

Palisades Park Public Library Board of Trustees
 Minutes of Regular Meeting on December 18, 2025
 At the Library Meeting Room
 Flag Salute 6:01 PM
 Attendance: Roll Call

Name	Present	Absent
Barnabas Woo, President	X	
Carl Albano, Superintendent	X	
Fran Beck	X	
I Grala	X	
Helen Jeon	X	
A Monteleone	X	
H Park	X	
M Tansey		X
YC Won-Yoon, Mayor's Alt	X on Zoom call	

Quorum was established.

This meeting is a regular meeting.

Due to a couple of members' holiday obligations to their respective commitments we had to change the order of the agenda to accommodate their schedules.

Open to Public:

Andrew Meehan: Wished us a happy holiday.

Approval of Minutes:

PPPL 2025-12-01: Approval of Regular November 20th, 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, YC Won-Yoon
No	
Abstain	H Jeon, A Monteleone, H Park
Absent	M Tansey

PPPL 2025-12-02: Approval of November 20th, 2025, Executive 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, YC Won-Yoon
No	
Abstain	H Jeon, A Monteleone, H Park
Absent	M Tansey

PPPL 2025-12-03 Adopting authorizing amendment to monetary cap for special legal counsel.

Scarinci Hollenbeck, LLC exceeded the previous monetary cap of \$10,000 for the investigation directed by Angelo Auteri, Esq. The new total cap is not to exceed \$21885.00.

This motion was approved with the following roll calls.

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

PPPL 2025-12-04 Authorizing Furniture Purchase from Dancker LLC per State Contract. Steelcase Inc., 901 44th Street SE, GH.2E, Grand Rapids, MI 49508 has been awarded New Jersey Contract #25-COMG-94170, for the purchase of office furniture; and Dancker LLC, 291 Evans Way, Somerville, NJ is an authorized Steelcase Dealer for NJ State contract # 25-COMG-94170 for the purchase of furniture (17 tables and 52 chairs) for use within the Library. The total cost not to exceed \$46,723.20. The motion was approved with the following roll calls.

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

PPPL 2025-12-05 Approve November Bill List
The motion was approved with the following roll calls.

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

PPPL 2025-12-06 Authorizing Entry into Executive Session
The motion was approved with the following roll calls.

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

At 6:16 PM, the Board entered the Executive Meeting

At 6:40 PM, the Board came out of the Executive Meeting and voted to re-enter the public meeting to vote on the following resolutions discussed during the executive meeting.

PPPL 2025-12-07 Authorizing payment to E. Pacheco contingent upon execution of agreement/release. On or about June 17, 2025, dispute arose when former Interim Director, Esperanza Pacheco incurred charges of \$789 in connection with the disposal of certain library property owned and in control of the Palisades Public Library Board for which she seeks reimbursement and the Board’s disagreement regarding the disposition of the property. The Board going forward, wishes to resolve the dispute by reimbursing Ms. Pacheco in the amount of \$789.00 after the execution of an agreement with mutual release on behalf of both parties. The resolution was approved with the following roll call:

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

PPPL 2025-12-08 Authorizing compensation adjustments for certain part-time employees as of January 1, 2026. 9 part-time employees have been given 2026 wages.

Part Time Staff	Title	2025 hourly wages	2026 hourly Wages
Aryafar, Fiona	Page	\$17	\$17
Dontas, George	Staff Assistant	\$18	\$19
Kim, Agnes	Library Assistant	\$18	\$22
Kim, Seu K	Library Assistant	\$18	\$20
Kreiger, James A	ESL Teacher	\$19	\$21
Larios, Alvarado, Belen	Custodian	\$23	\$25
Sharifian, Pegah	ESL Coordinator	\$29	\$34
Gaberial, Chavez	Page	\$17	\$17
Berbery, Ani	Page	\$17	\$17

The resolution was approved with the following roll call:

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

PPPL 2025-12-09 Appointing Ella Chorong Lee to the position of Library Director

On June 12, 2025, after conducting candidate interviews, the Palisades Public Park Library adopted a resolution appointing Chorong (Ella) Lee to the position of Interim Director for six month beginning July 13, 2025, and ending January 13, 2026; and based upon the Board’s continuing evaluation of Ms. Lee’s performance and conduct in discharging responsibilities as the Interim Director, the Board believes it to be in the best interests of the Library, its visitors, staff, and patrons, to appoint Ella Chorong Lee to the permanent full time position of Library Director. The Board authorizes the

appointment of Ella Chorong Lee to the permanent full-time position of Library Director, for three-year term beginning January 14, 2026, and ending January 13, 2029. At an annual salary of \$120,120.00, a minimum of 35-hour work week, with no remote work permitted except for required off-site meetings, and annual salary adjustment of 3% beginning in 2027. A complete contract will be drafted for approval for the January Meeting.

