

Palisades Park Public Library Board of Trustees
Minutes of Regular Meeting on June 11th, 2026
At the Library Meeting Room
Flag Salute 6:06 PM
Notice of OPMA Compliance was read.

Attendance: Roll Call

Name	Present	Absent
Alex Monteleone, President		X
Amy Munn substituting for Carl Albano, Superintendent	X	
Fran Beck	X	
Irene Grala	X	
Helen Jeon, Treasurer	X	
Chris Kwak, Councilman	X	
Hyung Park		X
Maureen Tansey	X	
Barnabas Woo, V President		X

Quorum was established.

Also present were Library Director Lee, Administrative Assistant Ahne and the Board Attorney Dowd. This is a regular meeting and the Board will not meet in July and August but will reconvene in September.

Councilman C Kwak's Report:

Stucco Wall Replacement:

On June 5th, we reviewed a scope of work in a meeting with Vanco of VMF, Disha from A+I, Library Director Lee, Councilman Kwak, Admin Assistant Ahne and Attorney Dowd. Disha reported that the metal panels submitted by VMF met the quality standard. Councilman Kwak suggested that they will potentially lock-down the back parking lot for storing the supplies. Vanco said the work will start in July and end by the end of August. He is waiting for the Borough to sign the contract and he will get the additional insurance to meet all the requirements. The contractors will begin the process of removing the old stucco walls from the back, then the sides and lastly to the front of the building one facade at a time. To protect the entrance and the patrons, they will make a bridge scaffolding above the entrance to remove the stucco and other debris. Vanco will be the main contact person and secondary will be assigned by him on a later date. He will come and direct his men every morning. There will be fencing and appropriate temporary fencing around the materials to lock-in materials from possible theft. Councilman Kwak will tell the DPW to place 30 yard dumpsters on 1st Street for easy access and passage. Vanco said that hard-hats will be worn by his men and the site will be cleaned after each day. Working hours: M-F:8am-6pm. Sat:9am-5pm. Photos will be taken of each stages of the progress and recorded and sent to the personnels.

Library Basement:

One step outside of the emergency exit door of the library's basement is sloped to a small basin and it is the lowest point of all the concrete ground in the Early Learning Center. The problem is that it currently has no drainage hole underneath connecting it to a sewage. Therefore the overflow of the rain or snowmelts pour in through the door crevice into the basement of the library. The basement is often flooded and moldy. Councilman Kwak suggested putting the French draining underneath the lowest point

connecting it to the closest sewer line near this point to direct the water infiltration away from the library's basement. He will work with the DPW or find a contractor.

The window HVAC held by the cutout cardboard will be removed and figure out where best to put the split unit in the library for cooling and heating for the room.

In June there will be designation for the library parking downstairs and start to tow the cars that are illegally parked.

No vaping in front of the library.

Not having the P-card, the Director Lee asked for \$2,000 coverage for the future expenses to cover the costs for the program supplies for July, August, and September events. If there is unused money leftover, it will be put back into the PNC account. Irene Grala made a motion, Maureen Tansey seconded and five members agreed to pass this motion.

Approval of Minutes:

PPPL 2026-06-01: Approval of the Regular May 14th 2026 Meeting Minutes: This resolution was passed with one correction on the date listed on this minute as May 14th to April 9th, 2026.

The motion was approved with the following roll calls.

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

Treasurer's Report: Helen Jeon:

<u>New Millennium Bank</u> <u>1102</u>		<u>For the period: 5/1/2026-5/31/2026</u>	
		<u>Checks cashed:</u>	<u>Check details:</u>
<u>Beginning balance</u>	<u>\$ 1,044,833.78</u>		
<u>Interest</u>	<u>\$ 3,047.02</u>		
<u>Checks & other deductions</u>	<u>\$ (5,850.00)</u>	<u>Check #9105 Arcari + Iovino</u>	<u>PROJECT #2572 SERVICES RELATING TO STUCCO REPLACEMENT</u>
<u>Ending balance</u>	<u>\$ 1,042,030.80</u>		

<u>PNC Bank 5693</u>		<u>For the period: 5/1/2026-5/31/2026</u>	
		<u>Checks cashed:</u>	<u>Check details:</u>
<u>Beginning balance</u>	<u>\$ 56,748.99</u>		

<u>Deposits</u>	<u>\$ 1,391.00</u>		
<u>Interest</u>	<u>\$ 72.67</u>		
<u>Other Deductions</u>			
<u>Checks</u>	<u>\$ (245.00)</u>	<u>Check #2311 County of Bergen Dept of Parks</u>	<u>Park permit for ESL Class picnic 5/27/26</u>
<u>Service charge</u>	<u>\$ (3.00)</u>		
<u>Ending balance</u>	<u>\$ 57,964.66</u>		

