

**ELMWOOD PARK PUBLIC LIBRARY**  
**210 Lee Street, Elmwood Park, New Jersey**

**MINUTES of the BOARD OF TRUSTEES MEETING**  
**July 24, 2023**

**OPEN**

President G. Mola opened the public meeting at 6:05 p.m. in accordance with the NJ Open Public Meeting Act.

**ROLL CALL**

Present: Anthony Iachetti, Barbara Marquez (late), Geraldine Mola, Stacy Mola, Kathleen Policano, Pamela Troisi (Mayor's Alternate)

**APPROVAL OF MINUTES**

G. Mola called for motion to accept the minutes of the June 26, 2023 meeting as written.

Motion by K. Policano

Second: A. Iachetti

Motion passed unanimously.

**FINANCIAL REPORTS**

Motion by Treasurer S. Mola to authorize June bills in the amount of \$16,528.25.

Second: K. Policano

Motion passed unanimously.

**PRESIDENT'S REPORT**

Employee Layoff Notices were distributed on June 22, 2023 and layoffs will take effect 45 days later, on August 8, 2023, pursuant to the Restructure Plan. Board President is in receipt of paperwork from Civil Service confirming Layoff Restructure Plan and significant dates.

Memo of July 6, 2023 was sent to Director Cullen, Leanne Ross and Jennifer Lazidis regarding discussion of Board at Executive Session regarding Summer Reading Program prizes.

Memo of July 20, 2023 was sent to Director Cullen and Kevin Neary (Scheduling) reiterating the new employee scheduling policy. Beginning the month of August, all full time employees will be required to cover at least one evening per week and one Saturday per month. From September onward, (except during the summer months when the library is closed on Sunday) all full time employees will also be required to cover one Sunday per month. Scheduling should accordingly reflect new policy.

Memo of July 20, 2023 was sent to Leanne Ross in reply to her questions regarding her duties after August 8, 2023. The Board is hereby advised that Leanne Ross does not wish to continue with her duties of adult programming. This issue will be discussed during the Executive Session.

Letter was sent to Jennifer Groezinger, M.L.S. with an offer of full time position of Children's Librarian. Groezinger accepted position and will start on August 7, 2023.

## **STAFF REPORTS**

### **Director's Report**

No Discussion.

### **Circulation Report**

No discussion.

### **Reference Report**

G. Mola stated that regarding 2023 NJLA Conference, there is only a repetition of informational material found in the conference brochure instead of an analysis of conference sessions, as requested in library policy. In future, information such as what was gained from the experience and how this can be applied to our library should be included as part of the post conference report.

### **Programs Report**

No discussion.

Motion by K. Policano to accept Director's, Circulation, Reference and Programs Reports.

Second: S. Mola

Motion passed unanimously.

### **Committee Report –Archives**

Marissa Figlar, Archives Technician, is currently working on maps that are the property of the Elmwood Park Library and the Elmwood Park Historical Society. She has already measured 418 maps. Cabinets previously donated by the Tax Collector for maps will need to be replaced/purchased.

Heather Garside, Archives Consultant, has prepared a packet of materials, including 25 documents, including, but not limited to collections policy, guidelines, code of ethics, etc. Board of Trustees will discuss and vote on individual documents at a later date.

Motion by G. Mola to accept the Archives report.

Second by K. Policano

Motion passed unanimously.

## **OLD BUSINESS**

Director Cullen met in our library with Larissa Brookes of the Ridgewood Library regarding the idea of a Repair Café. Brookes indicated that our library is too small; Cullen will continue to investigate the idea of hosting a repair-type program without our library committing to becoming an official Repair Café.

Director Cullen reported that the Library hosted a BCCLS LAMPs (Library Administration Management and Personnel) Committee meeting on June 19.

Board agrees by general consent to postpone decision regarding hiring someone to take monthly Library Board of Trustees meeting minutes.

### Building Signage

Motion by K. Policano to adopt the building sign proposal with black background.

Second by A. Iachetti

Motion passed unanimously.

Motion by A. Iachetti to authorize \$8,900.00 for building signage replacement and installation.

Second by P. Troisi.

Motion passed unanimously.

Board agrees by general consent to postpone decision discussion of adding signage on brick wall.

### **NEW BUSINESS**

Board agrees by general consent to postpone decision regarding the second deep cleaning of library until later in the year.

### **PUBLIC COMMENTS**

Doris Wechtler, (124 Philip Avenue, Elmwood Park) commented on issues of building signage, LAMPs Committee meeting, meeting minutes and adult programming.

Jeanne Freitag (35 Hillman Drive, Elmwood Park) commented on adult library programs and position of children's librarian.

Jeffrey Freitag (35 Hillman Avenue, Elmwood Park) commented about Library trial balance, restructure program, signage, deep cleaning, and the status of museum passes.

Kathleen Karcz (18 Philip Avenue, Elmwood Park) commented on the need for adult programming.

### **EXECUTIVE SESSION**

Motion by G. Mola to close meeting for Executive Session at 7 p.m.

Second by K. Policano

Motion was approved by general consent.

### **ADJOURNMENT**

Public session resumed at 8:35 pm. There being no further business, the meeting was adjourned.