

RICHARD A. MOLA PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES OF MEETING
July 15, 2024

OPEN

President Geraldine Mola opened the public meeting at 6:05 p.m. in accordance with the NJ Open Public Meeting Act.

ROLL CALL

Present: Kathleen Policano, Daniela Buscio, Stacy Mola, Anthony Iachetti, Mayor Colletti, and Geraldine Mola.

Absent: Barbara Marquez

EXECUTIVE SESSION

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

Motion: Mayor Colletti

Second: Stacy Mola

Motion passed unanimously.

Kathleen Policano moved to reconvene the meeting at 6:42 p.m.

Second: Mayor Colletti

Motion passed unanimously.

APPROVAL OF MINUTES

Geraldine Mola called for a motion to accept the minutes of the June 19, 2024 meeting.

Motion: Kathleen Policano

Second: Anthony Iachetti

Motion passed unanimously.

PRESIDENT'S REPORT

Geraldine Mola informed the Trustees that Financial Records required to be kept have been located and stored in safe places. The Library doesn't have the full required 7 years of records as some went missing during the renovation, but it does have 5 years which the auditor said was sufficient. A multitude of records older than the required 7 years, were discarded.

STAFF REPORTS

Geraldine Mola mentioned that, in addition to her monthly report the Archives Technician prepared the 6 month grant report that is required to be submitted to Bergen County.

Geraldine Mola called for a motion to accept the Staff Reports from June 2024.

Motion: Daniela Buscio

Second: Kathleen Policano

Motion passed unanimously.

COMMITTEE REPORTS

Personnel

Geraldine Mola called for a motion to accept the resignation of Gregory Witkowski in good standing.

Motion: Anthony Iachetti

Second: Stacy Mola

Motion passed unanimously.

Geraldine Mola called for a motion to accept the resignation of Cindy McCarroll.

Motion: Kathleen Policano

Second: Anthony Iachetti

Motion passed unanimously.

Geraldine Mola called for a motion to hire both Doris Wechtler and Madeleine Taylor as consulting bookkeepers. Doris worked on the job for about 3 days before resigning. Madeleine will assume the job for a period of time until finances are in order and a permanent bookkeeper can be hired.

Motion: Kathleen Policano

Second: Anthony Iachetti

Motion passed unanimously

Geraldine Mola informed the Trustees that the provisional period for the two part time Youth Services Librarians has been completed and they are now permanent.

UNFINISHED BUSINESS

Stacy Mola contacted the owner of Landscape Designs who recommended additional sprinklers for more complete coverage in the building's front. He provided a quote of \$950 to install 4 sprinkler mist heads on each side of the front entrance for better coverage, transplant the existing shrubs, parts and labor, adjust the sprinkler heads, and to clean up and remove all debris up in the front.

Geraldine Mola called for a motion to accept the quote from Landscape Designs.

Motion: Mayor Colletti

Second: Kathleen Policano

Motion passed unanimously.

Stacy Mola updated the Trustees on progress made in getting a P-Card. A Library Director will be necessary before moving forward.

Geraldine Mola updated the Trustees regarding the quote for roof repair from PB Roofing, the other 2 vendors consulted never submitted a quote. The detailed quote from PB Roofing was for a total of \$6,205.58. The Trustees discussed the roofing issues and the provided quote.

Mayor Colletti called for a motion to accept the quote from PB Roofing.

Second: Kathleen Policano

Motion passed unanimously.

Geraldine Mola resumed the discussion from the last meeting regarding the heating/cooling issue with the backrooms of the Library building. The Trustees discussed the possibility of free standing air conditioning units. Mayor Colletti said he will speak with the Borough Engineer regarding this issue.

Geraldine Mola updated the Trustees regarding the Electrician coming to begin work on Monday.

Geraldine Mola updated the Trustees that two carousels are empty and able to be donated.

Possible places to donate the carousels are being investigated by the Trustees.

NEW BUSINESS

Geraldine Mola informed the Trustees that without a custodian, the library had to get a cleaning service for the time being. Stacy Mola investigated cleaning services used at other libraries. Until a bid can be prepared for cleaning services, the library will be working with Guy's Maintenance from Allendale. Stacy Mola provided the Trustees with further information about the cleaning service, which will work 5 days a week, Tuesday through Saturday, at a rate of \$155 a night, and will need a month's notice if they are replaced. Trustees discussed the services, costs, and details.

Stacy Mola moved to retain the services of Guy's Maintenance for 3 months retroactive to July 1st.

Second: Daniela Buscio

Motion passed unanimously.