Director's Report: Ella C Lee:

1. Student Conduct Incident Update

- On May 19, 2026, three students engaged in repeated disruptive and disrespectful behavior after school despite repeated staff intervention. Temporary suspensions through June 18, 2026 were issued on May 20, 2026. On May 22, 2026, one suspended student returned to the library and refused to leave after being informed of the suspension, requiring police assistance for compliance. Parent communication has taken place, and a conditional reinstatement process has been established. Documentation is being maintained, including prior warnings, suspension notices, staff reports, records of police assistance, and follow-up communications with the parent. Staff acted in accordance with the Library Code of Conduct and established suspension procedures to maintain a safe and welcoming environment for all library users.

2. Facilities Update

● HVAC Update:

Reiner Group scheduled for maintenance inspection on Thursday to evaluate insufficient cooling in the meeting room.

● Emergency Exit Concern

One of the library's designated emergency exits leads to the ECC playground area. Prior to the construction of the ECC building, this exit provided a clear path away from the building. However, following construction, fencing was installed around the playground area. As a result, there is concern that patrons and staff evacuating through this exit may not have a clear and unobstructed path to a public way or safe assembly area during an emergency. I would like guidance on how to address this issue and determine whether modifications, coordination with the Borough and ECC, or other corrective actions are necessary to ensure compliance with emergency egress and safety requirements.

3. Collection Management Project for the Summer

- A seasonal Page position will be utilized this summer to assist with collection maintenance projects.
- The Korean Collection inventory project will include:
 - Inventory verification
 - Reorganization of the Korean Nonfiction Collection
 - Weeding of materials with little or no circulation activity
- Removal of outdated materials may reduce annual BCCLS cataloging-related costs.

4. Programming Update

- Summer Reading Program: June 22 – August 12, 2026
- Hispanic Heritage Month

Staff are exploring a library-wide Hispanic Heritage Month celebration for September 2026 to highlight the cultural contributions and traditions of Hispanic and Latin American communities through performances, educational activities, crafts, games, and community engagement opportunities. Because there are no Board meetings scheduled during July and August, I am requesting advance approval of up to \$1,200 for program-related expenses, including performers, supplies, decorations, and refreshments. Additional planning details will be finalized over the summer.

- America250 Initiative

What Does America Mean to You? Community Wall

Patrons can share short reflections, in any language, describing what America means to them. Responses will be displayed in the library prior to Independence Day.

5. Donation Funds

We received an additional \$5,000 donation from the same donor who contributed \$2,500 last year. A formal thank-you letter was provided to acknowledge the donation.

At this time, no specific use has been designated for these funds. Potential projects under consideration include improvements to the Children's Learning materials, special America250 programming, meeting room technology or AV enhancements, expansion of multilingual collections, and local history initiatives. I welcome any suggestions from the Board regarding meaningful ways to utilize these funds to benefit the community.

6. Background Checks for New Hires

Clarification is requested regarding whether employee background checks are conducted through the Borough or through an independent vendor.

7. Trustee Training Requirements

Recent changes to training requirements include:

- Trustees: Minimum of 2 hours of training annually.
- Professional Librarians: Minimum of 6 hours of training annually.
- Non-librarian staff: Minimum of 4 hours of training annually.

Collective reporting may no longer satisfy compliance requirements, and individual tracking may now be required.

Open to the Public:

Sebastian Munoz, a Palisades Park graduate of the Borough schools, has been attending all the Borough meetings to understand the operations and agendas in different committees. He said that the Library meeting is well conducted and in good hands.

Old Business:

PPPL 2026-06-02: Approval of the May 2026 Bill List: The motion was approved with the following roll calls.

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

New Business:

PPPL 2026-06-03: Updating banking depository signatories: Director Lee will be added as the 4th person as the signatory with both PNC and New Millennium Banks.

Approved with the following votes:

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

PPPL 2026-06-04: Authorizing hiring seasonal page. Bryan Lee will be hired as a seasonal page on a part-time basis for the period of June 15, 2026 - September 3, 2026 not to exceed 16 hours at a rate of \$17,00 per hour.

The motion was approved with the following roll calls.

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

Director Lee brought up that there was a donation given to the library of \$7,500 and asked for suggestions on how to use it. Helen Jeon suggested to keep it in the bank and use it for the next lunar new year. There are old chromebooks that need approval to get rid of them. But it will be for the Agenda in September.

The Library Board Trustee training requirements:

State aid requires Trustees to get a minimum of 2 hours of training.

At 7:25 PM Fran made a motion to adjourn the meeting and Irene seconded. All agreed.

The Board adjourned at 7:30 PM