

Palisades Park Public Library Board of Trustees
 Minutes of Regular Meeting on September 11th 2025
 At the Library Meeting Room
 Flag Salute 6:03 PM
 Attendance: Roll Call

Name	Present	Absent
Barnabas Woo, President	X	
Alice Albanese		X
Fran Beck	X	
Irene Grala	X	
Helen Jeon	X	
Hyoung Park	X	
Maureen Tansey	X	
Carl Albano - Superintendent	X	
Sang H Lee - Mayor Alternate	X	

Quorum was established.

This meeting is a regular meeting.

President’s Report: Barnabas Woo

Welcomes the new Superintendent, Carl Albano, to Palisades Park Schools. He began on July 22nd.

Approval of Minutes:

PPPL 2025-09-01: Approval of Regular June 12, 2025 Meeting Minutes

The motion was approved with the following roll calls.

Motion made by	B Woo
Seconded by	M Tansey
Yes	B Woo, I Grala, H Jeon, H Park, M Tansey
Abstain	F Beck, S Lee, C Albano
Absent	A Albanese

PPPL 2025-09-02: Approval of the Executive June 12, 2025 Meeting Minutes

The motion was approved with the following roll calls.

Motion made by	H Jeon
Seconded by	I Grala

Yes	B Woo, I Grala, H Jeon, H Park, M Tansey
Abstain	F Beck, S Lee, C Albano
Abstain	A Albanese

PPPL 2025-09-03: Approval of Special July 1, 2025 Meeting Minutes

The motion was approved with the following roll calls.

Motion made by	H Jeon
Seconded by	B Woo
Yes	B Woo, F Beck, I Grala, H Jeon, H Park, M Tansey
Abstain	S Lee, C Albano
Absent	A Albanese

PPPL 2025-09-04: Approval of Special July 1, 2025 Executive Meeting Minutes

The motion was approved with the following roll calls.

Motion made by	H Jeon
Seconded by	I Grala
Yes	B Woo, F Beck, I Grala, H Jeon, H Park, M Tansey
Abstain	S Lee, C Albano
Absent	A Albanese

Treasurer’s Report: Helen Jeon

07/01/25-07/31/25

New Millenium Bank

Beginning balance:\$1,131,928.74 + interest (\$3,776.75) = ending balance \$1,135,705.49

PNC Bank

Beginning balance:\$52,042.72 + deposits (\$876.56) - checks and deductions (\$206.50) + interest (\$83.58) = \$52,796.36

08/01/25-08/31/25

New Millenium Bank

Beginning balance:\$1,135,705.49 + interest (\$3,544.49) = ending balance \$1,139,249.98

PNC Bank

Beginning balance:\$52,796.36 + deposits (\$2029.17) - checks and deductions (\$365.34) + interest (\$86.31) = \$54,546.50

*Helen recommends adding a separate budget line item on the Bill List for “Attorney Fees” on the PNC account starting next January 2026.

Director’s Report: Ella C Lee

This is Ella Lee’s first meeting with the Board since her start date as the Interim Director on July 13th.

Programs:

- Summer Reading Program (7 weeks) - Children: 81 registrants, 28 programs with 402 attendees
- Teens: 15 registrants, 15 programs with 70 attendees
- Adults: Book Bingo Challenge with 6 participants; raffle held for awards.
*Note: Slight dip in children’s attendance compared to last year due to emergency closure and staff absence.
- ★ PreK programs and attendance increased.
- Other Programs - Summer singing class was especially successful as a seasonal program.
- Pottery classes continue to be very popular and well-attended.

Library Updates

- July 31: Library closed early due to state of emergency (approved by Board President).
*Programs were canceled with proper patron notification.
- August 15: Completed Annual Employee Salary Survey for BCCLS.
- August 21: Seasonal Library Page, Bryan Lee resigned to go back to school
- Held one-on-one meetings with each staff member during July and August, and conducted a team meeting on August 25.
- Policy Revisions Prepared:
 - Public Computer & Guest Pass Policy
 - Children’s Rules (After-School) - After-Hours Noise / Three-Strikes Policy

Spending & Planning Items for Board Review:

- Patron Counter: Up to \$650 for FootfallCam 3D Pro2™ patron counting system.
 - Staffing: Begin recruitment for Part-Time Adult Librarian.
 - Security & Safety: A safety meeting with the Chief of Police has been scheduled for October 10, 2025. A delayed opening at 12 PM will be requested to accommodate the training - The Board approved.
- ***Public Computer & Guest Pass Guidelines are posted in the library and the website.

Open to the Public

Andrew Meehan, Hackensack, NJ
He discussed the claims with the Library.

Old Business

PPPL 2025-09-05: Six Brothers Contracting Payment Authorization. The Board hereby concurs with the Borough Resolution 2025-264 and authorizes, ratifies and approves full and final payment to Six Brothers Contractors LLC in the total amount of \$93,750.00 for all services rendered in connection with the Roof Project, which funds shall be drawn from the Library’s New Millennium Bank account to reimburse the Borough in that amount. This resolution is approved as the following votes:

Motion made by	I Grala
Seconded by	H Jeon
Yes	B Woo, C Albano, F Beck, I Grala, H Jeon, S Lee, H Park, M Tansey,
No	

Absent	A Albanese
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PPPL 2025-09-06: Annual Meeting Schedule Update Approval. PLEASE TAKE NOTICE that the remaining regular monthly Meetings of the Board of Trustees for the year 2025, and 2026 reorganization, will be held at **6 PM** on these dates as following: Thursday, October 9, 2025 Thursday, November 13, 2025 Thursday, December 11, 2025 Thursday, January 8, 2026 - The Board passed the new meeting time schedule.

