

**ELMWOOD PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES OF MEETING
April 17, 2023**

OPEN

Geraldine Mola opened the public meeting at 6:01pm in accordance with the NJ Open Public Meeting Act.

ROLL CALL

Present: Geraldine Mola, Stacy Mola, Barbara Marquez, Mayor Colletti, Pam Troisi - Mayor's Alternate

Absent: Kathy Policano, Daniela Buscio, Anthony Iachetti

APPROVAL OF MINUTES

Geraldine Mola called for a motion to approve the March 2023 minutes.

First: Mayor Colletti

Second: Stacy Mola

Motion passed unanimously.

PRESIDENT'S REPORT

The Fire Inspector will come on April 20th at 10:30am to meet with the Director and the Board President to reevaluate library room capacities.

FINANCIAL REPORTS

Geraldine Mola called for a motion to approve the Trial Balance and Bill's List of \$20,522.99 for March 2023.

First: Stacy Mola

Second: Barbara Marquez

Motion passed unanimously.

Book spending was lower. There was a question about a Staples order invoice, in regards to how frequently colored ink is ordered. Jennifer Cullen stated she has told staff to use the copiers more instead of their desk printers when printing in color to save on ink costs.

STAFF REPORTS

Geraldine Mola called for a motion to accept the Director's Reports, the Reference Reports, the Circulation Reports and the Programs Reports for March 2023.

First: Mayor Colletti

Second: Barbara Marquez

Motion passed unanimously.

Director's Report: Jennifer Cullen was asked to be more specific when listing "attended various BCCLS meetings" under her Director's Report and to ask permission before attending those meetings. Stacy Mola asked about "insured copiers" and about expenditures. Jennifer Cullen said she would get her the insurance documents.

Circulation Report: Video Game circulation numbers and audiobook circulation numbers were discussed.

Children's Program Report: It was discussed whether to include adults in the number of people attending the children's programs along with the number of children attending, deciding to focus on the number of children attending, not adults. It was asked that Leanne list the book titles she reads during the storytime in her future reports.

Reference Report: Geraldine Mola called for a motion that the Reference Librarian limit the number and type of questions in her report to be strictly Reference and omit everything else.

First: Barbara Marquez

Second: Stacy Mola

Motion passed unanimously.

COMMITTEE REPORTS

Archives Room Project: The Archives Technician will be starting on staff tomorrow.

Finance Committee: There was a change to the budget that was submitted to the Finance Committee due to the fact that the inventory list had not been handed in at that time. Jennifer Cullen stated all program supplies will be shared among both staff.

Stacy Mola made a motion to lower the amount of the Young Adult Program Supplies and the Children Program Supplies from \$2,000 to \$500 each.

Second: Barbara Marquez

Motion passed unanimously.

It was proposed by Stacy Mola and agreed to by general consent that the \$3,000 moved from Young Adult Program Supplies and the Children Program Supplies be transferred to - 15399 Building and Maintenance other (Signage Repair & Complete).

Geraldine Mola called for a motion that the 2023 Library Budget be adopted as amended.

First: Stacy Mola

Second: Mayor Colletti

Motion passed unanimously.

Personnel Committee: nothing to report

Building and Grounds: nothing to report

Policy and Planning: The entire policy book is being redone. Policies will be discussed during the Executive session.

UNFINISHED BUSINESS

Police/Library Program Idea: Jennifer Cullen discussed a program in collaboration with the Elmwood Park Community Policing unit. There would be outdoor activities and games, trucks for the kids to see, hot dogs/hamburgers (all food strictly outside). Tents, tables, chairs. An event where there is interaction with the community police and the library staff together. Some indoor activities like video games and maybe a performer and crafts. There was a possible date of May 20 but that was not set in stone. It would be a Saturday, maybe 10-2. The officers would handle/purchase/cook the food. The Board wants confirmation that the police would be the ones purchasing the food. Mayor Colletti stated that since the police initiated this idea, they should sponsor the event. Tentative date May 20, no rain date. Time 11-2.

Geraldine Mola called for a motion to authorize the Police/Library Program provided there is no money attached.

First: Mayor Colletti
Second: Barbara Marquez
Motion passed unanimously.

Building Signage: Geri Mola stated she has started putting calls out again.

NEW BUSINESS

Estate of Lorraine Gogolen: The library received a letter mentioning the Estate of Lorraine Gogolen. A copy of the will has been requested and information will be shared with the Board when it arrives.

PUBLIC COMMENTS

Erin Hughes from Rutherford said she was present as a “concerned citizen,” but had no comment.

ADJOURNMENT

Geraldine Mola called for a motion for the Board to go into executive session at 6:28pm
First: Mayor Colletti
Second: Stacy Mola
Motion passed unanimously.

After the closed session, the meeting was recalled to order at 8:12pm
Geraldine Mola called for a motion for the Board to reconvene.
First: Mayor Colletti
Second: Stacy Mola
Motion passed unanimously.

Signs and Posters

Geraldine Mola called for a motion that signs and posters are not to be taped or placed on walls, windows or railings but are to be limited to specified areas and bulletin boards.

First: Mayor Colletti

Second: Stacy Mola

Motion passed unanimously.

Maximum Number of Teen Volunteers

Geraldine Mola called for a motion that the library has accepted the maximum number of teen volunteers for the school year 2022-2023.

First: Barbara Marquez

Second: Mayor Colletti

Motion passed unanimously.

Revised Mission Statement and Goals

Geraldine Mola called for a motion to approve revised mission statement and goals as presented.

First: Stacy Mola

Second: Barbara Marquez

Motion passed unanimously.

Policies: Unattended Children, Storytime, Young Adult Community Service Program

Geraldine Mola called for a motion to approve proposed revised policies and procedures on Unattended Children, Storytime, Young Adult Community Service Program Policies.

First: Stacy Mola

Second: Barbara Marquez

Motion passed unanimously.

There being no further business, the President adjourned the public meeting at 8:27 pm.