

**RICHARD A. MOLA PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES**

March 17, 2025

OPEN

President Geraldine Mola opened the public meeting at 6:02 p.m. in accordance with the NJ Open Public Meeting Act.

ROLL CALL

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

INTRODUCTION

The president introduced Sara Ketterer, new director, to Trustees.

APPROVAL OF MINUTES

Corrections: Stacy Mola noted that, under Financial Reports, the cost for Magic Desktop must be changed from \$150.00 to \$298.00, to cover the cost of \$149.00 for two one-year subscriptions. Buscio moved minutes be accepted as corrected. Marquez seconded. All voted in favor.

FINANCIAL REPORTS

Treasurer Stacy Mola moved to authorize payment of Bills in the amount of \$18,502.43, an amount that excludes payment in the amount of \$2,080 to Fasolo Electric that was capital expense incorrectly included in the operating account. Second: Freitag. Motion passed unanimously.

Treasurer Mola explained that Spencer did not make payment on a check issued 2/21/25 in the amount of \$2,600.00 to George Dolak because it was sent without necessary signatures, a library error for which the payee will be charged a processing penalty of \$35. To correct this, the Treasurer moved that a replacement check be issued to George Dolak in the amount of \$2,635.00, to pay the bill as well as the bank penalty. Second: Buscio. Motion passed unanimously.

President's Report

Orientations were conducted by the president for the two new employees:

- On Friday, February 28, prior to beginning work on March 3, Tara Iacobellis was given a two-hour introduction to the library, her job as Youth Services Librarian, her duties, and what would be expected of her.
- On Monday, March 3, Sara Ketterer was introduced to the library, her job description as Director, and the current state of the library in a three-hour orientation. Included was an overview of recent projects as well as current and long-standing improvement projects that were put into her hands; she was provided with contact information for this responsibility. In addition, Kevin Neary introduced her to other aspects of her job and library procedure. (*Mr. Iachetti joined the meeting at this time.*)

Reorganization. The president reported on the scope of the recent library reorganization, which, she said was not limited to organizing storage spaces, supplies and materials, but included important procedural and facilities improvements:

- Missing clocks were replaced or fixed for use in the work room, Program Room and Director's office.

- Indoor faded American flag was replaced.
- Lunch table and chairs were finally purchased for the staff room. Since library reopened, staff were using a repurposed library table and Community Room chairs.
- Elfa system drawers were obtained and installed in work room cabinet bottoms to update their efficiency.
- Useful and re-usable plastic bins were ordered.
- Keys for all desk, file and door locks were identified, sorted, and discarded or duplicated as needed.
- Two key boxes were obtained—for work room and director’s office—and keys were labeled and arranged.
 - Workroom key box is maintained by Kevin Neary, who holds the combination and is the only employee with access. Box is limited to first-floor, circulation and public room keys.
 - Director’s key box holds duplicates of all keys, including desks, files, rooms and building. Combination is held by director.
- For the Circulation Department:
 - A wheeled cart was obtained to supplement the cotton bag for book drop pickup.
 - Area behind circulation desk was re-arranged, replacing two of four carts with wooden cases and reorganizing contents.
 - A supplies cart was repurposed under the circulation desk.
 - A dispenser was obtained for large plastic book covers
 - Book I.D. dispensers were acquired for tech work.
 - A Dropbox with lock was purchased for nightly circulation fees to be stored for bookkeeper, at last establishing a new safe procedure for cash returns.
 - Streamlined BCCLS procedure was developed
 - Removed blue BCCLS bins from circulation area
 - Designed, built and installed BCCLS drawers on which to organize books for BCCLS distribution that now provides a more contained, efficient and professional method of book dissemination.

Recognition of outstanding work.

The president recognized two people for outstanding assistance in the reorganization.

