

**ELMWOOD PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES OF MEETING
January 22, 2024**

OPEN

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

ROLL CALL

Present: Barbara Marquez, Stacy Mola, Anthony Iachetti, Daniela Buscio, Mayor Colletti, Geraldine Mola

Absent: Kathleen Policano

Geraldine Mola announced Daniela Buscio was reappointed to the Board of Trustees and Jeanne Freitag will be the new Mayor's Alternate. The swearing-in will take place next month.

ELECTION OF 2024 BOARD OFFICERS

Barbara Marquez nominated Geraldine Mola for President.

Second: Anthony Iachetti

Mayor Colletti nominated Kathleen Policano for Vice President.

Second: Daniela Buscio

Stacy Mola nominated Barbara Maquez for Secretary.

Second: Mayor Colletti

Barbara Marquez nominated Stacy Mola for Treasurer.

Second: Daniela Buscio

Geraldine Mola called for a motion for nominations to be closed and that the four people nominated be appointed to their nominated positions..

Motion: Mayor Colletti

Second: Anthony Iachetti

Motion passed unanimously.

APPROVAL OF MINUTES

Geraldine Mola called for a motion to accept the minutes of the December 18, 2023 meeting.

Motion: Anthony Iachetti

Second: Stacy Mola

Motion passed unanimously.

FINANCIAL REPORTS

Motion by Treasurer Stacy Mola to authorize December 2023 bills in the amount of \$17,095.75

Second: Daniela Buscio

Motion passed unanimously.

PRESIDENT'S REPORT

Geraldine Mola informed the Trustees as to her current status updating the Library's Policies and Procedures book. It is expected to be ready for approval next month.

Geraldine Mola informed the Trustees that in the absence of Bobbie Protono she has made herself available to Kevin Neary as needed. She met with Kevin and Bobbie in late December about immediate concerns. She also met with Kevin and Jennifer Lazidis in January about the change in Jennifer's duties.

STAFF REPORTS

Trustees briefly discussed the Adult Service Report and programming.

Geraldine Mola called for a motion to accept the Circulation and Adult Services from December 2024.

Motion: Barbara Marquez

Second: Daniela Buscio

Motion passed unanimously.

COMMITTEE REPORTS

Archives

Geraldine Mola informed the Trustees that the Final Report was sent to Bergen County which was accepted and the final grant money was received. The Archives Project was awarded a second \$2,000 grant in 2024. Additional materials currently being stored by Geraldine Mola will be brought in and the Trustees agreed Marissa Figlar will continue in her current archival role.

Personnel

Barbara Marquez informed the Trustees that the Ad for the Director position had been posted. The Trustees were also updated on the Children's position search and that the newly hired Library Assistance had received training.

UNFINISHED BUSINESS

Building Signage plaque is ready and the Trustees agreed that it should be brought in. The Trustees spoke briefly about plans and advertising for a renaming possibly in the late Spring.

The Trustees discussed the Children's Room designs they had received thus far. Further discussion was had on the Children's Room layout as well as funding for this project and how that impacts what can be offered. The Trustees continued their discussion by discussing themes and the need to set a direction for the designs.

Anthony Iachetti made a motion to undertake a project with Janice Davis between \$40,000 and \$50,000 but not to exceed \$50,000.

Second: Mayor Colletti

Motion passed unanimously.

The Trustees discussed the Light Board Panels currently at the back wall of the Children's Room. After a review in the children's room, the Trustees agreed it should be removed from the present site, and just two panels will be placed near the front door as a trial. The Trustees discussed possible upgrades for behind the Circulation Desk. Geraldine Mola updated the Trustees as to electrical work that will be done to move the Light Board Panels, as well as moving the copier and Jennifer Lazidis' desk.

NEW BUSINESS

Resolution read by Stacy Mola.

Resolution that Lerch, Higgins & Vinci be appointed Auditor for 2024.

