

Palisades Park Public Library Board of Trustees

Minutes of Regular Meeting on October 9th 2025

At the Library Meeting Room

Flag Salute 6:00 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
C Won-Yoon Mayor Alternate	X	

Quorum was established.

This meeting is a regular meeting.

President's Report: Barnabas Woo - None

Approval of Minutes:

PPPL 2025-10-01: Approval of Regular September 11th, 2025 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, M Tansey,
Abstain	C Won-Yoon
Absent	A Albanese, C Albano, H Park

Treasurer's Report: Helen Jeon

New Millenium Bank: Beginning: \$1,139,249.98 +3,924.00 interest =1,143,173.98 balance.

PNC Bank: Beginning: Beginning \$54,546.50 + \$1,373.78 (deposit) - \$5.00(deduction) = \$55,915.28.

Director's Report: Ella C Lee

Director's Report

- Beginning October 1, 2025, patrons must be Palisades Park Public Library card holders to register for adult events. Out-of-town patrons may join the waitlist by completing the Google Form: Out-of-Town Card Holder Registration. They will be contacted if space is available. Priority is given to Palisades Park card holders.
- Participated in the Palisades Park Street Festival on 9/20 with the Head Librarian, Rachel Stephenson. We hosted a booth, offered button-making, and shared information about library programs.
- Attended the first System Council Meeting on 9/25.
- YA Librarian, Yuliya Abova, and Library Assistant Supervisor, Sujeli Contreras attended Back to School Night at the Jr./High School on 9/25.
- Received a generous donation of \$500 on 10/1 from a longtime patron, Louise Radican, who expressed appreciation for our services.
- FootfallCam purchase and installation is not feasible due to payment and technical constraints. Exploring alternative options, including BCCLS's people counting service.
- Working on obtaining quotes for adult area furniture from ROI and other vendors.
- Part-Time Adult Librarian position posted on the library website, LibraryLinkNJ, and BCCLS website.
- Planning to reposition one of the security cameras to cover the outside parking area. This will help monitor overnight parking and optimize available parking spaces for staff and library patrons.
- The Calligraphy Exhibition will run from October 6, for one month.

Open to the Public

Andrew Meehan, Hackensack, NJ

He requested an audit for internal system weaknesses. If someone is taking a video of the meeting, inform the Board or municipality to be aware. The library board must be fiscally responsible for part-time employees.

At 6:32pm, Councilwoman Won-Yoon made a motion to close the public comments.

Old Business:

The Board approves Alice Albanese's resignation.

New Business:

PPPL 2025-10-02: Establishing 2026 Calendar Year Board Meeting Schedule

PLEASE TAKE NOTICE that the regular monthly Meetings of the Board of Trustees for the year 2026, and the 2027 reorganization, will be held as set forth below at 6 PM. All such regular meetings will be held in person in the Library Meeting Room on the Library's main floor at 257 2nd Street, Palisades Park, New Jersey, 07650, unless otherwise noted.

Thursday, January 8, 2026

Thursday, February 19, 2026

Thursday, March 12, 2026

Thursday, April 9, 2026

Thursday, May 14, 2026

Thursday, June 11, 2026

Thursday, September 10, 2026

Thursday, October 8, 2026

Thursday, November 12, 2026

Thursday, December 10, 2026

Thursday, January 14, 2027

The motion was approved with the following roll calls.

Motion made by	C Won-Yoon
Seconded by	I Grala
Yes	B Woo, F Beck, I Grala, H Jeon, M Tansey, C Won-Yoon
Abstain	
Abstain	A Albanese, C Albano, H Park

PPPL 2025-10-03: Adopting a formal policy regarding agenda development meetings. Agenda development meeting shall be attended by the following: Board President, Board VP or one additional Board member on a rotating basis, Library Director, Confidential Administrative Assistant, Board Attorney.

The motion was approved with the following roll calls.

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

PPPL 2025-10-04: Authorizing Establishment of Change Fund. The Library Director is hereby authorized to establish a change fund by check drawn upon the Library's PNC Bank account in an

amount not to exceed \$70.00 for the purpose of making change to help insure the proper exact payments due are paid. The change fund shall be safely secured in keeping with established business practices. The change fund shall be used only to make change and shall not be used to purchase goods and/or services of any kind. The Change Fund shall have a constant balance in the amount in which it is established.

The motion was approved with the following roll calls.

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

PPPL 2025-10-05: Authorizing use of fair and open process for the procurement of certain professional services for the 2026 annual appointment of a Confidential Administrative Assistant, Library Board Attorney, and Audit Services The Board authorizes the Library Director, in consultation with the Board Attorney and the Confidential Administrative Assistant, to issue a Request for Qualifications for the professional services, for which a public notice shall be advertised at least ten (10) days before the written responses are to be submitted, with all responses and proposals to be opened in public: a. Library Board Attorney b. Auditor Services. The Board further authorizes the Library Director, in consultation with the Board Attorney, to advertise for the position of Confidential Administrative Assistant to the Board sufficiently in advance of the annual appointment to the position anticipated to take place at the Board's January 2027 reorganization meeting. The award of any contract, and the appointment to any position, pursuant to the processes authorized by this Resolution shall be made resolution at a duly noticed public meeting of the Board.

The motion was approved with the following roll calls.

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

PPPL 2025-10-06: Approval of September Bill

The motion was approved with the following roll calls.

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

Executive Session: 7:33pm. OPMA was read.

Motion: C Won-Yoon

Seconded: Fran Beck

All Approve.

Back to Open Session: 7:53pm

Adjournment

At 7:55 PM, Fran made a motion to adjourn the board meeting and Helen seconded. All agreed.