- George Dolak, carpenter, whose work for the library she described as “excellent,” was especially noted for his building of the working drawers for BCCLS bins. Freitag moved, S. Mola seconded, a motion that a letter of thanks be sent to George Dolak and that he be commended for his work on behalf of the library. Motion carried unanimously
- Stacy Mola was thanked for her collaboration and exceptional productivity in the reorganization project. She was also commended for her past work in setting up the Children’s Room; providing orientation and guidance for the bookkeeper; streamlining many office and library procedures; acquiring and supervising custodial, landscaping and snow removal services; initiating Hoopla; researching children’s computer software and making arrangements for Magic Desktop—all of which were described as “invaluable” contributions.

STAFF REPORTS

Director

- Ketterer noted that she took Library Director’s Training from both NJLA and BCCLS in February prior to beginning her job here.
- **Personnel Changes**

- **Bookkeeper Madeleine Taylor** sent two weeks' notice on February 28 that she was resigning as of March 14, 2025. President notified the incoming Director that the library needed to immediately advertise for the position in Indeed. The Treasurer noted that, in Ms. Taylor's eight months on the job, she was invaluable since she put files and records in order and established a very professional standard for the position.
- The president called for a motion to hire **Jennifer Sharpe** as Bookkeeper retroactive to March 14, 2025, at a salary of \$25 per hour for up to 18 hours per week. Motion made by Freitag, seconded by S. Mola, passed unanimously.
- **Tara Iacobellis** resigned her position as Youth Services Librarian without advance notice, leaving after four days on the job. We will be seeking a replacement.

Interim Director

It was noted that Kevin Neary completed the library's state report for the second year. The president called for a motion made by Buscio, seconded by Marquez, that the Board send a letter thanking him for his service as Interim Director.

Circulation

Stacy Mola requested that Hoopla statistics be shown separately in future reports. Few patrons are using the service to date. Freitag noted that she personally had trouble signing on.

Archives

The president reported that Archives bookshelves, ordered six months ago, will be delivered on March 18.

Iaquetti moved, Marquez seconded a motion to accept staff reports. Motion passed Unanimously.

OLD BUSINESS

Building and Grounds

- **Glazier** plans to be at the library to begin work on windows the week of March 25 or, if weather doesn't allow, the following week. Discussion concerned whether the library should remain open during this period or use a side entrance. No decision was made, but an emergency closing may be used during a portion of the glazier's work time.
- **Basement sump pump** improvement that was recommended and price quoted by plumber Dominick Mazzone has not been addressed for a year since a concrete vendor is needed to complete the job. The Director called to have his quote updated to get the work done. Trustees suggested that a quote also be obtained from Leaksmith.
- **Possible Roof leak** Director reported brown stains in Community Room. PB Roofing was called in to check and thought the brown ceiling stains might be from old leaks. Director asked that the dirty ceiling tiles be replaced. She was advised to determine if there are ceiling tiles stored in the building or shed.
- **Fasolo Electric** installed lighting on front library shelves, added lighting for adult services desk, and installed an electric outlet for children's computers.

NY Times, which has been purchased daily for a few months, is finally being delivered again.

P Card. The Director was asked to look further into obtaining the P Card since there have been items that need to be purchased via credit card.

Children's Room Completed. The president reported that the computer table and two chairs were delivered, the table assembled, and two children's computers set up with Magic Desktop, children's educational software. Children have used the equipment and reports are very positive. Staff will determine whether headphones will be needed.

NEW BUSINESS

Policy Amendments. Trustees reviewed policies that required revision. A motion was made Freitag, seconded by S. Mola, to accept proposed policies as corrected. All voted yes. The policy revisions are summarized as follows:

