

**RICHARD A. MOLA PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MINUTES OF MEETING  
April 15, 2024**

**OPEN**

President Geraldine Mola opened the public meeting at 6:01 p.m. in accordance with the NJ Open Public Meeting Act.

**ROLL CALL**

**Present:** Kathleen Policano, Barbara Marquez, Stacy Mola, Daniela Buscio, Geraldine Mola, and Jeanne Freitag (Mayor's Alternate)

**Absent:** Anthony Iachetti (arrived late) and Mayor Colletti

**APPROVAL OF MINUTES**

Geraldine Mola called for a motion to accept the minutes of the March 18, 2024 meeting.

Motion: Kathleen Policano

Second: Barbara Marquez

Motion passed unanimously.

Geraldine Mola noted the title of the Minutes for the Special Meeting on April 1st should be titled "Special Meeting". It was noted that members of the public were in attendance at the start of the Special Meeting. The words "interested in speaking" should be inserted in the wording that no members of the general public were in attendance.

Geraldine Mola called for a motion to accept the minutes of the Special Meeting as amended.

Motion: Kathleen Policano

Second: Stacy Mola

Motion passed unanimously.

**FINANCIAL REPORTS**

Motion by Treasurer Stacy Mola to authorize March 2024 bills in the amount of \$28,503.32.

Second: Kathleen Policano

Motion passed unanimously.

Stacy Mola commented that she hoped to have the year-to-date Budget available for the next meeting so that they could begin comparing numbers.

**PRESIDENT'S REPORT**

Geraldine Mola called the Trustees attention to the memo sent to Kevin Neary and the Library Assistants commending their work.

Geraldine Mola informed the Trustees that the new Youth Services Librarians had agreed to the salaries recommended by the Board. Kaitlin Koch is employed at \$30 per hour and Jenifer Arias at \$28 per hour. These employees started Monday April 8th where they met with Geraldine Mola and Kevin Neary for orientation and were given material regarding job duties. Geraldine Mola explained Kaitlin Koch had limited hours while she served her two weeks notice at her previous job. The Trustees were presented with a 2 month calendar and report prepared by the new Youth Services Librarians. The Trustees provided feedback for the Librarians on the programs presented as well as the scheduled times.

Geraldine Mola also noted that the Youth Services Librarians had also started to inventory and condense programming supplies. She also informed the Trustees the Librarians had prepared a letter to send to community business for Summer Reading prize donations.

Gerladine Mola informed the Trustees that Greg Witkowski had reported that the automatic door system vendor had to be called in because the front door stopped working and wouldn't close. The Library will be examining going into a service agreement for this.

## **STAFF REPORTS**

The Trustees discussed circulation numbers, program attendance, and programming going forwards. Stacy Mola commented with the anticipated hiring of an Adult Services Librarian, Laura Leider would no longer need to include book club attendance in her report. Jeanne Freitag asked for clarification regarding a patron mentioned in the Archival Report.

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

Motion: Kathleen Policano

Second: Daniela Buscio

Motion passed unanimously.

Anthony Iachetti arrived at the meeting.

The Trustees briefly discussed the school borrowing Yearbooks from the Library as well as the acquisition of Yearbooks in the future.

## **COMMITTEE REPORTS**

### **Personnel**

Geraldine Mola reported the Director search is still ongoing. An additional individual had been interviewed and had hoped to interview a second individual.

Geraldine Mola presented the credentials of Anne Rolling for the Adult Services Librarian position. The Trustees discussed the candidate and job responsibilities.

Geraldine Mola called for a motion to hire Anne Rolling as Adult Services Librarian at a salary of \$62,000.

Motion: Stacy Mola

Second: Daniela Buscio

Motion passed unanimously.

### **Website**

Stacy Mola reported she had spoken to the web designer and that the library had sent the check with 50% of payment. She reported difficulty in making contact with the Library's current webmaster to get hosting information. Stacy Mola briefly explained the web designer wishing to train staff and working with the logo and letterhead.

### **UNFINISHED BUSINESS**

Daniela Buscio reported to the Trustees on the Children's Room designs from Janice Davis examined by the committee. Geraldine Mola reported that Janice Davis would be taking Trustee comments under advisement and will be sending sketches next. The Trustees briefly discussed the project details and designs.

Geradine Mola reported that the water fountain had been ordered and should be delivered by the end of the week. The old water fountain will be removed after the new fountain is installed.

Geraldine Mola brought the Trustees attention to the report on the roof leaks. The Trustees discussed the previous actions taken and vendor reports on this issue. Geraldine Mola reported that she had contacted the Borough Administrator for assistance with this issue and he had sent a roofing company. She had spoken to the roofer earlier that day and he said he had found some areas that should be addressed. A report to the Board could only come from his boss which should hopefully be ready for the next Board Meeting. The Trustees questioned if this would be covered under warranty and discussed various vendors.

### **NEW BUSINESS**

Geraldine Mola informed the Trustees of recommendations from Mazzone Plumbing regarding the basement leak. Mazzone recommended elevating the sump pumps on cinder blocks, and provided an estimate for this work. The Trustees and Greg Witkowski discussed the basement crack and sump pump situation. The Trustees also briefly discussed the water fountain project. The basement improvement matter was tabled pending more information and details.

Geraldine Mola provided the Trustees with recommendations from an Electrician regarding the raised floor outlets that the ones not in use can be disconnected and covered with a flat plate and carpeting. He also suggested rewiring the computer wires. The Trustees discussed these recommendations and how best to implement them.

Geraldine Mola called for a motion to authorize \$2,420 for John Laiosa to provide electrical improvements on floor outlets and work study desk stations.

Motion: Kathleen Policano

Second: Barbara Marquez

Motion passed with Jeanne Freitag abstaining.

The Trustees asked that they be provided with a sketch of which outlets will be covered.

Jeannie Freitag inquired about the exterior parking lot lighting that was on in the middle of the afternoon. Greg Witkowski was able to inform her the Library did not pay for those. She also inquired about a hose that was in the parking lot earlier.

### **PUBLIC COMMENTS**

Jeffery Freitag (35 Hillman Drive, Elmwood Park) commented on and inquired for details on the Electrical improvement project. He also commented on and provided recommendations for the sump pumps project.

The Trustees briefly discussed the proper procedure to address a complaint.

### **ADJOURNMENT**

Geraldine Mola called for a motion to adjourn the meeting at 7:01 pm.

Motion: Anthony Iachetti

Second: Barbara Marquez

Motion passed unanimously.