

**RICHARD A. MOLA PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MINUTES  
February 24, 2025**

**OPEN**

President Geraldine Mola opened the public meeting at 6:11 p.m. in accordance with the NJ Open Public Meeting Act.

**ROLL CALL**

**Present:** Geraldine Mola, Daniela Buscio, Mayor Robert Colletti, Anthony Iachetti, Stacy Mola, Kathy Policano, and Jeanne Freitag, Mayor's Alternate. **Absent:** Barbara Marquez.

**APPROVAL OF MINUTES**

**Corrections:** It was noted that Buscio, not Iachetti, seconded the motion to approve January Minutes; The spelling of the name *Iacobellis* was corrected. Policano moved to accept the minutes with corrections. Second: Iachetti. All voted in favor.

**FINANCIAL REPORTS**

Treasurer Stacy Mola moved to authorize payment of Bills in the amount of \$20,463.99, an amount that excluded \$1,485 incorrectly listed in the operating account but is capital expense. Second: Policano. Motion passed unanimously.

Treasurer Mola moved, Policano seconded, motion to pre-approve check to Lean Productions in the amount of \$150 to cover cost of a one-year subscription to Magic Desktop for the two children's computers. Motion passed unanimously.

**PRESIDENT'S REPORT**

- Computers were delivered, computer table and two chairs were ordered, which comprise the last purchases to complete the new Children's Room.
- Wedding was held on Sunday, February 6, before the Library opened. Event worked well, and wedding party gave a donation of \$250.
- Personnel Matters: David Pajar has successfully completed his three-month probationary period and is now a permanent Library Assistant. Director and Youth Services Librarian are scheduled to begin on March 3. Civil Service confirmed that Anne Rolling did not seek a hearing.

**STAFF REPORTS**

Iachetti moved, Colletti seconded, acceptance of staff reports. Motion passed unanimously.

**UNFINISHED BUSINESS**

- **Glazier.** The president reported that the contract with the glazier is set, but work will not begin until temperature is at least 30 degrees.
- **Heating/Cooling.** The president also noted that the Program Room was as cool as 63 degrees last month.
- **CDs.** The subject of how much to charge for discarded CDs was revisited. The Board consented to keep the fee at \$2 each or three for \$5.

- **Hoopla.** Stacy Mola reported that Hoopla is now available to Library patrons.

## **NEW BUSINESS**

- **Vacation Policy.** The time period for new employees to take vacation was modified. Upon motion by Buscio, second by Iachetti, the policy was changed to read:  
*Vacation leave earned in the first calendar year of service must be taken within six months of the next year or it will be forfeited.*  
*For other than new employees: Vacation time may be carried over to the next calendar year; however, it must be used by March 31 or will be forfeited.*
- **Vacation Request.** Policano moved to allow Tara Iacobellis permission to take time off from May 26 to June 3 without pay. Second: Colletti. Motion passed unanimously.
- **New York Times.** Stacy Mola reported that, because of a bookkeeping error, the Library is currently not receiving *The Times* newspaper. Staff members are purchasing the paper daily until our subscription is again validated.
- **Registration, Fees, Purchases.** Stacy Mola moved that all in-person registration and fees are to be taken at the Circulation Desk; and any in-library purchases, such as books, are to be paid for at the Circulation Desk. Policano seconded. All voted in favor.
- **Keys and Desks.** There was discussion about keys and desks. It was generally agreed that, except for the bookkeeper, who keeps financial records, or other authorized staff member, part-time employees should not have desk keys or keep desks they occupy locked. It was also agreed that, for any key in use, a duplicate must be in the office.
- **Distribution of Salary Checks.** By general consent, it was agreed that salary checks or, in cases of direct deposit, check information should not be left in open mail slots for employees to pick up. Instead, checks are to be handed directly to employees in person by the bookkeeper or director.

## **ADJOURNMENT**

There being no further business, the President adjourned the meeting at 7:11 pm.