

**ELMWOOD PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES OF MEETING
September 18, 2023**

OPEN

President Geraldine Mola opened the public meeting at 6:02 p.m. in accordance with the NJ Open Public Meeting Act.

ROLL CALL

Present: Katleen Policano, Stacy Mola, Anthony Iachetti, Geraldine Mola, Pamela Troisi (Mayor's Alternate)

Absent: Barbara Marquez, Daniela Buscio, Mayor Colletti

APPROVAL OF MINUTES

Geraldine Mola called for a motion to accept the minutes of the July 24, 2023 meeting.

Motion: Kathy Policano

Second: Anthony Iachetti

Motion passed unanimously.

FINANCIAL REPORTS

Motion by Treasurer Stacy Mola to authorize July 2023 bills in the amount of \$18,903.99 and the August 2023 bills in the amount of \$17,645.69.

Second: Kathy Policano

Stacy Mola had a question regarding purchasing over budget from the Reference Books line item. There was some discussion related to spending on library programming.

Motion passed unanimously.

PRESIDENT'S REPORT

Jennifer Cullen is no longer employed by the Elmwood Park Library. Her last day of work was August 1, 2023 with her official last day of employment being August 11, 2023.

Staff layoffs finalized on August 8, 2023 following civil service procedure. Jennifer Groezinger, the new Children's Librarian, began on August 7, 2023. Geraldine Mola asked that the personnel committee evaluate Jennifer Groezinger monthly during her trial period. Geraldine Mola informed the trustees about implementation of full time staff scheduling for one evening a week and a rotating monthly Saturday. Trustees are also informed about some difficulty that arose with attempting to schedule full time staff for a rotating Sunday.

Geraldine Mola informed the trustees that Leanne Ross had submitted a letter of resignation effective September 4, 2023.

Motion by Anonthy Iachetti to accept the letter of resignation as written.

Second: Kathy Policano

Motion passed unanimously.

Motion by Kathy Policano to accept a letter of request for absence due to a physical condition.

Second: Stacy Mola

Motion passed unanimously.

STAFF REPORTS

Bobbie Protono reported about a change in front desk procedure and the implementation of shelf reading logs, and a change in photo release form procedure. Trustees were informed about a roof leak. The trustees discussed the leak situation.

The trustees were informed about an issue regarding BCCLS interlibrary loan delivery and the building security system. A solution was proposed where the BCCLS delivery would be left in the front vestibule.

Motion by Pamela Troisi to implement the change in delivery locations.

Second: Kathy Policano

Motion passed unanimously.

The trustees discussed the possibility of purchasing a door counter and asked Bobbie Protono to investigate this further. The trustees eliminated the Circulation Staff's responsibility of keeping a running count of people who entered the building. A discussion was had on the monthly theme tasks assigned to Circulation Staff. The monthly theme task was also directed to be eliminated.

The trustees discussed the processing procedure changes implemented on Children's Books. The consensus of the Board was that this was not something that needed to be addressed, processing should continue with the original procedures, and the focus should be on other areas.

Motion by Anonthy Iachetti to accept the Director's, Circulation, Reference and Children's Reports from July 2023 and August 2023.

Second: Kathy Policano

Motion passed unanimously.

COMMITTEE REPORTS

Archives

Geraldine Mola provided the trustees with a summary of the exceptional value of the twenty-five archive-related documents provided by consultant Heather Garside, with specific attention drawn to the Collection Policy. Stacy Mola had a question regarding the proposed minimum age of volunteers that might be accepted, which the trustees discussed. The minimum age was amended from 16 to 18 years of age.

Motion by Geraldine Mola to approve the Collections Policy, the Volunteer Code of Ethics, the Fact Sheet and Log, and to adopt Garside Materials as the basis for work in the Archives.

Second: Anonthy Iachetti

Motion passed unanimously.

Geraldine Mola informed the trustees on the status of Marissa's progress. Trustees had a discussion on the computer/tech needs of the archives and the laptop currently in use.

UNFINISHED BUSINESS

The building signage has been changed, the plaque does not yet have a completion date.

Kevin Neary has agreed to do the minutes for the meeting of September 18, 2023.

Motion made by Kathy Policano to pay \$100.00 for presenting the Board with minutes for each Board Meeting.

Second: Stacy Mola

Motion passed unanimously.

PUBLIC COMMENTS

Jeanne Freitag (35 Hillman Drive, Elmwood Park) asked about advertising for programming. Bobbie Protono explained the assignment of responsibilities for posting on the website and social media for that purpose. Further discussion was had on the book club's operation. She further asked about having a binder with Board Meeting information available for the public.

Jeffrey Freitag (35 Hillman Avenue, Elmwood Park) asked about the Boards' closed sessions. Questions were discussed and answered.

EXECUTIVE SESSION

Motion by Geraldine Mola to close meeting for Executive Session at 6:59pm

Second: Kathy Policano

Motion passed unanimously.

FURTHER BUSINESS

Motion made by Kathy Policano to reconvene at 7:48pm.

Second: Stacy Mola

Motion passed unanimously.

Resolution detailing the resignation of and severance agreement with Jennifer Cullen was read by Stacy Mola.

Be it resolved by the Board of Trustees of the Elmwood Park Public Library that: whereas, Jennifer Cullen served as the Library Director for the Elmwood Park Public Library and has so served for 2 years; and whereas, Jennifer Cullen has expressed a desire to resign in good standing from her position with the Library effective August 11, 2023; and whereas, the Board as well as Jennifer Cullen recognize a need to clarify the terms of Ms. Cullen's separation from employment with the Library, and towards that end the parties have prepared a Severance Agreement and Release and annex same hereto; and whereas, both the Library and Ms. Cullen have each been represented by Legal Counsel in the negotiation of all terms of the Severance Agreement and Release; now therefore be it resolved by the Board of Trustees of the Elmwood Park Public Library that it hereby authorizes the Board President to execute on behalf of the Elmwood Park Public Library a Severance Agreement and Release with Jennifer Cullen.

Motion made by Anthony Iachetti to accept the resolution

Second: Stacy Mola

Motion passed unanimously.

Resolution to authorize the appointment of Bobbie Protono as pro bono Consulting Director, mentor to Interim Director, and Liaison to the Board, retroactive to August 3, 2023, and through December 31, 2023, unless a Director is hired before then was read by Stacy Mola.

Motion made by Anthony Iachetti to accept the resolution

Second: Pam Troisi

Motion passed unanimously.

Resolution to authorize the appointment of Kevin Neary as Interim Director, retroactive to August 3, 2023, and through December 31, 2023, unless a Director is hired before then was read by Geraldine Mola.

Motion made by Kathy Policano to accept the resolution

Second: Stacy Mola

Motion passed unanimously.

Resolution to officially minimize the Reference Department and remove the position/title of Reference Librarian as per Civil Service and establish the Adult Services Department and the position of Adult Services Librarian.

Motion made by Kathy Policano to accept the resolution

Second: Pam Troisi

Motion passed unanimously.

Geraldine Mola clarified some specifics of the resolutions for the public.

ADJOURNMENT

Motion by Kathy Policano to adjourn the meeting at 7:54pm.

Second: Stacy Mola

Motion passed unanimously

President Geraldine Mola adjourned the meeting at 7:54pm.