

**RICHARD A. MOLA PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES OF MEETING
June 17, 2024**

OPEN

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

ROLL CALL

Present: Kathleen Policano, Barbara Marquez, Stacy Mola, Mayor Colletti, and Geraldine Mola.

Absent: Daniela Buscio, Anthony Iachetti

EXECUTIVE SESSION

Geraldine Mola called for a motion to go into Executive Session.

Motion: Mayor Colletti

Second: Barbara Marquez

Motion passed unanimously.

Mayor Colletti moved to reconvene the meeting at 7:03 p.m.

Second: Barbara Marquez

Motion passed unanimously.

APPROVAL OF MINUTES

Geraldine Mola called for a motion to accept the minutes of the May 20, 2024 meeting.

Motion: Kathleen Policano

Second: Stacy Mola

Motion passed unanimously.

FINANCIAL REPORTS

Motion by Treasurer Stacy Mola to authorize May 2024 Bills in the amount of \$20,555.98.

Second: Mayor Colletti

Motion passed unanimously.

PRESIDENT'S REPORT

Geraldine Mola informed the Trustees that the new Director's Office is ready for use. Extel will be coming to connect the phone and internet lines. The Library's new Activity room on the first floor is also ready and will be used for the first time on June 18th.

Geraldine Mola reported on May 23rd that heavy rains caused flooding into the entry foyer. She reported that the Automatic Door vendor had been contacted to modify the front door's floor sealing.

STAFF REPORTS

Kathleen Policano expressed that she was impressed with the Children's Report. Stacy Mola asked that the Adult Services Librarian add her name to her report. The trustees also discussed that the Adult Services Report should note the prior month instead of upcoming events.

Motion passed by general consent.

COMMITTEE REPORTS

Personnel

Geraldine Mola reported that Monika Michaluk had submitted her two weeks notice.

Geraldine Mola reported that an application for the Director's position had been received and an interview would be scheduled. If this didn't work Strategic Operating Solutions has offered to assist in the hiring process for up to \$14,000. They also have available an interim Director at \$80 an hour that could fill in during the hiring process. The Trustees discussed the offer.

Mayor Colletti moved to give the hiring committee the latitude that if the interviewed Director is not considered, that the committee would have the authority to hire Strategic Operating Solutions to seek a Director.

Second: Stacy Mola

The Trustees discussed the interim Director offer and hours in greeted detail.

Motion passed unanimously.

Geraldine Mola reported that the newly hired Youth Services Librarians are up for permanent status on July 8th and she is very pleased with their work, also that the Adult Services Librarian is up for permanent status on July 29th.

Website

Stacy Mola reported that the website's domain had been returned to the Library's control. The website designer had come up with a logo for the website that may work. The designer continues to work on the project.

UNFINISHED BUSINESS

Geraldine Mola reported on the Children's Room decor by Janice Davis to the Trustees. The Trustees discussed the sittables proposed by Janice Davis. The Trustees decided on a modified version of option three. Geraldine Mola reported that once the sittable is finalized Janice Davis is ready to go out to bid for fabrication, with completion being in September or October.

Geraldine Mola asked for authorization for Janice Davis to go out to bids after the final sketch is approved.

Motion: Stacy Mola

Second: Barbara Marquez

Motion passed unanimously.

Stacy Mola reported that Board President Geraldine Mola had signed the contract with Hoopla and information was provided to them. Based on this information Hoopla estimates around \$6000 per year may allow patrons to access 10 items per month. Stacy informed the Trustees that as the website is not yet ready to promote this new service, the account is currently inactive.

The Trustees discussed possibilities of what might be done with the empty carousels.

NEW BUSINESS

Stacy Mola informed the Trustees about the State issued Procurement Card suggested by the Adult Services Librarian. Stacy had gathered information about the P-Card and provided some details about the functionality and need.

Geraldine Mola presented to the Trustees the Adult Services Librarian's proposal for Microsoft Word. The proposal would allow for free installation on Staff Computer while a fee would be charged for Public Computers. The Trustees briefly discussed.

Geraldine Mola called for a motion to expend \$216 dollars a year to have Microsoft Office installed on the Public Computers.

Motion: Kathleen Policano

Second: Barbara Marquez

Motion passed unanimously.

Geraldine Mola presented to the Trustees the Adult Services Librarian's proposal for a Canva subscription. Stacy Mola noted that these subscriptions would require the P-Card to begin. The Trustees briefly discussed.

Geraldine Mola called for a motion to approve the proposed Canva subscription.

Motion: Mayor Colletti

Second: Kathleen Policano

Motion passed unanimously.

Geraldine Mola informed the Trustees of a need for an additional BCCLS computer in the work room. With more staff working on linking books and spine labels that were previously being

created on a typewriter now being created on the computer, an additional work station was needed.

Geraldine Mola called for a motion to approve the expenses for the addition of another BCCLS computer in the workroom.

Motion: Mayor Colletti

Second: Barbara Marquez

Motion passed unanimously.

Geraldine Mola informed the Trustees about a heating/cooling issue with the backrooms of the Library building, in particular the new Director's Office. The Trustees discussed how this issue could be addressed. Geraldine Mola and Mayor Colletti will discuss further and seek expert information on how to resolve this issue.

PUBLIC COMMENTS

Jeanne Freitag (35 Hillman Drive, Elmwood Park) commented positively on the Clay craft. She commented on the Asian Tea program, sought clarification on the cancellation policy, and suggested contacting attendees with reminders prior to a program. Jeanne also pointed out a mistake in the advertised time of the July Book Club. She also sought details on interim Director payment and Children's Librarians hours. Jeanne commented on the Youth Programming and attendances of particular offerings. She commented positively about Circulation Staff Barry Goodmann. Jeanne also inquired if the sump pump or roof leak had been addressed. She also inquired after a payment that was made to the plumber and Geraldine Mola clarified that the payment was for the installation of the water fountain. Jeanne also asked for clarification on some of the operating details for Hoopla. She also inquired about what the payment to Janice Davis encompassed. Geraldine Mola provided some more details on what the Library was receiving from Janice Davis.

Meg Pettigano (107 Ackerman Ave, Elmwood Park) commented on the empty carousels and inquired after the Summer Reading links on the website.

Jeffrey Freitag (35 Hillman Drive, Elmwood Park) commented on the School's Summer Reading lists. There was a brief discussion about the formation of such lists and interaction between the School and Library. He also provided some suggestions and information on how to handle the heating/cooling issue. Mayor Colletti mentioned he would contact the Borough Engineer to provide more information.

ADJOURNMENT

Geraldine Mola adjourned the meeting at 7:49 pm.