- Section 2, Board of Trustees.
 - p.2-2: **President** serves as...Appointing Authority for Civil Service, sole authorized liaison to the Library Attorney....
 - P.2-5: **Cash Register**.... The remaining funds, (the fines or other income accumulated....
- Section 3, Building and Grounds.
 - P.3-2 to 3-5. **OPENING AND CLOSING**...unless a part-time employee is hired for that duty or assigned in an emergency or urgent circumstance.
 - **FACILITY KEYS**....In case of an emergency or other urgent circumstance when another employee is assigned to handle this duty, the assigned will be given keys for use in that circumstance and return them to the office the next working day.
 - **OFFICE, DESK, FILE KEYS.** There is no expectation of privacy in offices, desks or files; and personal items are not to be stored in office spaces. All information and materials in library offices, desks, files and computers belong to the library and should be accessible at any time to the library director or staff supervisors. Keys to offices, desks and files are to be limited in distribution and a spare duplicate must be kept of all keys.
 - **ROOM USE.** The Community Room and Program Room may be used by organizations or groups for meetings or events upon application and approval in advance by the Board of Trustees.
[Throughout this section, the words "*and Program*" were added to refer to the new room in addition to the Community Room.]
 - **CAPACITY.** By order of the Elmwood park Fire Prevention Bureau, the capacity of the Community Room is not to exceed 70 people and maximum capacity of the Program Room is 25.
 - **FEES**...and \$50.00 for the Program Room....
 - **LIMITATIONS.** Teen or Children's groups must be supervised by an adult. Children's groups will need one supervising adult for every ten children in attendance.
- Section 6. **SERVICES.**
 - **JerseyCAT, p. 6.2.** Every effort is made to obtain books the library does not own through inter-library loan. When a request cannot be filled within BCCLS, a librarian will assist the patron in obtaining materials from much larger collections via JerseyCat, a free statewide interlibrary loan program that allows member libraries to obtain materials from other participating libraries throughout New Jersey.
 - **COMPUTERS, p. 6-5 to 6-6.**
 - **USE BY MINORS**....computers...in the public area....with permission....

- CHILDREN’S USE OF INTERNET....Children under the age of 5 must be supervised by an adult....public area are reserved for the use of adults and students in 6th grade and above....
- HOME DELIVERY, p. 6-13. Omit.

The president requested that the Director provide input on the following as soon as possible to complete Policies:

1. Computer Use policy, which is not being followed and a decision of whether it should remain as written or be updated to reflect change in use.
2. Any additional rules for children’s use of computers.
3. Any additional information necessary for HOOPLA.
4. Description and Use Guidelines for Library of Things/Games
5. Descriptive paragraph on Seeds Program

Seed Library. The director noted that she plans to begin a seed library by obtaining packets free from seed companies and providing a certain number of packets per household for free distribution.

Landscaping. S. Mola clarified that \$11,000 was allocated in the 2025 budget for landscaping. Bob Behringer of Landscape Designs, Inc. provided a quote in the amount of \$5,425.00 that includes spring clean-up and all general landscaping work through the fall. Cleaning leaves may be an additional cost. The Board gave general consent for this work.

He also sent a quote to include moving some shrubs, planting 36 pots and 12 flats of flowers in the spring at a cost of \$3,200.00. There was agreement to have Landscape Designs do the work defined, with possibly less funds put toward annual flowers.

An additional proposal for him to extend sprinklers to the island was set aside for future discussion.

Front Wall Signage. S. Mola moved, Buscio seconded a motion to authorize an expense of \$3,150.00 for front wall signage to include letters on the brick wall, which will be a capital expense. All voted in favor.

TechSoup donates computer programs free to nonprofit organizations, but the Library recently purchased directly from QuickBooks, which included tech support for a year. The Library will attempt to utilize TechSoup services in the future.

Additional Sunday Closings. Motion by Freitag, second by Marquez, that the library be closed on Mother’s Day and Father’s Day, not as paid holidays. All voted in favor.

Miscellaneous Remarks.

Freitag gave names of several free program speakers for the library to consider.

The Director visited the Elmwood Park Senior Center and plans to lead a monthly book club there.

Buscio invited the Library to participate in Literacy Night at School 16 on Tuesday, April 29, from 5 to 7 pm.

PUBLIC PORTION. No participation from the public.

ADJOURNMENT

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