

**ELMWOOD PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES OF MEETING
March 18, 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: Barbara Marquez, Kathleen Policano, Stacy Mola, Anthony Iachetti, Daniela Buscio, Mayor Colletti, Geraldine Mola

APPROVAL OF MINUTES

Geraldine Mola called for a motion to accept the minutes of the February 26, 2024 meeting.

Motion: Mayor Colletti

Second: Kathleen Policano

Motion passed unanimously.

FINANCIAL REPORTS

Motion by Treasurer Stacy Mola to authorize February 2024 bills in the amount of \$19,105.54.

Second: Kathleen Policano

Motion passed unanimously.

PRESIDENT'S REPORT

Geraldine Mola informed the Trustees that she received written confirmation on March 13 from Steven Kochik, the Elmwood Park Fire Official, that he is okay with moving the Director's Office upstairs. The room previously used as the Directors office can be used as a multipurpose room with a maximum occupancy of 25 people. Measurements have been taken of the History Room, the Director's Office, and their contents to prepare for the move.

Geraldine Mola has made herself available to assist Kevin Neary with Director's tasks, as he prefers not to be entirely responsible for these decisions. Geraldine and Kevin evaluated the three newly hired Library Assistants and met with them to review their evaluations.

Geraldine Mola reported that all the music CDs have been modified and added to the new racks. There was no room in the racks for around 500 items. The trustees discussed the Music CDs and rack situation and decided against purchasing another rack. Geradine Mola reported that with the Music CD collection having been moved upstairs and possibly the Audiobooks to follow there is room in both the Adult Fiction and Non-Fiction sections. Kevin Neary has been instructed to make use of this room and not weed those sections.

STAFF REPORTS

Stacy Mola noted a discrepancy in price on the Adult Programming Report with what was actually paid. The Trustees briefly discussed assignment of programming work and upcoming programming and rates.

Geraldine Mola called for a motion to accept the Circulation, Adult Programming, and Archives Reports from February 2024.

Motion: Kathleen Policano

Second: Stacy Mola

Motion passed unanimously.

COMMITTEE REPORTS

Personnel

Geraldine Mola reported on 12 interviews: 3 for Director, 6 for Adult Services, and 3 for Children's Services. They are still seeking further candidates for interviews.

Website

Stacy Mola reported that the contract needed to be signed.

UNFINISHED BUSINESS

Geraldine Mola spoke on additions to the Policy and Procedures Book.

The New Jersey Library Association Record Retention Policy should be added to Section 2, after 'Personnel File' in "Records".

Geraldine Mola called for a motion to accept this addition to the Policy and Procedures.

Motion: Anthony Iachetti

Second: Daniela Buscio

Motion passed unanimously.

Added to 'Personnel File' in "Records": Personnel Files, which are to be retained permanently, are confidential and should not be accessed by Trustees. Information contained in a personnel file should be on a need-to-know basis for Trustees, such as hiring, firing, or discipline, not curiosity. The Director should maintain them in a locked filing cabinet accessible only to him or her.

Geraldine Mola called for a motion to accept this addition to the Policy and Procedures.

Motion: Anthony Iachetti

Second: Stacy Mola

Motion passed unanimously.

Stacy Mola made a motion on page 6-11 that the line prohibiting cell phone usage be stricken.
Second: Kathleen Policano
Motion passed unanimously.

Stacy Mola made a motion on page 6-11 that the line about advertising movies on social media be changed to “Because the Library’s social media accounts are set to public, the title of the movie must not be included.”
Second: Daniela Buscio
Motion passed unanimously.

Geraldine Mola called for a motion to adopt the Policy and Procedures as amended for 2024.
Motion: Kathleen Policano
Second: Daniela Buscio
Motion passed unanimously.

Geraldine Mola informed the Trustees that Janice Davis sent the Children’s Room floor layouts today. This will require an in-depth review by the committee members, followed by discussion. The Trustees had a brief discussion on use of room in the Children’s Room.

Geraldine Mola updated the Trustees on the RFID Security and associated prices. Stacy Mola spoke on having reached out to other libraries and learning that they are no longer commonly in use for this purpose. The Trustees discussed the security cost and practicalities. The Trustees agreed not to reinstate RFID security as well as to eliminate the book pockets from the book processing procedure.

The Trustees discussed where to repurpose money in the proposed budget with it not being needed for RFID and book pockets. \$10,000 was moved from Library Supplies to Health Benefits and \$6,000 was moved from Library Supplies to Salaries in the proposed Budget.

Geraldine Mola called for a motion to adopt the 2024 budget.
Motion: Stacy Mola
Second: Barbara Marquez
Motion passed unanimously.

Geraldine Mola called for a motion that DVDs be separated by genre, labeled as such, and reorganized in the rounders.
Motion: Kathleen Policano
Second: Stacy Mola
Motion passed unanimously.

NEW BUSINESS

Stacy Mola presented information on the Library Speaker's Consortium giving access to author interviews, allowing the submission of questions, and can be seen live or through viewing a recording. The Trustees asked questions and discussed this option.

PUBLIC COMMENTS

Jeanne Freitag (Mayor's Alternate) asked about programming cost determination, digital content offerings and limitations, and clarification on the Director's Office and History Room switch. She sought clarification on the 2024 Budget amendments, the movie advertisement rules, the emailing list, programming, Library Speaker's Consortium and the hiring of new staff. Finally, she asked about the rules in the Policy and Procedures Book regarding food and drink in the Library.

Meg Pettigano (107 Ackerman Avenue) suggested chess programming for students, pre-teens and teenagers. She further asked if anything was being done for National Library week.

EXECUTIVE SESSION

Geraldine Mola called for a motion to close meeting for Executive Session at 7:05 pm

Motion: Mayor Colletti

Second: Daniela Buscio

Motion passed unanimously.

FURTHER BUSINESS

The meeting was reconvened at 7:40

Barbara Marquez made a motion to hire Kaitlin Koch to work part-time as a Librarian in Children's Services pending agreement of hourly salary.

Second: Daniela Buscio

Motion passed unanimously.

Kathleen Policano made a motion to hire Jenifer Arias to work part-time as a Librarian in Children's Services pending agreement of hourly salary.

Second: Mayor Colletti

Motion passed unanimously.

ADJOURNMENT

Geraldine Mola adjourned the meeting at 7:46 pm.