

Palisades Park Public Library Board of Trustees
 Minutes of Regular Meeting on November 20th 2025
 At the Library Meeting Room
 Flag Salute 6:05 PM
 Attendance: Roll Call

Name	Present	Absent
Barnabas Woo, President	X	
Carl Albano, Superintendent	X	
Fran Beck	X	
Irene Grala	X	
Helen Jeon		X
A Monteleone		X
Hyoung Park		X
Maureen Tansey	X	
C Won-Yoon Mayor Alternate	X	

Quorum was established.

This meeting is a regular meeting.

President’s Report: Barnabas Woo

Alex Monteleone replaced Alice Albanese as a new board member. He was absent.

Anthony Iovino from Arcari and Iovino (A&I) came to discuss the library stucco replacement/repair plan. August of last year, A&I investigated the stucco wall. Three areas were probed. The material is EIFS (Exterior Insulation Finish System) not stucco. No existing waterproofing under the EIFS, and flashing was not found surrounding the windows to regulate the water flow. The EIFS coating, which acts as an external layer of waterproofing, is damaged, punctured, and cracked throughout the visible surface of the building. When they pulled the EIFS, it didn’t come off clean due its sticky nature. Therefore, options 1 & 2 to patch, repair or replace the damaged EIFS and recoating process will be difficult to achieve for the whole building. He is proposing option 3 to reinsulate around the windows with flashing and areas needed to be waterproofed. Then re-clad the existing EIFS. Possibly use metal panels instead of EIFS. A&I will propose a different elevation plan next month.

Approval of Minutes:

[PPPL 2025-11-01: Approval of Regular September 11th, 2025 Meeting Minutes](#)

The motion was approved with the following roll calls.

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

Absent	H Jeon, A Monteleone, H Park
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PPPL 2025-11-02: Approval of Executive October 9th, 2025 Meeting Minutes

The motion was approved with the following roll calls.

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

Treasurer’s Report: Helen Jeon

New Millenium Bank: Beginning: \$1,143,173.98 +3,592.39 (interest) =1,053,016.37 balance.

PNC Bank: Beginning: Beginning \$55,915.28 + \$4,129.69 (deposit) - \$4,248.00(deduction) = \$55,796.97.

Director’s Report: Ella C Lee

Director’s Report

- Staffing:** YA librarian resigned as of October 31, 2025. YA Job is posted on both the PPPL library website and the BCCL website.
- Following the posting of the part-time Librarian position and review and interview of potential candidates, the Head Librarian and I identified a strong finalist. I will present my recommendation to the Board.
- 1:1 **Staff Development** was held with all staff, reviewed their job descriptions, and reminded them that their performance will be based on their responsibilities.
- Staff participated in CPR training on November 13 and 18, conducted by Lisa Panzella, a full-time dispatcher from the Tenafly Police Department.
- People Counter/Head Count System:** We have requested the people counter system through BCCLS, called FacilitySight as an optional service. We previously received three quotes from outside vendors, but none met our needs. Using the BCCLS service remains the most reliable and cost-efficient option.
- Furniture & Space Panning:** Dancker, a state-certified vendor, gave a quote of \$46,723.20 for new tables and chairs for the adult area. Because they are state certified, there is no need for additional quotes. I visited their warehouse on 11/4. We will continue to discuss any additional furniture needs as \$70,000 is budgeted. (Attorney Kraig will review with the Borough to find out the remaining library balance of the year as retained for the Library fund.)
- Patron Feedback:** A patron, Robin Katz submitted a complaint regarding the calligraphy exhibition. She expressed concern that large banners written only in Korean dominated the front and side areas of

the lobby and contributed to a “hostile atmosphere” for English-speaking patrons due to the lack of English translation. This matter will be followed-up and discuss steps to ensure exhibitions remain inclusive and accessible to all patrons.