The resolution was approved with the following roll call:

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

The Director Lee asked for \$500 for the spending money for the end of the year staff party on 12/31/2025. The library will be closed at 1 PM to the public. Alex Monteleone made a motion and Fran Beck seconded. All in favor.

Jacqueline Hertz, a new librarian for the adult and the Young Adult was the next candidate and she agreed to get hired for the full-time librarian position with 3 months' probation. This decision was made after a new hire, Paul Brennan, left for another position. This vote will be postponed for January Reorganization Meeting with a new resolution.

Treasurer's Report: Helen Jeon

New Millenium Bank: Beginning:1,053,016.37 - \$4,000 (C Aufiero) + \$3,166.04 (interest) = \$1,052,182.41 balance.

PNC Bank: Beginning: Beginning \$55,796.97 + \$4,969.57 (deposits) - \$6,468.30 (attorney Dowd + Jane Cho) = \$54,298.24.

Director's Report: Ella C Lee

Director's Report

1. **Staffing Update:** Our part-time Adult Librarian resigned. In response, I would like to discuss the possibility of hiring one full-time librarian position that combines adult and Young Adult responsibilities. This approach would provide more stability, flexibility in scheduling, and continuity in services. I would like to open this discussion at the meeting.
2. **Part-time staff performance reviews and compensation proposal:**
 - All staff performance evaluations have been completed
 - A review of part-time staff compensation was conducted based on:
 - Performance evaluation results
 - Job classification and scope of responsibilities
 - Physical and operational demands
 - Length of service
 - Market comparability
 - Historically, part-time staff received a uniform hourly rate increase regardless of position, or performance.
 - This approach did not account for differences in responsibility or workload
 - Uniform increase may result in internal inequities and reduced staff morale
 - Part-time position varies significantly in required skills and responsibilities:

- Entry-level roles, such as library pages, are typically designed as introductory positions.
- Positions such as ESL Coordinator, ESL Teacher, Library Assistant, and custodian require specialized skills, consistency, and sustained responsibility.
- Market review findings:
 - Comparable public libraries compensate ESL Coordinators at higher hourly rates
 - ESL programming is among the library's most utilized and mission-critical services.
 - Competitive compensation supports staff retention and program continuity.
- Operational considerations:
 - Custodial roles involve physically demanding work and are essential to daily library operations.
 - Long-term staff contribute institutional knowledge, reliability, and consistency.
- Compensation structure considerations:
 - Years of service were factored into proposed adjustments
 - Clear wage differentiation between roles supports internal equity fairness, transparency, and sustainability
 - Minimum wage gaps between positions with significantly different responsibilities may negatively impact motivation and morale

3. RFQ Response Updates – We received:

- Three RFQs for library attorney services
- One RFQ for library audit services

The audit proposal is from the same company that concluded our audit last year. I will discuss these responses further with the Board President and anticipate making a recommendation at the next agenda meeting.

4. Interior Wall Painting

- There is existing artwork on the wall above the front desk area and along the wall leading into the adult area. As we enter the new year, I would like to repaint these walls with a clean, neutral color to create a more welcoming and cohesive environment for patrons. I respectfully request Board approval to repaint these areas to improve the overall appearance of the public service spaces.

5. Holiday Staff Party

- We would like to hold a holiday staff party on December 31. The purpose of the party is to express appreciation to staff for their dedication and hard work throughout the year.
- In order to hold the event, I respectfully request:
 - Approval to spend \$500 for food and related expenses
 - Approval to close the library at 1:00 PM on that day.

Adjournment:

At 7:17 PM, Fran made a motion to adjourn. Christine seconded. The meeting was adjourned.