Motion made by	F Beck
Seconded by	H Jeon
Yes	B Woo, C Albano, F Beck, I Grala, H Jeon, S Lee, H Park, M Tansey
No	
Absent	A Albanese

PPPL 2025-09-07: Appointing Vice President of the Board of Trustees. The Board wishes to fill the vacancy in the office of Vice President. The Board hereby appoints **Fran Beck as Vice President** of the Board. Fran Beck agreed and she was voted in as the following:

Motion made by	M Tansey
Seconded by	I Grala
Yes	B Woo, C Albano, F Beck, I Grala, H Jeon, S Lee, H Park, M Tansey,
No	
Absent	A Albanese

PPPL 2025-09-08 Appointing Secretary of the Board of Trustees. Before the Meeting, this resolution has been annulled by Mayor Kim confirming that the Confidential Administrative Assistant to the Board has been the acting Secretary of the Board therefore will not need for another personnel to fill the position.

New Business:

PPPL 2025-09-09: Adopting the 2026 Library Holiday closing Schedules.

Palisades Park Public Library Board of Trustees (“Board”) wishes to establish a schedule of holiday closures for the year 2026 as the following:

Palisades Park Public Library Holidays Closing 2026

- Thursday, January 1, 2026, New Year's Day,
- Monday, January 19, 2026, Martin Luther King, Jr. Day,
- Thursday February 12, 2026, Lincoln's Birthday
- Monday February 16, 2026, Presidents' Day
- Friday April 3, 2026, Good Friday
- Saturday May 23, 2026, Memorial Day Weekend
- Monday, May 25, 2026, Memorial Day
- Tuesday, June 2, 2026, Primary Election- Polling Center
- Friday, June 19, 2026, Juneteenth
- Friday, July 3, 2026, National Independence Day (Observed)
- Saturday, July 4, 2026, National Independence Day
- Saturday, September 5, 2026 Labor Day Weekend
- Monday, September 7, 2026 Labor Day
- Monday, October 12, 2026 Indigenous Peoples' Day
- Tuesday, November 3, 2026 Election Day - Polling Center
- Wednesday, November 11, 2026 Veterans Day
- Wednesday, November 25, 2026 Day before Thanksgiving Day (Early Closing at 1pm)
- Thursday, November 26, 2026 Thanksgiving Day
- Friday, November 27, 2026 Day After Thanksgiving
- Thursday, December 24, 2026 Christmas Day Eve
- Friday, December 25, 2026 Christmas Day
- Thursday, December 31, 2026 New Year's Day Eve (Early Closing at 1pm)

The 2026 Holiday Closing dates are approved as the following:

Motion made by	C Albano
Seconded by	B Woo
Yes	B Woo, C Albano, F Beck, I Grala, H Jeon, S Lee, H Park, M Tansey
No	
Absent	A Albanese

PPPL 2025-09-10: Approving 2023-2024 Annual Audit Report The Annual Report of Audit for the years 2023 and 2024 has been completed and filed by the Auditor, Garbarini & Co. P.C. and a copy of the Audit Report has been furnished to each member of the Board; and the members of the Board have each had an opportunity to review the Audit Reports, including any and all comments and recommendations contained therein. The Board hereby acknowledges receipt of and approves the Annual Report of Audit by auditing firm Garbarini & Co. P.C. and a copy of this Resolution shall be provided to the Borough Clerk. (*The auditor advised that when monies are received they must be deposited into the bank within 48 hours. If received Saturday, then deposit it by Monday.)
The resolution passed as the following:

Motion made by	C Albano
Seconded by	B Woo

Yes	B Woo, C Albano, F Beck, I Grala, H Jeon, S Lee, H Park, M Tansey
No	
Absent	A Albanese

PPPL 2025-09-11 Approving July and August Bill List - The Board approved the July and August Bill List with the exception item: [PO25-01256 for \\$789.00](#) This item will not be included as approved or disapproved at this time until the attorney review relating to this item will come in within a month or two. The Board did approve the rest of the July and the August Bill Lists and passed.

Motion made by	I Grala
Seconded by	F Beck
Yes	B Woo, C Albano, F Beck, I Grala, H Jeon, S Lee, H Park, M Tansey
No	
Absent	A Albanese

PPPL 2025-09-12: Consenting to Arcari & Iovino Professional Services for Stucco Proposal
 Arcari & Iovino Architects, P.C. has furnished a proposal to the Board for its consideration as to a three-phase scope and cost (estimated not to exceed \$41,500.00) of the Architectural Services which will be the subject of a contract between the Borough and Arcari & Iovino Architects, P.C under the Share Service Agreement; and the Board recognizes the need to move the Exterior Wall Project forward as soon as possible and believes the cost for the proposed Architectural Services is reasonable. This resolution is passed as the following:

Motion made by	B Woo
Seconded by	S Lee
Yes	B Woo, C Albano, F Beck, I Grala, H Jeon, S Lee, H Park, M Tansey
No	
Absent	A Albanese

Adjournment

At 7:08 PM, Fran made a motion to adjourn the board meeting and Helen seconded. All agreed.