

RICHARD A. MOLA PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES
January 27, 2025

OPEN

President Geraldine Mola opened the public meeting at 6:08 p.m. in accordance with the NJ Open Public Meeting Act.

ROLL CALL

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

ELECTION OF 2025 OFFICERS

Mayor Robert Colletti moved that current officers be re-elected for 2025:

Geraldine Mola, President
Kathleen Policano, Vice President
Barbara Marquez, Secretary
Stacy Mola, Treasurer.

Following a second by Anthony Iachetti, the motion passed unanimously.

APPROVAL OF MINUTES

Mr. Iachetti moved to accept the minutes. Second: Anthony Iachetti. Motion was approved by a majority of the Board: G. Mola, Buscio, Iachetti, S. Mola. Policano and Colletti abstained.

FINANCIAL REPORTS

Treasurer Stacy Mola moved to authorize payment of Bills in the amount of \$29,808.36.

Second: Policano. Motion passed unanimously.

There was a request that reports be formatted as previously.

Attention was called to the 2024 Building Fund Report itemizing cost of building improvement projects last year.

PRESIDENT'S REPORT

- **Holiday Luncheon** the Board sponsored for employees was well received. Thanks were extended to Barbara Marquez for organizing the event.
- **Hiring Professional Organizer.** Trustees were polled virtually in early January regarding permission to hire professional organizer Jeanne Marie Heron of Posse Partners to organize storage spaces in the library. Six Trustees voted affirmatively; Mayor Colletti did not vote. The service will include an initial assessment of storage space and materials which was completed, and ten hours of related work at a cost of \$1,500.00.
- **History Grants**
 - President completed the final report for the 2024 Bergen County History Grant of was completed; the Library will subsequently receive last grant payment.

- Library has been awarded a History Grant for 2025 by the Office of Cultural and Historical Affairs in the amount of \$1,200.
- **Anne Rolling Decision** was rendered on December 27 by Hearing Official Michael Foligno who upheld the disciplinary decision of the Library Board to remove her from her position as Adult Services Librarian. Rolling was officially terminated on December 28 and may request a civil service hearing. Civil Service was notified.
- **Bidding Threshold.** Board Attorney confirmed that the Library's bidding threshold is \$44,000 because the Borough has a qualified purchasing agent. Otherwise, it would've been \$17,500.

STAFF REPORTS

Policano moved, Iachetti seconded acceptance of reports from staff.

UNFINISHED BUSINESS

Building

The president reported:

- **Electric.** Electrician Frank Fasolo completed change of floor outlets on the second floor and the securing of wires and minimizing wire visibility throughout the library.
- **Heating/Cooling**—G & R Heating (recommended by Administrator) was called to give a quote for supplementary heating and cooling. Company came in, found temperatures acceptable, and spoke to employees who said there's no problem with heat. Since this did not appear to be a problem, the situation can be considered again during summer months.
- **Window Improvements.** The President met with Mario Cubilla of MC Glass and Window, Inc, Hawthorne to review window problems again.
Motion for MC Glass and Windows to supply materials and labor to replace 1" tempered bronze insulated glass for specified windows in estimate for a cost of \$16,930 made by Policano, seconded by S. Mola. Motion passed unanimously.
Motion for MC Glass and Windows to supply materials and labor to remove existing gasket from existing window to wet seal using Doe-seal 795 black color, reseal frames, install missing interior glazing gaskets at a cost of \$28,130. Motion by Policano, second by Iachetti. Unanimously approved.

Hoopla. Stacy Mola reviewed report HOOPLA arrangements she and Kevin Neary have developed. Library will limit restrictions to Kids' Mode. This digital service is ready to publicize and turn on for patrons.

NEW BUSINESS

Resolutions for 2025

The following resolutions were moved by Iachetti, seconded by Colletti and passed unanimously.

