

Palisades Park Public Library Board of Trustees  
 Minutes of Special Meeting on February 25, 2026  
 At the Library Meeting Room  
 Notice of OPMA Compliance was read.  
 Flag Salute 7:01 PM  
 Attendance: Roll Call

Name	Present	Absent
Alex Monteleone, President	X	
Carl Albano, Superintendent		X
Fran Beck		X
I Grala	X	
Helen Jeon	X	
C Kwak, Councilman		X
H Park		X
M Tansey	X	
B Woo	X	

Quorum was established.

Also present were Chorong (Ella) Lee, Library Director, Anne Ahne, Confidential Administrative Assistant, and Kraig Dowd, Esq., Board Attorney.

This is a special meeting

**President’s Report:**

“The Lunar event was a success for our residents, the Mayor and Council, the Police Department, and the broader community. For future events, perhaps we could involve more students from the town as volunteers, allowing them to earn community service hours during various holiday events throughout the year. Given the ongoing parking challenges around the library, it may also be helpful to begin events between 3:30 and 4:00 PM...”

**Approval of Minutes:**

**PPPL 2026-02-01: Approval of the Regular January 8th 2026 Meeting Minutes**

The motion was approved with the following roll calls.

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

**PPPL 2026-02-02: Approval of the January 8 , 2026, Executive Meeting Minutes**

The motion was approved with the following roll calls.

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

## **Treasurer's Report: Helen Jeon**

New Millenium Bank: Beginning: \$1,051,912.66 + \$3,396.37 (interest) = \$1,055,309.03 balance.  
PNC Bank: Beginning: \$54,208.55 + \$491.25 (deposits) - \$5.50 = \$54,694.30

## **Director's Report: Ella C Lee:**

### **Facilities Update – Frozen Pipe Incident**

On Monday, February 9, 2026, the fire alarm was triggered due to a frozen sprinkler pipe that burst in the ceiling. Staff and patrons evacuated the building safely without injuries. The issue was traced to a ceiling heater that was either not set to a sufficiently high temperature or not functioning properly. The sprinkler company repaired the damaged pipe.

On Wednesday, February 11, an additional leak was identified in the stairwell leading to the emergency exit. An electrician inspected the area and repaired the heater serving that section.

The Borough completed temporary remediation by removing wet insulation and installing new insulation and ceiling tiles in the most severely damaged area to help prevent further freezing and water damage. However, further repairs are still needed throughout the affected area.

### **Parking Agreement Discussion**

I met with the school principal at ECC and superintendent to address ongoing concerns regarding the parking agreement. We had a constructive and productive conversation about the lack of clarity in the previous Shared Service agreement. A revised proposal was developed and agreed upon by both the ECC and the Library. The superintendent will present the proposal to the town for review. Once finalized, updated signage will be installed to reflect the clarified agreement.

### **Programming Update**

#### Lunar New Year Event

Our Lunar New Year event was held on Wednesday, February 11, 2026. The program was very successful, with approximately 150 attendees. The event ran smoothly without any incidents and was well received by the community.

The new librarian is launching her first adult craft program this week and has developed a schedule of adult and teen programming for March, including painting programs, board games, movie programs, and the establishment of a Teen Advisory Group. I will keep you posted on how this goes.

### **New Furniture:**

I've placed the order for the new furniture. It is scheduled to ship on February 19 and should arrive at the warehouse around February 24. Delivery can take place any time after the 24th.

### **Old Furniture / GovDeals:**

I've set up a GovDeals account to sell the old furniture. I have started the bidding process for some furniture to sell but they were closed with no bids. I relisted them again but no one made a bid yet as of 2/25.

#### Donation/Library Trust

I am seeking clarification regarding the appropriate procedure for accepting monetary donations intended to support a specific event or program, in order to ensure that designated funds are handled in accordance with proper financial and governance practices.

- If an individual or organization wishes to sponsor a particular event, does the Library need to obtain written documentation from the donor at the time the funds are received specifying that the contribution is designated for that specific purpose?

- Additionally, in such cases, what is the required process for issuing tax acknowledgement letters or any other necessary documentations?

The Board responded as the following:

Ask the vendor or donor: “Can you purchase the item that you want to donate instead of giving us the cash or a check? “ Also, offer the donor the Borough tax ID so they can purchase items tax-free.

What do we do with cash donations? Response: Set up an account with the Borough as a community event. Ex: Friends of the Library to apply for 501C. Q: What is the protocol for donations? A: Keep an excel spreadsheet. Ex: Lunar New Year/ \$ \_\_\_\_, Who contributed. Etc...

**Open to the Public:**

There was no one in the public. The Board made a motion to open and close the public portion of the meeting.

**Old Business:**

Update on the Exterior Wall Project: Two metal panel colors chosen by the Board are *Ascot White* and *Dove Grey*. The A+I Architects recommended removing the window AC on the 2nd floor meeting room (due to appearance of condensation around the window and walls) and glass panes will be reinstalled on that window frame. They also recommended that an old tree in front of the building (an obstacle to the walls) should be removed. The Board President will coordinate with the Borough and the DPW to get these done before the project can begin. No awning is recommended to be placed over the entrance due to lack of structural support from the existing materials (glass and metal). Anthony Iovino will present their drawings in our next March 12th meeting and begin the bidding in two weeks.

**PPPL 2026-02-03 Authorizing an amendment to the monetary cap for special legal counsel.**

Scarinci Hollenbeck, LLC exceeded the previous monetary cap placed on PPPL 2026-01-03 by an increase of \$70.00 from \$21,885.00 to \$21,995.00. Therefore, the new total cap is not to exceed \$21,995.00 This motion was approved with the following roll calls.

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

**New Business:**

**PPPL 2026-02-04 Approval of the January 2026 Bill List**

This motion is approved as the following:

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

**PPPL 2026-02-05 Authoring Entry Into Executive Session**

OPMA was read and all approved to enter the executive session.

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

At 8:20 PM the Board entered into the Executive Meeting.

At 9:00 PM Alex made a motion to close the executive session, Irene seconded and all in favor. The Board left the Executive Session and re-entered the public meeting to vote on the following resolution discussed during the executive meeting. .

**PPPL 2026-02-06 Awarding contract for Special Counsel services.** The Library Board requires the services of an attorney to represent the Board in a matter pending before the Equal Employment Opportunity Commission in connection with charge number 524-2025-00588 and the law firm of Ruderman & Roth, LLC may be awarded to provide professional legal services for Labor/Personnel matter before EEOC. The legal service total amount shall not exceed \$5,000.00.

The motion was approved with the following roll calls.

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

At 9:10 PM Barnabas made a motion to adjourn the meeting. Irene seconded and all in favor.

The Board adjourned.