

**RICHARD A. MOLA PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**MINUTES**  
**December 16, 2024**

**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:** Geraldine Mola, Daniela Buscio, Anthony Iachetti, Barbara Marquez, Stacy Mola, and Jeanne Freitag, Mayor's Alternate.

**Absent:** Kathleen Policano and Mayor Robert Colletti

**APPROVAL OF MINUTES**

Jeanne Freitag moved to accept the minutes. Second: Anthony Iachetti. Motion passed unanimously.

**FINANCIAL REPORTS**

Treasurer Stacy Mola moved to authorize payment of Bills in the amount of \$36,698.77.

Second: Daniela Buscio. Motion passed unanimously.

It was agreed that the "Additional Bills List" provided by the bookkeeper was not necessary for future meetings.

**PRESIDENT'S REPORT**

- **Children's Room.** Children have been using the new sittable, and scratches were found on it. The President advised the designer, and MindtheGap, the fabricator, will repaint any scratches and put a protective coat on it. The children's movable book rack and shelving unit for toys were delivered and put together. Children's computer table and computers are still to be purchased.
- Carpenter George Dolak moved the microwave to a suitable height and supplied and installed cabinet door handles.

**STAFF REPORTS**

The President noted in Kevin Neary' obtained missing Board Minutes from Bobbie Protono and all meeting records are now in binders.

She also noted that, though not in his report, Neary has begun working on the Library of Things, has conferred with Fair Lawn Library about it, and related policies must be developed.

Anthony Iachetti moved, Jeanne Freitag seconded, that staff reports be accepted. All voted in favor.

**UNFINISHED BUSINESS**

**Building**

The president reported:

- **Carousels.** Paterson Library had no interest in the two unused carousels. DPW has permanently removed them.
- **Electric.** Grommets were cut in first floor computer desks, courtesy of Hertz Furniture. Electricians will next work to hide wires underneath.
- **Glazier.** Six glaziers were contacted, three inspected windows, only one returned an estimate. Since Trustees have questions, authorization for window sealing was tabled.
- **Heating/Cooling.** A price quote from Reiner Group was reviewed and tabled until additional estimates are obtained.

**Supplemental Snow Removal.** Stacy Mola reported that, after contacting numerous landscapers, she found two that were willing to clean the sidewalk leading to the front door. She moved that VR Landscaping be retained to shovel the walkway after snowfall. Jeanne Freitag seconded. Motion passed unanimously.

**Snow Days.** Stacy Mola moved to vacate the decision of November 18, 2024, to have a delayed opening till noon on any snow days. Barbara Marquez seconded. Unanimously approved.

**Holiday Schedule.** Since it was left off the holiday schedule already adopted, the Board agreed to add Memorial Day, Monday, May 26, to the 2025 holiday calendar.

## **NEW BUSINESS**

### **2025 Public Meetings**

Anthony Iachetti moved, Daniela Buscio seconded, and all voted in favor of public meetings of the Library Board to be held in the Library at 6 p.m on the following dates (no meeting in August):

January 27	June 16
February 24	July 21
March 17	September 15
April 21	October 20
May 19	November 17
	December 15

**Request for Vacation Time.** Library Assistant Laura Leider’s request to take vacation time in April after the March 31 policy deadline was approved with stipulation that her airline ticket has been purchased. Discussion ensued regarding vacation and personal time, and it was agreed that current policy should be reviewed and updated.

**2025 Salary Increase.** Iachetti moved, Marquez seconded a motion to give a four percent raise in 2025.

**Notary Service Policy Revision.** President Mola explained that the Library’s Labor Attorney reviewed notary policy when the former adult services librarian prepared a list of notary services to be provided by the Library, including some that were incorrect. To prevent future problems, amendment to the policy (6-12) was recommended by the attorney, moved by the President, seconded by Stacy Mola and unanimously approved as follows:

## Notary Public Service

The Library offers general notary public services for the benefit of local residents. A Library Notary will witness a person signing a document or signing a sworn statement on a document. The Library Notary documents that:

- The signer of the document appeared before the Notary.
- The Notary positively identified the signer; and
- The signer both acknowledged the signature as their own, and that the signature was made willingly.

Guidelines for these services are as follows:

- The notary will generally provide service weekdays from noon through 4 pm but may not always be available. Call the Library 201-796-8888 before coming in to make sure the notary is available or to schedule an appointment.
- Notary public service is free for Elmwood Park residents with identification and \$2.50 per document for non-residents.
- Only documents in English will be notarized.
- All form and documents must be complete before being notarized. Form with blank spaces cannot be notarized.
- A valid, government-issued photo identification (e.g.: photo driver's license, passport) is required from any customer seeking notary service and from their witness.
- **The library provides only basic notary services.** Notary service is **not** available for the following types of documents: power of attorney, mortgage documents, deeds, wills, living wills, living trusts, codicils, depositions or vital records such as birth certificates, death certificates and marriage certificates as these types of documents can require specialized knowledge and is beyond the scope of this service. In addition, the notary cannot perform oaths of office, certify/attest copy of a deposition, or note protests.
- Library staff do not act as "authorized representatives" for Employment Eligibility Verification (I-9) forms and do not notarize this form.
- The library does not provide witnesses. In situations where a witness is required, the person requesting notary services must bring a witness who personally knows the individual requesting the service. The witness must bring government-issued photo identification (e.g. driver's license, passport). Library staff and patrons cannot act as a witness.
- New Jersey law requires that a Notary and the customer seeking notarization be able to communicate directly with each other. Library Notaries are not permitted to make use of a translator to communicate with individuals requesting this service.
- In accordance with New Jersey Notarial Law, notaries will not provide service if the customer, document or circumstances of the request for notary service raise any issue of authenticity, ambiguity, doubt or uncertainty for the Library or notary. In this event, the library notary may, at his/her sole discretion, decline to provide notary service.

***Library notaries are not attorneys licensed to practice law and may not give legal advice about immigration or any other legal matter or accept fees for legal advice.***

**Children's Computers.** There was no action taken on a purchase quotation from AWE LEARNING for two computers with accessories and built-in programs for children since Trustees expressed a need to review alternative choices.

**Volunteer Notary Service.** Jeanne Freitag alerted the Board that she is a notary and would be willing to offer service while there is no one on staff who is certified. The consensus of the Board was that, should it be needed, Ms. Freitag can provide notary service for the Library.

**Cleaning Service Extension.** Motion to extend the services of Guy's Maintenance for three months to give the Board more time to review the need for bids was moved by Stacy Mola, seconded by Jeanne Freitag, and unanimously approved.

**Hoopla Restrictions.** Following a review of forthcoming Hoopla digital services, which Stacy Mola has worked with Kevin Neary to set up, the Board agreed by general consent to utilize age-appropriate youth viewing restrictions, including PG13, R and other warnings for varied media on Hoopla.

#### **PUBLIC COMMENTS**

No comments from the public.

#### **EXECUTIVE SESSION**

Geraldine Mola called for a motion to go into Executive Session for Personnel matters at 6:50 p.m. with related action to be taken during the public session.

Motion: Stacy Mola. Second: Barbara Marquez. Motion passed unanimously.

#### **RECONVENE**

The meeting was reconvened at 6:57 p.m.

#### **ADJOURNMENT**

There being no action on personnel matters, the meeting was adjourned at 6:58 p.m.