Open to the Public

none

Old Business:

none

New Business:

PPPL 2025-11-03: Accepting Yuliya Abova’s Resignation- Yuliya Abova has furnished the PPPL Board of Trustees with her notice of resignation from employment as of October 31, 2025. The motion was approved on her resignation with the following roll calls.

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

PPPL 2025-11:04 Authorizing participation in the Sourcewell Cooperative Purchasing Program. Sourcewell is a nationally recognized and accepted cooperative purchasing system that was developed utilizing a competitive bidding process and the Board desires to become a member of Sourcewell, and to participate in agreement to effectuate such membership. The Interim Director is hereby authorized to execute an Intergovernmental Cooperative Purchasing Agreement with Sourcewell Coop. Purchasing Program to take any and all other actions necessary to effectuate the Township’s membership. The motion was approved with the following roll calls.

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

PPPL 2025-11-05 Authorizing the sale of certain unneeded library furniture via the www.GovDeals.com online auction website. The PPPL Board of Trustees has surplus personal property, specifically library furniture on Exhibit A (attached), which is no longer needed for public use by the Board. The Board has authorized participation in the Sourcewell Coop Purchasing Program. In an effort to obtain the best price for the surplus personal property, the Board desires to sell such surplus property by utilizing the online auction services of Gov.Deal, Inc., which has been awarded Sourcewell

Contract #111424-GDI for online auction services for the period ending January 27,2029. *the details of the procedure is listed on the Resolution 2025-11-05

Exhibit A

<u>Item Description</u>	<u>Quantity</u>
Wooden Chairs	57
Wooden Tables (Square)	8
Wooden tables (Rectangle)	2
Wooden Tables (Round)	2

The motion was approved with the following roll calls.

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

PPPL 2025-11-06: Authorizing payment of certain costs for employee coursework and exam for bookkeeper certification. The Palisades Park Public Board of Trustees (“Board”) employs Allison Romero as an Administrative Assistant entrusted with helping to administer the Library’s purchasing and related financial tasks; and in order to encourage and enable her to obtain bookkeeper certification and develop further expertise to assist in the Library’s fiscal operations, the Board wishes to cover Ms.Romero's costs to complete the bookkeeper certification program and examination.

This motion was tabled due to lack of evidence on previous minutes/resolutions authorizing Allison Romero the first time to fund her coursework for the bookkeeper certification program and exams. If it can be found, this resolution will be visited again. This resolutions was tabled as the following:

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

PPPL 2025-11-07: Authorizing the Hiring of a Part-time Librarian. The Palisades Park Public Library Board of Trustees is in need of a part-time Librarian; and after the review and interview of potential qualified applicants, and after conferring with the Board’s Personnel Committee, the Interim Director recommends that the Board hire Paul Brennan for the vacant position.

The motion to hire Paul Brennan was approved with the following roll calls.

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

PPPL 2025-11-08: Approve the October Bill List.

The Board has carefully reviewed and discussed the October 2025 Bill List. The Motion passed as the following:

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

PPPL 2025-11-09: Adopting a formal policy regarding Remote Work. The Board authorizes and establishes a policy prohibiting all employees from working remotely which is defined as working from a location other than Library facilities at 257 2nd Street, Palisades Park. Certain employees who may have been permitted in the past to some form of remote work will no longer be in effect. This policy shall take effect as of January 1, 2026.

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

PPPL 2025-11-10: Authorizing Entry into Executive Session. OPMA was read aloud and the following will be discussed: Matters covered by the Attorney-Client Privilege, Personnel & Potential Litigation. The motion carried and the Board entered into the Executive Session.

Motion made by	C Won-Yoon
Seconded by	I Grala

Yes	B Woo, C Albano, F Beck, I Grala, M Tansey, C Won-Yoon
No	
Absent	A Monteleone, H Park, H Jeon

Executive Session: 8:05pm.

Executive Closed and back to Open Session: 8:27pm.

Motion: C Won-Yoon

Seconded: Fran Beck

All Approve.

Adjournment

At 8:28 PM, Christine made a motion to adjourn the board meeting and Irene seconded. All agreed.