

**ELMWOOD PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MINUTES OF MEETING  
March 15, 2020**

**OPEN**

Kathleen Policano opened the public meeting at 6:03 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

**APPROVAL OF MINUTES**

Kathleen Policano called for a motion to approve the January 25, 2021 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 January 2021.

First: Christine Grezlak

Second: Stacy 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, Programs Report, and Circulation Reports from January 2020. Geraldine Mola asked a question about the Reference report that Kevin answered. The trustees asked for a full month sample of the questions being asked that generated the Reference Statistics number. Kevin will be asking for this to be kept track of for the month of April.

First: Christine Grezlak

Second: Geraldine Mola

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

**OTHER ISSUES**

Kathleen Policano asked to address Other Issue first on the agenda due to an important item for discussion, another Change Order. Kathleen Policano informed the trustees that refinishing the stairs was not included in the initial contract. Kathleen Policano presented a change order for the amount of \$17,444.12 for the purpose of refinishing the stairs. Kathleen Policano made a motion to approve the change order.

First: Geraldine Mola

Second: Mayor Colletti

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

Mayor Colletti gave his thoughts on the how the refurbished library was shaping up. Doris Wechtler also gave her thoughts on refurbished library after having a chance to view it during a meeting there. Mayor Colletti clarified we are waiting for public service to come and install the line from their pole to the building. Mayor Colletti has asked the town electrical inspector to reach out to public service to see if he could assist the library in expediting matters.

Christine Grezlak asked after the protective barriers the trustees had asked the library to purchase in advance at a previous meeting. Kevin Neary responded additional barriers had been purchased for the public computers and staff desks. Mayor Colletti asked Kevin to investigate a temperature taker similar to what the Borough building has. Kevin will reach out to the Borough and investigate pricing.

### **BUDGET 2021**

Kathleen Policano called for a motion to accept the Budget for 2021.

First: Stacy Mola

Second: Geraldine Mola

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

Kathleen Policano reported to the Board that Kevin Neary had spoken to her and he would not be applying for the permanent Director position. He will remain as Acting Director for as long as is needed, and will remain Supervising Library Assistant after the Board hires a Director. The need for new Circulation Staff was also discussed, Kathleen Policano asked Kevin to let the Board know what was needed (part time, full time, numbers, ect).

### **PUBLIC COMMENTS**

Jeffery Freitag (35 Hillman Drive) had a question regarding the circulation desk location and temperature screening. He also commented that the temperature taker at the Borough also included facial recognition which would not be needed at the library.

### **REPORT FROM GERALDINE MOLA**

Geraldine Mola began by thanking the individuals who had worked with her in the creation of the Report (included in the Board Packet for March 2021). She briefly went through the most important parts of the packet for the trustees. She explained the history of the library accepting historical materials, the nature and importance of the materials, the conditions of the materials and their storage, as well as what actions had been taken to date. Doris Wechtler asked a question about digitizing this material. The trustees discussed digitization and the organization of materials. It was established that the material was not yet organized and categorized to a point that would allow for digitization currently. Geraldine Mola spoke on what efforts could be taken to organize this material as well as the CAPES assessment. She explained the CAPES assessment required a commitment from the organization that the materials assessed be available to the public. Stacy Mola asked about the possibility of grants, Geraldine Mola mentioned that grants did exist to assist in the work but usually required a CAPES assessment as a prerequisite. Kathleen Policano suggested setting up a work space in the Library upstairs storage room, next to the room previously used to store these materials, as a work space for sorting to take place. The trustees discussed locations on where and how to work on the local history collection. Geraldine Mola asked that the Trustees to make a commitment to their intentions on working towards building its local history collection.

Geraldine Mola put forward the following resolution: It is resolved that the Elmwood Park Public Library build its Local History Collection, safeguard it for future generations, and make it accessible to the public for research and learning.

Kathleen Policano called for a motion to accept the above resolution.

First: Geraldine Mola

Second: Mayor Colletti

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

Kevin updated the trustees on information obtained from the borough's grant writer regarding a grant for solar panel, which the library would not currently be eligible for.

### **PUBLIC COMMENTS**

Rosemary Noona commented that she would love to see the local history room, when she was working on the centennial committee she did use what the library had, but she said there was so much more that just wasn't there. She commented that she had reached out to Geraldine Mola to volunteer her time if needed.

Kathleen Policano adjourned the meeting at 7:24 P.M.