

RICHARD A. MOLA PUBLIC LIBRARY
ELMWOOD PARK, NJ
BOARD OF TRUSTEES MEETING
February 26, 2024

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: Daniela Buscio, Mayor Colletti, Anthony Iachetti, Geraldine Mola, Stacy Mola
Absent: Barbara Marquez, Kathleen Policano (late)

SWEARING IN of TRUSTEES

Mayor Colletti swore in Daniela Buscio, who was reappointed to the Board, and Jeanne Freitag, who was appointed as the Mayor's Alternate.

APPROVAL OF MINUTES

Geraldine Mola called for a motion to accept the minutes of the January 22, 2024 meeting

Motion: Anthony Iachetti

Second: Daniela Buscio

Motion passed unanimously.

FINANCIAL REPORTS

Motion by Treasurer Stacy Mola to authorize January Bills List in the amount of \$24,255.47

Second: Daniela Buscio

Motion passed unanimously.

PRESIDENT'S REPORT

Geraldine Mola informed the Trustees of the February 2, 2024 written resignation of Librarian Jennifer Lazidis. Ms. Lazidis' last official day of work was February 15, 2024.

Mayor Colletti moved to accept resignation.

Second: Stacy Mola

Motion passed unanimously

Policies and Procedures: Following a year-long project by the President, a revised version of Library Policies and Procedures has been submitted to entire Board for review and /or approval at the March, 2024 meeting. An addition of the Archives Policy, as provided by Consultant Heather Garside, is included.

Geraldine Mola explained that, as recommended by Superintendent Iachetti, policies will be evaluated for amendments and re-adopted every January.

Legal Issues: The President contacted Legal counsel about three legal issues that have been clarified.

- Mayor's Alternate: Kyle Trent, Esq. confirmed that the law does not give the Mayor or Superintendent the right to two seats on the Library Board. The alternate has right to participate (including in executive session) **only** when the person who they are the alternate for is not in attendance.

The alternate is free to attend and to participate as any member of the public sessions even if the Mayor (or Superintendent) is attending the same meeting. But their rights would only be consistent with the rights of a member of the public in that circumstance and they would not get to vote or have a right to participate in executive session.

- Patron Privacy Regarding Computer Use: Arthur R. Thibault, Esq. advised that in according with Elmwood Park Library existing policy, "a Library patron has no expectation of privacy on a public computer in a library. Once again, the staff needs to enforce current library policy to ensure that the computers are not being misused. This ensures that children, teens and other patrons are not exposed to computer images that would be deemed offensive, vulgar or otherwise inappropriate for a public library. There is no violation of privacy (there is no privacy on a public computer) in the enforcement of a reasonable and lawful Library policy."
- Patron Privacy Regarding Items Borrowed: Arthur R. Thibault, Esq. advised that "there is no violation of privacy rights under any law or policy ... when staff is directed to provide a count of how many people are utilizing DVDs, CDs and Books on CD as directed."

Memo on the legal advice regarding both issues regarding patron expectation of privacy should be given to all members of staff.

LIBRARY REPORT – (Geraldine Mola, in absence of Director)

New Staff Evaluation forms have been created for Library Assistants, Children's Librarian and Adult Services Librarian. A Library Assistant Skills Assessment was also created and administered to all Library Assistants. This Skills Assessment will be given to all new Library Assistant hires prior to their first Library Assistant Evaluation with test results to be used as part of evaluating process.

Light panels that were in the children's room were removed but did not fit in front of the display case near the entrance of the library. They will be stored in the shed until a location within the library can be found.

Interior re-arrangement: The Adult Services Desk was moved to the 1st floor near the stairs. The public-use printer previously in that space was moved to the rear of the library,

off the circulation counter. The 3 carousels housing children's AV materials were moved back into the children's room, in the rear near the emergency exit door.

Water Fountain: The Borough Building Department has advised that the Library must provide water for patrons, either via water fountain or water dispenser somewhere in the building. The current water fountain is not easily accessible, as it is in the rear of the children's room. Three plumbers were contacted to determine where a more accessible water fountain can be placed when the old one in the children's room is removed. All plumbers advised that one can be placed on the second floor, either in the exact spot where a fountain existed prior to the renovation, or somewhere on that wall after extending a pipe between the Archive and History Room. Three quotes were given and plumber will be selected to perform work. Water fountain needs to be selected. When delivered, work will be done and water fountain in the children's room can be removed.