Mayor Colletti explained a proposal he and the Borough Administrator suggested to allow a trial period for the Borough Custodian to work at the Library for a few hours a week to assist on tasks not covered by the cleaning service. Geraldine Mola updated the Trustees on tasks assigned and

accomplished as well as challenges that had arisen. The Trustees discussed the Library's needs. It was agreed that for the interim this would suffice on an as needed basis, until a Library Custodial Worker could be hired.

The Trustees discussed a letter to the Board from a neighboring property asking the Library Board to trim tree branches extending onto the neighbor's property. The Library Board acknowledged it is the responsibility of the neighbor to trim branches crossing onto their property and the Library can't trespass in that manner.

Geraldine Mola updated the Trustees on water leakage coming from the Library's front window panes. The Trustees discussed the problem and the expense involved in making the repairs. The issue was tabled until costs can be determined.

FINANCIAL REPORTS

Motion by Treasurer Stacy Mola to authorize June 2024 Bills in the amount of \$10,668.20.

Second: Anthony Iachetti

Motion passed unanimously.

NEW BUSINESS

Geraldine Mola updated the Trustees on the issues with the collapsing benches along the side of the Library. Mayor Colletti left the meeting to examine the benches. Mayor Colletti returned and informed the Trustees that benches lacked a base and would require concrete slabs to be poured. It was suggested that the Library Board seek a quote from a masonry company such as Leto on getting concrete bases poured. Stacy Mola added that while the book drop itself is on a concrete slab, the approach to the book drop to retrieve items is on grass or mud. Leto should be asked to look at this issue as well.

Geraldine Mola updated the Trustees on a recommendation from the Library Attorney in place of grievances policy that was removed from the Library policy. The Trustees discussed the lawyers policy recommendation.

Geraldine Mola called for a motion to accept the policy as follows:

“Grievances

A grievance herein is defined as any decision of the Director or the Board that impacts a term and condition of employment set forth in these Policies. Any employee who believes s/he has a grievance shall submit the grievance in writing to the Director. The grievance shall identify all facts and identify what term and condition of employment has been affected. The Director will decide the matter within five days and respond in writing to the employee.

If the employee feels that satisfaction has not been obtained, s/he may submit the grievance to the Board of Trustees, in writing, with a copy to the Director.

The Board will consider the grievance at its next regularly scheduled Board meeting and a final determination shall be made. A copy of the determination will be provided to the employee in writing with a copy for filing in the Director's office. The Board's determination shall be the final step of the process."

Motion: Kathleen Policano

Second: Anthony Iachetti

Motion passed unanimously

Geraldine Mola reviewed a recommendation from the Library Attorney to reword the Library sick leave policy, which stated that employees were to use sick leave for personal injury only. The revision is as follows:

Sick leave may be taken in accordance with civil service regulations, by employees who are unable to work because of illness or injury; exposure to contagious disease; care, for a reasonable period of time, of a seriously ill member of the employee's immediate family; or death in the employee's immediate family, for a reasonable period of time.

Geraldine Mola called for a motion to accept the policy as revised.

Motion: Mayor Colletti

Second: Stacy Mola

Motion passed unanimously

Geraldine Mola called for a motion to retain W. Keith McCoy as interim Director on the terms decided upon in the Executive Session.

Motion: Kathleen Policano

Second: Daniela Buscio

Motion passed unanimously

Stacy Mola updated the Trustees on a meeting with the landscapers who recommended some work be done to care for the grounds while the Library is without a maintenance employee. Included was dealing with dead branches over the Library's parking lot, spraying weedkiller, the library's mulch, and dealing with leaves and debris. The Trustees discussed specific details and pricing of the recommendations.

Motion by Stacy Mola to allocate up to \$9,000 for tree removal and grounds maintenance.

Second: Kathleen Policano

Motion passed unanimously

The Trustees discussed contacting the VFW to replace the damaged American Flag on the Library's grounds.

PUBLIC COMMENTS

Jeanne Freitag (35 Hillman Drive, Elmwood Park) inquired after the interim Director and was informed he is a partner in the company that will find the Library a permanent Director and he will be part time. She also asked if part time employees were paid on holidays, and was informed they are not. Jeanne also asked after the qualifications of the consulting bookkeeper, how the Library might advertise when they sought a new maintenance employee, and the working hours of the cleaning company. Jeanne also complimented the painting program on July 9th. Jeanne also informed the Trustees that the light poles in the Library's parking lot are on constantly during the daytime. Jeanne reported that she had been both email and called with a reminder about upcoming programs. She also inquired after the sump pump which was still waiting for the plumber. Jeanne also inquired about Hoopla, and pointed out a typo on the Adult Services Report.

ADJOURNMENT

Mayor Colletti moved to adjourn the meeting at 7:45.
Motion passed unanimously.