Richard Mola.” and Kathy Policano stated that changing the name of the library had been talked about and all of that would have to be changed, upon the dedication of the building. The name (Mayor Richard A. Mola) is up on the building currently as it was an easier time to put it up during the renovation. Mr. Freitag also mentioned that he was looking up plaque information online and the prices were all over the place. Mr. Freitag stated he had thought the architect would have fit that in with everything and Geri Mola said for some reason, it wasn’t included, also saying she had another price quote for a plaque. Mr. Freitag mentioned the library’s current plaque and its appearance along with how it would look near a brand new one. Kathy Policano and Geri Mola mentioned how the subject of the library’s name change would have to be run past the library’s lawyer. The subject of a library being called Richard A Mola Library vs Elmwood Park Library was discussed. Jeffrey Freitag mentioned how he couldn’t get the list of library board meeting agendas from the town’s website, so he had to go to the library’s website to get them. Jennifer Cullen stated that a link leading to the library’s website tab where the library board’s agendas were could be put on the town’s website.

ADJOURNMENT

Kathy Policano called for adjournment: Meeting adjourned 7:11 pm