

**ELMWOOD PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES OF MEETING
November 20, 2023**

OPEN

President Geraldine Mola opened the public meeting at 6:06 p.m. in accordance with the NJ Open Public Meeting Act.

ROLL CALL

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

Absent: Barbara Marquez, Daniela Buscio

APPROVAL OF MINUTES

Geraldine Mola called for a motion to accept the minutes of the October 16, 2023 meeting.

Motion: Kathy Policano

Second: Anthony Iachetti

Motion passed unanimously.

FINANCIAL REPORTS

Motion by Treasurer Stacy Mola to authorize October 2023 bills in the amount of \$156,036.73

Second: Kathy Policano

Motion passed unanimously.

Stacy Mola announced that the Library Amazon account has been closed.

Motion by Kathy Policano to accept the Trial Balance for October 2023.

Second: Stacy Mola

Motion passed unanimously.

PRESIDENT'S REPORT

Geraldine Mola informed the Trustees that the Bergen County History Grant application was completed and sent in before the deadline date of November 15.

Geraldine Mola brought attention to the memo sent to Jennifer Groezinger clarifying Licensed Movie Advertising. She clarified the rules and limitations surrounding this advertising.

Geraldine Mola brought attention to the memo sent to Kevin Neary regarding the long-time holiday day-off practice. She explained that the policy was not required by civil service and the labor attorney also recommended dropping the policy. Kevin was instructed to eliminate this policy.

STAFF REPORTS

Bobbie Protono mentioned that the Library visitor counter had been installed.

Gerladine Mola and Stacy Mola both discussed the work and bill from the contractor who completed installation of the outside sprinkler system.

Motion by Stacy Mola to go forwards with the maintenance and technical revision of the sprinkler system not to exceed \$1,000.

Second: Anthony Iachetti

Motion passed unanimously.

Gerladine Mola asked Bobbie Protono for information on the Children's Library Programs without the Children's Librarian. Bobbie informed the Trustees that the library was still offering the Lego Club and Children's Movie. There was some discussion regarding having a Library Assistant read stories to the children.

The Trustees discussed the possible increase in time allocated for the BCCLS System Council meeting.

Geraldine Mola called for a motion to accept the Director's, Circulation, Adult Services, and Social Media Reports from October 2023.

Motion: Kathy Policano

Second: Stacy Mola

Motion passed unanimously.

COMMITTEE REPORTS

Archives

Geraldine Mola informed the trustees about Archival supplies purchasing before the end of the grant period.

UNFINISHED BUSINESS

Resolution read by Geraldine Mola:

WHEREAS, Jennifer Groezinger was hired to serve as the Children's Librarian beginning August 7; and WHEREAS, the Jennifer Groezinger was subject to a 90-day working test period in accordance with Civil Service Commission regulations, which she was required to successfully complete in order to achieve permanent appointment to the title of Children's Librarian; and WHEREAS, as evidenced by evaluations performed in accordance with Civil Service regulations, Jennifer Groezinger] did not successfully complete her 90-

day working test period and was recommended for removal from employment and the title of Children's Librarian, effective November 3, 2023.

NOW THEREFORE BE IT RESOLVED by the Library Board of the Elmwood Park Public Library that Jennifer Groezinger is hereby removed at the end of her working test period from the position of Children's Librarian. The Library Board President is authorized to make the required notifications to the Civil Service Commission and the employee.

This Resolution shall be effective nunc pro tunc to November 3, 2023.

Motion: Stacy Mola

Second: Anthony Iachetti

Motion to accept the Resolution passed unanimously.

The Trustees discussed the possibility of adding additional newspapers to the collection and the need for a better newspaper rack. It was decided that the Star Ledger will be added to the newspaper subscriptions.

NEW BUSINESS

Geraldine Mola called for a motion to approve Marissa Figler as a Library Substitute.

Motion: Kathy Policano

Second: Mayor Colletti

Motion passed unanimously.

Geraldine Mola informed the Trustees about an offer of volunteer notary public services by a local resident. The Trustees decided to discuss this offer in executive session at which time they agreed not to offer notary public services by a volunteer at this time.

The trustees briefly commented on the heating of the library building following the renovation.

Mayor Colletti asked to discuss allowing the attendance of his alternate at executive sessions.

The trustees had a discussion about the rules, circumstances, and practicalities surrounding this request. Geraldine Mola will look into this further and report back.

PUBLIC COMMENTS

Jeanne Freitag (35 Hillman Drive, Elmwood Park) commented regarding the lack of publication in the community news regarding library events. She also mentioned another neighboring paper The Gazette. She enquired after the lack of the Craft Night program and its budgeting, about the posting of events on the Facebook feed, about the email list previously used by Leanne, the status of reopening on Sundays, and the placing of job ads. Jeannie and the trustees had a brief

discussion as relating to the current staffing of the library and need for rebuilding. Bobbie was able to provide some details about the advertising of programming.

Jeff Freitag (35 Hillman Drive, Elmwood Park) informed the trustees about how the alternate issue was handled on other Boards on which he does or had taken part in. The Trustees continued the earlier discussion on the rules surrounding the alternate. He also enquired further about the Holiday day-off practice.

EXECUTIVE SESSION

Geraldine Mola called for a motion to close meeting for Executive Session at 7:02 pm

Motion: Mayor Colletti

Second: Stacy Mola

Motion passed unanimously.

FURTHER BUSINESS

A motion was made to reconvene at 7:50pm.

Motion: Mayor Colletti

Second: Kathy Policano

Motion passed unanimously.

Geraldine Mola called for a motion to authorize up to \$25,000 from the capitol fund for a children's room design from Janice Davis Designs.

Motion: Kathy Policano

Second: Anthony Iachetti

Motion passed unanimously.

Geraldine Mola called for a motion to add to Employee Policy under Holidays: "Employees are not permitted to take vacation, personal or sick days on the day before or after a holiday unless authorized for emergency or exceptional circumstances, and for sick days, only with a physician's note."

Motion: Kathy Policano

Second: Anthony Iachetti

Motion passed unanimously.

Geraldine Mola called for a motion to add to Employee Policy under Coffee Breaks policy: "Breaks are not to supplement lunch time or be taken at the end of the work day in order to leave early."

Motion: Kathy Policano

Second: Anthony Iachetti

Motion passed unanimously.

ADJOURNMENT

Motion to adjourn the meeting was made by Mayor Colletti

Second: Stacy Mola

Motion passed unanimously

The meeting was adjourned at 7:54pm.