

June 3, 2025 Bayonne Library Board of Trustees Minutes.

7:04 pm: President Doria called the meeting to order and read the “Open Public Meetings Act” announcement once a quorum of Trustees was present.

Attendance:

Present: Maribeth Doria, Vincent Pelote, Caroline Ulivella, Ryan Blake, and Anthony Kufra.

Absent: Jennifer Vecchiarelli (excused), Anthony Kufra (excused), and Donna Russo.

Also Present: Melody Scagnelli-Townley, Library Director and Michelle Yang, Esq., Weiner Law Group.

Agenda item: May 2025 minutes. Approval of minutes moved by Treasurer Blake, seconded by President Doria, passed by unanimous roll call vote.

Agenda item: Consideration of June Claims List. Approval of the Claims List was moved by President Doria, seconded by Vice President Pelote, passed by unanimous roll call vote.

Agenda item: Director’s Report. Director Scagnelli-Townley announced Boiler Operator / Maintenance Worker Ralph Foglia’s receipt of the New Jersey Library Association (NJLA) President’s Award at the NJLA Annual Conference! She explained how many types of nominees have been chosen for this award in the past - librarians, library assistants, directors, trustees - but that Ralph is the only Maintenance worker to have ever been selected for this award. She described NJLA President Jeff Cupo’s speech regarding Ralph and mentioned that Ralph received a standing ovation from the room. Congratulations to Ralph!

Director Scagnelli-Townley gave details about the 7 upcoming class visits in June and the completion of over 85 class visits this school year! She provided information about the addition of a new “Newspapers” subpage on the website, with information about patrons can access some of our print newspapers online through the library. She briefly discussed her plans to work over the summer on hiring two part-time night and weekend Library Assistants. She provided dates for upcoming summer holiday closures and on the restart of summer hours for the library. She also mentioned that she had a fully executed contract from Family Search and would move forward with adding that information onto the “Databases” page of the website.

She provided information about a request from NJLA to take part in a new “Health Insurance Literacy Initiative” in collaboration with the NJ State Policy Lab and Rutgers University. The goal of this initiative is to pilot test literacy-based programming with partners in or near Newark with the intent to spread awareness of health insurance and improve public understanding regarding available health plans. More information regarding the intended programming and resources will be provided over the summer.

She gave updates about the past month’s programs. She provided information about upcoming

programming for adults including a biweekly ESL class, a biweekly Dungeons & Dragons campaign, a weekly knitting & crochet club, a monthly book club, weekly Tech Thursdays classes, a Bayonne NAACP meeting, a monthly Tarot card reading class, monthly COVID & flu vaccination clinics, mobile office hours with Congressman Menendez' office, an immigration clinic with The Division of Immigrant Affairs, and a new pilates class for tweens and older.

She also reported about upcoming regular weekly programming for children as well as special programming for children including a monthly bilingual storytime called "Little Spanish Scholars", two "Music with Miss Julia" classes each week, a weekly chess club for tweens & teens, a monthly kids bingo night, and monthly childhood vaccination clinics.

She also gave an update about upcoming programming for all ages including a beach themed family yoga, a jigsaw puzzle swap, a jigsaw puzzle drop-in event, a vaccination clinic, and weekly afternoon and evening movies.

She also reported on special "one off" summer programs, including the annual summer reading program (with real prizes for all ages), a defensive driving presentation, a live cooking demonstration, a cat adoption event, two local author readings, an "Outrageous Reptiles" program with Jenkinson's Aquarium, a "Science Heroes" science show for all ages, a piano concert with professional concert pianist Maxim Anikushin, a "Mad Science" hands-on science show for all ages, and an art show with William Paterson University's Master of Fine Arts program.

She briefly discussed a meeting with Hudson County Community College to discuss collaboration for those patrons who choose "alternative education". She described her PreK4 class visit at All Saints Academy. She also described a regular site visit from the Civil Service Commission, a dinner with the vendor Playaway, her attendance at a LibraryLinkNJ meeting regarding proposed 2026 budget changes and their impact on interlibrary loan services, and her attendance at and presentation at the NJLA Annual Conference. A copy of the Director's Report for June 2025 will be maintained on file with these minutes.

