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ELMWOOD PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES OF MEETING
March 20, 2023

OPEN

Geraldine Mola opened the public meeting at 6:07 pm in accordance with the NJ Open Public Meeting Act.

ROLL CALL

Present: Geraldine Mola, Kathleen Policano, Stacy Mola, Daniela Buscio, Mayor Colletti, Anthony Iachetti, Pam Troisi - Mayor's Alternate
Absent: Barbara Marquez

Library Director Jennifer Cullen was absent. The President appointed Pam Troisi to serve as secretary pro tem.

APPROVAL OF MINUTES

Geraldine Mola reported on changes that needed to be made to the minutes from February 27, 2023.

She called for a motion to approve the February 27, 2022 minutes as amended.

First: Mayor Colletti

Second: Kathy Policano

Approved: Geraldine Mola, Kathleen Policano, Stacy Mola, Daniela Buscio, Mayor Colletti, Anthony Iachetti

PRESIDENT'S REPORT

The library staff has been notified that the Amazon account is not a valid business account, it must be closed. The Library will cease payments for purchases after March 1st.

Employees' out-of-pocket expenses will no longer be reimbursed except in extenuating circumstances, and purchases are to be made from authorized or approved vendors that provide signed vouchers.

The Director was notified that violations in the food and drink policy must be corrected and the Dress Code is expected to be followed.

FINANCIAL REPORTS

Geraldine Mola called for a motion to approve the Trial Balance and Bill's List of \$16,582.08 for February 2023.

First: Anthony Iachetti

Second: Kathy Policano

Motion passed unanimously.

The Treasurer reported on a second month of overspending on books and media as well as supplies from Staples, and explained a problem with two concurrent copier leases/invoices,

87
which she was able to resolve with a buyout, along with arranging to have two copiers we own returned for the Library's continued use, possibly in the Archives Room.

STAFF REPORTS

Geraldine Mola called for a motion to accept the Director's Reports, the Reference Reports, the Circulation Reports and the Programs Reports for February 2023.

First: Anthony Iachetti

Second: Daniela Buscio

Motion passed unanimously.

COMMITTEE REPORTS

Policy and Planning –

Geraldine Mola, Chair, reported that it was determined the Library Board did not approve paying for fingerprinting. Four background checks already paid amounted to a cost of \$128.52; future background checks will not be reimbursed by the library. Whether children will need to be fingerprinted will be taken up in the Policy and Planning Committee.

Daniela Buscio moved that anyone over 18 should be fingerprinted and volunteer applicants must pay for themselves.

Second: Anthony Iachetti

Motion passed unanimously.

Archives Room Project- Geraldine Mola, Chair, reported that an agreement will be signed with Archivist Heather Garside to begin the project the week of April 17th, 2023, and volunteers to assist with the room will be from the Elmwood Park Historical Society and EPIC. She proposed the following resolutions:

Resolution and Vote: Heather Garside as Archives Consultant:

Resolved that the Library Board approves the Consulting Agreement with Heather Garside to Establish the Historical Archives, including consultation and work as defined in the agreement, for a term of 120 days, beginning the week of April 17, 2023; and be it

Resolved that the Library will pay Heather Garside a retainer fee of \$500 upon signing of the agreement, then \$625 per month for four months, the last payment of which is to be paid at the end of the 120-day period, for a total remuneration fee of \$3,000; and be it

Further Resolved, that, following the completion of this agreement, the Library will pay Heather Garside a fee of \$75 per hour, billed monthly, for consultation services that the Library deems necessary.

Daniela Buscio made a motion to approve the resolution.

Second: Stacy Mola

Approved: Geraldine Mola, Kathleen Policano, Stacy Mola, Daniela Buscio, Mayor Colletti, Anthony Iachetti

Resolution and Vote: Marissa Figlar as Temporary Archives Assistant:

Resolved that Marissa Figlar be hired to fill the position of Archives Technician at a salary of \$22 hourly, in a part-time capacity for a temporary period beginning on a date to be determined in April, 2023, and ending at the conclusion of the grant period, which will be December 31, 2023.

Kathy Policano made a motion to approve the resolution.

Second: Stacy Mola

Approved: Geraldine Mola, Kathleen Policano, Stacy Mola, Daniela Buscio, Mayor Colletti, Anthony Iachetti

OLD BUSINESS

Budget - The budget was sent to the Finance Committee for further review.

Memorial Tree - A Memorial Tree for Elmwood Park resident Stephen Gemski was reviewed by Mayor Colletti. The board approved the planting of a tree and the proposed location by general consent.

NEW BUSINESS

Resolution and vote: Amazon Account:

Geraldine Mola explained that the Amazon account cannot be closed because there is credit of \$584.16 and proposed the following resolution:

Resolution that credit of \$584.16 remaining in the Amazon account be used for equipment or materials needed in the establishment of the Historical Archives, and that one last payment, if required, be made to Amazon to complete a final purchase to allow the account to be closed by the administrator.

Stacy Mola made a motion to approve the resolution.

Second: Daniela Buscio

Approved: Approved: Geraldine Mola, Kathleen Policano, Stacy Mola, Daniela Buscio, Mayor Colletti, Anthony Iachetti

Police/Library Program Idea - no discussion since the Director was not present to explain.

PUBLIC COMMENTS

Jean Freitag (35 Hillman Drive) asked for clarification on the Teen Volunteer program.

Jeffery Freitag (35 Hillman Drive) asked about budgets and spoke about Ridgewood's volunteer program.

ADJOURNMENT

Geraldine Mola called for a motion for the Board to go into executive session.

The motion was approved by general consent.

After the closed session, the meeting was recalled to order.

Resolution and vote:

Anthony Iachetti called for a motion to hire Apruzzese, McDermott, Mastro & Murphy, P.C.

Second: Stacy Mola

Motion passed unanimously.

There being no further business, the President adjourned the public meeting at 9:20 pm.