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**ELMWOOD PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES OF MEETING
December 18, 2023**

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, Mayor Colletti, Geraldine Mola

Absent: Anthony Iachetti

APPROVAL OF MINUTES

Geraldine Mola called for a motion to accept the minutes of the November 20, 2023 meeting.

Motion: Mayor Colletti

Second: Barbara Marquez

Motion passed unanimously.

FINANCIAL REPORTS

Motion by Treasurer Stacy Mola to authorize November 2023 bills in the amount of \$19,142.83

Second: Kathy Policano

Motion passed unanimously.

PRESIDENT'S REPORT

Geraldine Mola informed the Trustees that a letter was sent to Ethan Gavin declining his offer to volunteer as a notary public.

Geraldine Mola spoke to Library Design Solutions to sever the contract to assist in the Director search. The library will be billed for work done and the balance of \$2,461.92 returned. Library Staff was asked to find the contact info for the 14 job sites in which Library Design Solutions planned to advertise.

Geraldine Mola drew the Trustees attention to the signed contract from Janice Davis Designs for \$25,000 which includes \$6,000 for design and \$19,000 for fabrication. Designs for consideration will be delivered in January.

Geraldine Mola read correspondence from Bob Keith Director of Library Law, State Aid, and Statistics:



According to NJSA 40:54-9: "The mayor or other chief executive officer and the superintendent of schools or the principal, as the case may be, serving as a member of the board, may, respectively, appoint an alternate to act in his place and stead with authority to attend all meetings of the board, and In his absence, to vote on all questions before the board." As we discussed, an alternate is a full board member, able to attend all meetings, even executive sessions, and vote on all matters. However, if the alternate's ex officio board member (either Mayor or Superintendent) attends the same meeting, then the alternate reverts to being a member of the public (and is unable to attend executive session or vote or speak (except during the public comment period)) for that board meeting only. I hope that clears up any questions you and your board had about this issue. Please let me know if you have any other questions.

Geraldine Mola reminded the Board that Bobbie Protono will not be working with the Board after December 30th.

STAFF REPORTS

Geraldine Mola called for a motion to accept the Director's, Circulation, Adult Services, and Social Media Reports from November 2023.

Motion: Kathy Policano

Second: Stacy Mola

Motion passed unanimously.

COMMITTEE REPORTS

Archives

Geraldine Mola reported that Marissa Figlar had received the shelves for the Archives Room storage and placed the order for the archival boxes. Geraldine will work with Marissa to prepare the final report for the Bergen County 2023 History Grant.

Personnel

Barbara Marquez presented information and duties for three new Library Assistants: Cindy McCarroll, Nyesha Haynes, and Laura Leider. The trustees spoke briefly about these candidates.

Barbara Marquez made a motion to hire Cindy McCarroll and Nyesha Haynes as Library Assistants to begin on January 2, 2024, at minimum wage.

Second: Stacy Mola

Motion passed unanimously.

Barbara Marquez made a motion to hire Laura Leider as Library Assistant to begin on January 2, 2024, at a salary of \$18 per hour, with other duties to include planning adult programs and serving as supervisor on Sunday and also on Saturday when a full-time staff member is not present.

Second: Kathy Policano
Motion passed unanimously.

Stacy Mola presented the trustees with information about the Sunday staff pay rate.

Stacy Mola made a motion to that the Sunday pay rate for part time Library Assistants be permanently set at time and a half of the employee's hourly wage.

Second: Mayor Colletti
Motion passed unanimously.

Barbara Marquez informed the trustees that Chris Raghoobar had submitted a letter of resignation effective December 30, 2023.

Motion by Barbara Marquez to accept the letter of resignation.

Second: Daniela Buscio
Motion passed unanimously.

Barbara Marquez updated the trustees on the status of the Director search.

UNFINISHED BUSINESS

Geraldine Mola mentioned that the *Star Ledger* has been added to the Library's newspaper subscriptions. Information was shared about the selected newspaper display rack that will be ordered, the trustees discussed.

NEW BUSINESS

Geraldine Mola presented the prepared wage increase document to the Trustees.
Geraldine Mola called for a motion to accept the change in salary effective January 2024.
Motion: Kathy Policano
Second: Daniela Buscio
Motion passed unanimously.

Geraldine Mola presented the 2024 Board of Trustee Meeting dates.

Geraldine Mola presented information about the required Federal Holidays as well as what the Borough and the Library currently use. The Trustees had a discussion about the Holiday closing schedule. The Trustees decided to change the Holiday schedule to open on Election Day but close the day after Thanksgiving.

Geraldine Mola called for a motion to accept the 2024 Holiday Schedule as follows: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Easter Sunday, Memorial Day,

Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, and New Year's Eve Day.

Motion: Mayor Colletti

Second: Daniela Buscio

Motion passed unanimously.

Geraldine Mola read the proposed policy change in staff time and mentioned she had spoken to staff: *Staff time will be scheduled within hours the Library is open to the public. Except for the Director or designated staff member assigned to open the Library, employees will not be scheduled to begin work before 10 am or when the library opens.*

The trustees briefly discussed how this might impact opening.

Geraldine Mola called for a motion to accept the proposed schedule policy change.

Motion: Daniela Buscio

Second: Barbara Marquez

Motion passed unanimously.

The trustees discussed modifying the library's hours to ensure full time staff would have 8 hour days.

Geraldine Mola called for a motion to modify Library hours to Monday and Friday 10 am to 6 pm, Tuesday Wednesday and Thursday 10 am to 8 pm, Saturday 9 am to 5 pm, and Sunday 1 pm to 5 pm.

Motion: Kathy Policano

Second: Stacy Mola

Motion passed unanimously.

Geraldine Mola read the proposed policy change to be added to sick leave policy: *In case of sick leave claimed for three or more consecutive days, employee may be required to provide reasonable documentation that the leave is being taken for a purpose permitted. An employee who is absent for more than fifty percent of their work day shall be charged a full sick day.*

Geraldine Mola called for a motion to accept the proposed sick leave policy change.

Motion: Kathy Policano

Second: Daniela Buscio

Motion passed unanimously.

PUBLIC COMMENTS

Jeanne Freitag (35 Hillman Drive, Elmwood Park) questioned the number of sick days received by staff. Jeanne commented about the Holiday Closing schedule, and had a question regarding snow days. She also asked for clarification on the Sunday pay rate and new hires. Jeanne also

briefly commented on the Shopper and book donations.

Jeff Freitag (35 Hillman Drive, Elmwood Park) questioned after the children's room design contract financials and specifics. Jeff and the Trustees spoke further about the children's room and programs both current and future vision. He briefly mentioned The Gazette newspaper, asked after a sign for the Library, and how the library was handling water in the parking lot and building.

ADJOURNMENT

Motion to adjourn the meeting was made by Mayor Colletti

Second: Kathy Policano

Motion passed unanimously

The meeting was adjourned at 7:06 pm.