Newspaper Rack: Delivered and assembled January 25, 2024.

Music CD Racks (4): Delivered, assembled and placed on the second floor. CDs, once genre project is finished, will be placed in the racks.

Workroom: The workroom was cleaned a reorganized and an additional desk was placed in the workroom for the new tech staff worker.

STAFF REPORTS

Motion by Kathleen Policano to accept the Adult Services, Archives, Circulation and Programming Reports.

Second: Anthony Iachetti

Motion passed unanimously.

Geraldine Mola reported that Archives Technician Marisa Figlar gave a guest lecture at local organization EPIC (Elmwood Park Involved Citizens) on the status of her work on local archives. Because her speech was well-received, consideration should be given to having Ms Figlar visit other organizations to introduce the local archives as it moves forward.

COMMITTEE REPORTS

Personnel

Advertisements were placed for a Full-Time Adult Services Librarian, Full-Time Children's Librarian and Part-Time Children's Librarian. The advertisement for Director was removed from the BCCLS job postings, modified and re-posted.

Website

Stacy Mola recommended website design company Renaissance Web Solutions to the website committee after discovering the designer focuses mainly on creating library websites and has produces dozens of attractive, engaging and modern websites. The committee agreed to obtain a proposal, which was discussed by Trustees. The designer will create a logo as well as the 100% ADA compliant website.

Design, logo and full website development cost: \$6,995.00
Monthly hosting fee: \$29.95
Optional monthly maintenance cost (to be canceled at any time): \$99.95

Motion by Stacy Mola to retain Renaissance Web Solutions for website and logo design in the amount of \$6,995.00 and add to annual budget both the monthly hosting fee of \$29.95 and monthly site maintenance of \$99.95.

Second: Daniela Buscio
Motion passed unanimously.

UNFINISHED BUSINESS

Children's Room

A Zoom meeting of committee members Geraldine Mola, Daniela Buscio and Stacy Mola was held with designer Janice Davis. Daniela Buscio reported that based on Trustee concern, modification to the original design was discussed and that Ms Davis has great ideas, and is easy to work with. She reported that Davis will continue to work with us to create a design that is unique and in accordance with our specifications.

NEW BUSINESS

Out-of-Town Patrons

Kathleen Policano moved to set non-resident library card fee in the amount of \$25
Second: Daniela Buscio
Motion passed unanimously.

Director's Room

An inspection was conducted of the current Director's Office by the Fire Inspector. The number of people permitted according to the local fire code is now 25. Trustees discussed moving the Director's Office to the small 2nd floor meeting room to allow the current Director's Office be utilized as an additional meeting room.

Kathleen Policano moved to change Director's Office to the 2nd floor small meeting room and promptly move all Director's furniture accordingly.
Second: Daniela Buscio

2024 Budget

Discussion ensued and the 2024 Budget was tabled until March meeting.

Digital Content – Hoopla

Discussion of the need for the Library to add digital content for patrons.

Motion by Stacy Mola to allocate \$10,000 towards the initial advance of digital content provider Hoopla.

Second: Kathleen Policano.
Motion passes unanimously.

Library of Things

Trustees voted by general consent for the addition of a Library of Things to the library collection.

The Board is in agreement that a limited number of music and book CDs will be purchased in 2024; accordingly, the number of CDs in the collection should start to be reduced with the goal of elimination of the music and books on CD collections.

New Hire

Kathleen Policano moved the appointment of Barry Goodman as Library Assistant for minimum wage.

Second: Stacy Mola

Motion passed unanimously.

RFID Security System

Board adopted by unanimous consent the re-installment of RFID Security System.

PUBLIC COMMENTS

Jeanne Freitag, Alternate to the Library Board, commented on her visits to children's room's in neighboring libraries and how our library compares to them. She also asked about the newly implemented Library Assistant Assessment.

Jeff Freitag (35 Hillman Drive, Elmwood Park) commented on the possibility of installing a water fountain that includes a water bottle filling station.

Meg Pettigano (107 Ackerman Ave, Elmwood Park) commented on the issue of out-of-town fees for library cards.

ADJOURNMENT

Robert Colletti moved to adjourn.

Second: Kathleen Policano

Motion passed unanimously

The meeting was adjourned at 7:47 p.m.