

**ELMWOOD PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MINUTES OF MEETING  
December 21, 2020**

**OPEN**

Kathleen Policano opened the public meeting at 6:01 P.M. in accordance with New Jersey Open Public Meeting Act.

**ROLL CALL**

**Present:** Kathleen Policano, Geraldine Mola, Stacy Mola, Christine Grezlak, Anthony Iachetti, and Mayor Colletti.

**Absent:** Daniela Buscio (arrived late).

**APPROVAL OF MINUTES**

Kathleen Policano called for a motion to approve the November 16, 2020 minutes

First: Geraldine Mola

Second: Christine Grezlak

Approved: Kathleen Policano, Geraldine Mola, Stacy Mola, Christine Grezlak, Anthony Iachetti, and Mayor Colletti.

**FINANCIAL REPORTS**

**Trial Balance and Bill's List**

Kathleen Policano called for a motion to approve the Trial Balances and Bill's Lists for November 2020.

First: Christine Grezlak

Second: Geraldine Mola

Approved: Kathleen Policano, Geraldine Mola, Stacy Mola, Christine Grezlak, Anthony Iachetti, and Mayor Colletti.

**OTHER REPORTS**

Kathleen Policano called for a motion to accept the Director's Reports, Reference Reports and Circulation Reports from November 2020.

First: Mayor Colletti

Second: Christine Grezlak

Approved: Kathleen Policano, Geraldine Mola, Stacy Mola, Christine Grezlak, Anthony Iachetti, and Mayor Colletti.

**JOB DESCRIPTIONS**

Geraldine Mola asked for the job requirements and staff job titles to be provided to the trustees, Kevin Neary agreed to email the trustees with this information the next day.

Kathleen Policano called for a motion to accept the prepared job descriptions for 2021.

First: Geraldine Mola

Second: Christine Grezlak

Approved: Kathleen Policano, Geraldine Mola, Stacy Mola, Christine Grezlak, Anthony Iachetti, and Mayor Colletti.

**CLERK POSITION**

The Board of Trustees had a discussion about the Clerk Position, the requirements for advertising, and the history of this job position. The Trustees wishing to make sure proper

procedure has been followed asked Kevin Neary to contact the Civil Service Rep for more information on this matter.

Kathleen Policano called for a motion to table the clerk position until January.

First: Mayor Colletti

Second: Stacy Mola

Approved: Kathleen Policano, Geraldine Mola, Stacy Mola, Christine Grezlak, Anthony Iachetti, and Mayor Colletti.

### **RAISES**

Kathleen Policano called for a motion to accept the staff raises for 2021.

First: Geraldine Mola

Second: Christine Grezlak

Approved: Kathleen Policano, Geraldine Mola, Stacy Mola, Christine Grezlak, Daniela Buscio, Anthony Iachetti, and Mayor Colletti.

### **TRANSFER OF FUNDS**

Kevin Neary read the resolution to transfer \$100,000 from the Operating Account to the Building Fund restricted for the purpose of Capital expenses.

Kathleen Policano called for a motion to accept the resolution to transfer funds.

First: Geraldine Mola

Second: Christine Grezlak

Approved: Kathleen Policano, Geraldine Mola, Stacy Mola, Christine Grezlak, Anthony Iachetti, and Mayor Colletti

### **BUILDING UPDATE**

Kathleen Policano confirmed progress is being made, carpeting has been completed upstairs and she believes downstairs as well. The parking lot has been paved, but a part of the trench is still open due to the electrical connection. She also called the contractor to have them procure the lettering that will go above 'Elmwood Park Public Library', to read 'Mayor Richard A Mola'. She also mentioned we have one final payment after the current one for the contractor and one final payment for the furniture. Kathleen Policano and Mayor Colletti discussed the town paving the part of Lee Street the leads to the Library in 2021.

Mayor Colletti discussed how he felt the Contractor had performed in this project thus far, mentioning a lack of energy and drive to expedite the process. Mayor Colletti also felt we should put off the dedication ceremony for the new Library building until we are free of crowd restrictions from Covid, to ensure a proper attendance for the ceremony.

### **OTHER ISSUE**

Stacy Mola had a question about grants, if we were aware of a second deadline.

Geraldine Mola mentioned she had been in contact with Ryan from Millennium Strategies, and he didn't mention anything going on about a possible library building grant. Mayor Colletti indicated that he notified the grant writer as mentioned last meeting, but would like the library to stay on top of asking them for information, as the squeaky wheel gets the grease. Kevin Neary asked Mayor Colletti to send him contact information for the grant writer and he would contact monthly.

### **PUBLIC COMMENTS**

Jeff Freitag (35 Hillman Drive) commented on who we should contact for information regarding civil service positions. He also asked for clarification regarding the transfer of funds to the building fund. He also asked about restrictions on the transfer of funds to the building fund. Kevin Neary indicated that the lawyer had been asked precisely by Bobbie Protono and the lawyer had indicated that there can be no interference with the daily operation of the library.

Kathleen Policano adjourned the meeting at 6:45 P.M.