Resolution for handling funds in 2023:

Be it resolved that Spencer Savings Bank will be the designated depository for all funds, including Operating Account, Building Account, Unemployment Account, Kaplan Fund (restricted), Kaplan Children's Interest Account, and Richard A. Mola Donation Account;

Be it further resolved that checks will be released after approval of the bill list at a Board meeting, except that

- a. Checks for utility bills (Gas/Electric), book and regular expenses may be issued at any time when it is necessary to pay a vendor prior to the next regular Board meeting
- b. During the summer months when the Board does not meet (normally August), checks may be issued without Board approval.

For all checks issued under (a) and (b) above, full documentation will be provided at the next Board meeting following.

Be it further resolved that a Petty Cash Fund in the amount of \$150 be approved for 2024.

Stacy Mola made a motion to accept the Resolution.

Second: Mayor Colletti
Motion passed unanimously.

Resolution read by Stacy Mola.

Resolution Restricting Certain Funds for Capital Expenses:

WHEREAS, the Trustees of the Free Public Library of the Borough of Elmwood Park (the “Board” or the “Trustees”) has undertaken an analysis of the capital improvements needed for the Elmwood Park Public Library (the “Library”); and

WHEREAS, the Board has determined that in order to provide efficient library services, the Library will need to make significant improvements to the Library building; and

WHEREAS, in order to meet the its capital needs, the Board has decided to supplement the current reserves for Capital Improvements so that the Library can continue to provide efficient and effective library services to the public, and

WHEREAS, the Trustees have determined that there were sufficient funds remaining for the operation of the Library in 2023;

NOW, THEREFORE, BE IT RESOLVED by the Trustees of the Free Public Library of the Borough of Elmwood Park that the sum of \$200,000.00 from 2023 operating funds be restricted for necessary Capital needs of the Library and it is further RESOLVED, that the sum of \$200,000.00 be transferred from the Spencer Savings Bank Operating Account to the Spencer Savings Building Account.

Stacy Mola made a motion to accept the Resolution.

Second: Daniela Buscio
Motion passed unanimously.

Appointment of Legal Counsel. Geraldine Mola called for a motion to hire Apruzzese, McDermott, Mastro & Murphy for Labor Counsel & Library/General Counsel, with Arthur R. Thibault, Jr. as Labor attorney, Kyle Trent to serve as Library/General Counsel, and other staff as needed, at a rate of \$180 per hour.

Motion: Mayor Colletti
Second: Stacy Mola
Motion passed unanimously.

Geraldine Mola called for a motion to resume Sunday hours now that adequate staffing for such had been hired.

Daniela Buscio made a motion to accept the Resolution.
Second: Barbara Marquez
Motion passed unanimously.

The Trustees discussed the Library's Music CD collection's shelving, organization, and display. The Trustees also spoke on the future of the Music CD and DVD collections.

Geraldine Mola called for a motion to authorize up to \$6,700 to purchase 5 Mar-Line Cleveland Oak CD display cases.

Motion: Stacy Mola

Second: Daniela Buscio

Motion passed unanimously.

Stacy Mola spoke on investigating the Library offering electronic content.

The Trustees also discussed the current Library website and the need for redesign.

PUBLIC COMMENTS

Jeanne Freitag (35 Hillman Drive, Elmwood Park) spoke about her experience with the recent Magician Library Program and a lack of proper communication. She also spoke about the Director search and Children's Librarian search. Jeanne also asked if the Library had a formal facility plan to implement with the building fund. She also mentioned her thoughts on the Children's Room designs, the door counter number, and pricing for the designs project. Jeanne also after the Library's spending on supplies and programming. She commented on the choice of movie selection for the Library programming and advertising of such.

Kathy Freitag suggested looking at other Facebook pages. She also asked after the monitoring of the Library's social media.

Jeff Freitag (35 Hillman Drive, Elmwood Park) asked if the new hire had to be a New Jersey resident. He also asked about the Library's future facilities plans, the money transfer, and the legalities surrounding such. He also asked about the correspondence from Bob Keith last month regarding the Alternate position.

ADJOURNMENT

Motion to adjourn the meeting was made by Anthony Iachetti

Second: Barbara Marquez

Motion passed unanimously

The meeting was adjourned at 7:49 pm.