- **Auditor.** Resolution that Lerch, Higgins & Vinci be appointed Auditor for 2025.
- **Attorney.** Resolution that the firm Apruzzese, McDermott, Mastro & Murphy be appointed as Labor Counsel and Library/General Counsel for 2025, with Arthur R. Thibault, Jr. as Labor attorney, Kyle Trent to serve as Library/General Counsel, and other staff as needed.
- **Bank Depository.** Resolution that Spencer Savings Bank will be the designated depository for all funds, including Operating Account, Building Account, Unemployment Account, Kaplan Fund (restricted), Kaplan Children's Interest Account, and Richard A. Mola Donation Account

- **Finances.** Resolution that, for handling funds in 2025, checks will be released after approval of the bill list a Board meeting, except that
 - a. Checks for utility bills (gas/electric), book, and regular expenses may be issued at any time when it is necessary to pay a vendor prior to the next regular Board meeting.
 - b. During the summer months when the Board does not meet (normally August), checks may be issued without Board approval.
 - c. For all checks issued under (a) and (b) above, full documentation will be provided at the next Board meeting following.

Be it further resolved that a Petty Cash Fund in the amount of \$150 be approved for 2025.

- **Transfer of Funds**

Whereas the Trustees of the Free Public Library of the Borough of Elmwood Park (the “Board” or the “Trustees) has undertaken an analysis of the capital improvements needed for the Elmwood Park Public Library (the “Library”); and

Whereas the Board has determined that in order to provide efficient library services, the Library will need to make significant improvements to the Library building; and

Whereas, in order to meet its capital needs, the Board has decided to supplement the current reserves for Capital Improvements, so that the Library can continue to provide efficient and effective library services to the public; and

Whereas the Trustees have determined that there were sufficient funds remaining for the operation of the Library in 2024;

Now therefore be it resolved by the Trustees of the Free Public Library of the Borough of Elmwood Park that the sum of \$350,000 from 2024 operating funds be restricted for necessary Capital needs of the Library, and it is further

Resolved that the sum of \$350,000 be transferred from the Spencer Savings Bank Operating Account to the Spencer Savings Building Account.

Building Use Applications

- Request by Nino Zovko of Clifton, NJ, to use library steps landing for wedding ceremony and first floor space for 28 guests on Sunday, February 2, 2025, at 12:30 to 1 pm before Library opens. Fee will cover cost of staff member to open building early.
- Request by local civic organization EPIC to use Community Room on Sunday, May 18, 1-5 pm to hold a Trivia event.

Iachetti moved, Buscio seconded that both requests be accepted. Unanimously approved.

Library CDs. Buscio made a motion that by May, 2025, all CDs are to be permanently removed from the Library Collection and are to be replaced in the same area on the second floor with DVDs in these racks, additionally purchased matching racks, and/or library carousels. Motion seconded by S. Mola and unanimously passed. Trustees suggested that they be sold for \$2 each or 3 for \$5.

PUBLIC COMMENTS

Meg Pettigano clarified that according to ALA, optimum temperatures for libraries is 70 degrees with relative humidity 55 degrees and can be as low as 60 degrees if doing archival work.

EXECUTIVE SESSION

Geraldine Mola called for a motion to go into Executive Session for Personnel matters at 6:48 p.m. with related action to be taken during the public session.

Motion: Colletti. Second: Mola. Motion passed unanimously.

RECONVENE

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

Personnel Action

- **Director.** Iachetti moved, Buscio seconded a motion to hire Sara Ketterer as Library Director at an annual salary of \$75,000.00. All voted in favor.
- **Youth Services.** Policano moved, S. Mola seconded a motion to hire Tara Iabellis for Youth Services at an annual salary of \$52,000.00. All voted in favor.

Budget. Policano moved, Buscio seconded that the 2025 budget be adopted as presented. The budget was unanimously approved.

Program Fees

S. Mola moved to require prepayment for programs that require a fee. The motion was seconded by Iachetti and unanimously carried.

Outreach. Buscio asked that the Library consider participating in a Sixteenth Avenue School event on April 19 from 5-7 pm. There was general approval to participate.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:25 p.m.