Agenda item: Community Center Digital Connection Grant Update. Director Scagnelli-Townley summarized the progress thus far on the CCDC grant. She discussed temporary roof repair measures that are necessary to ensure that the leaking chiller does not leak additional water into the Library while turned on for the summer. She described the results of an in-person meeting with the NJ State Library's grant compliance manager. She explained the NJ State Library's request for the creation of a "Policies and Procedures for Federal Funds Guide", which will include policies for things like document retention, procurement, ethics & conflict of interest in relation to purchasing, and duplication of benefits. She discussed her submission of a monthly expenditure report for April 2025. She also notified the Trustees about her acceptance of additional grant funding, which would total roughly a 9% increase in the total grant funds. She did not yet know what the exact amount would be.

She also discussed the expected timeline for the upcoming work: supplies would be ordered over the summer for internal and external work. Work on the roof would begin in late September or early October (after chiller season is over) and should be completed by mid-December. Work on the interior space should begin in November, after the section of the roof above it is repaired. The internal work should be completed by January 2026. All work must be finished, per grant agreements, by June 30, 2026.

Agenda item: Consideration of Resolution 2025-18 “APPROVING PAYMENT OF CERTAIN INVOICES TO SETTEMBRINO ARCHITECTS FOR ARCHITECTURAL SERVICES TO THE LIBRARY”. After Director Scagnelli-Townley read the resolution text aloud, resolution approval was moved by President Doria, seconded by Vice President Pelote, passed by unanimous roll call vote without any discussion.

Agenda item: Consideration of Resolution 2025-19 “APPROVING PAYMENT OF CERTAIN INVOICES TO SETTEMBRINO ARCHITECTS FOR SLOPED ROOF ARCHITECTURAL SERVICES”. After Director Scagnelli-Townley read the resolution text aloud, resolution approval was moved by Trustee Ulivella, seconded by President Doria, passed by unanimous roll call vote without any discussion.

Agenda item: Consideration of Resolution 2025-20 “RESOLUTION AUTHORIZING THE BOARD PRESIDENT AND DIRECTOR TO APPROVE INVOICES FOR PAYMENT DURING JULY AND AUGUST 2025”. After Director Scagnelli-Townley read the resolution text aloud, resolution approval was moved by Vice President Pelote, seconded by Trustee Ulivella, passed by unanimous roll call vote without any discussion.

Agenda item: Consideration of Resolution 2025-21 “RESOLUTION APPROVING ANNUAL CONTRACT FOR LIBRARY SERVICES WITH OCLC”. After Director Scagnelli-Townley read the resolution text aloud, resolution approval was moved by President Doria, seconded by Vice President Pelote, passed by unanimous roll call vote without any discussion.

Agenda item: Consideration of Resolution 2025-22 “RESOLUTION APPROVING APPOINTMENT OF ATTORNEY AS COUNSEL TO THE BAYONNE PUBLIC LIBRARY BOARD OF TRUSTEES”. After Director Scagnelli-Townley read the resolution text aloud, resolution approval was moved by Trustee Ulivella, seconded by Treasurer Blake, passed by unanimous roll call vote without any discussion.

Agenda item: Discussion regarding Director evaluation process. With the recent update of the Board of Trustees bylaws requiring an annual evaluation for the Director, Director Scagnelli-Townley described the development by Attorney Zucker of an official “Library Director Performance Evaluation” Form. She explained the major components of the evaluation form. The Trustees confirmed that Director Scagnelli-Townley was comfortable being evaluated by this rubric. The Trustees unanimously approved of the performance evaluation form and the process. Director Scagnelli-Townley stated that she would work on the form over the summer

and that the Personnel Committee would meet in September or October 2025 to evaluate her, with the results being brought to the wider Trustees at the following Trustees meeting.

Agenda item: Public Comments. Bayonne resident Donna Holovach mentioned that she had enjoyed previous months' weekly movies and was looking forward to the summer movies. She also mentioned an issue she had with a downstairs bathroom in February 2025.

Meeting adjournment was moved by Vice President Pelote, seconded by Trustee Ulivella, passed by unanimous voice vote at 7:36 pm.