

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

October 12, 2023

The regular meeting of the Little Falls Public Library Board of Trustees was called to order at 7:04 PM, Ms. Anne Kahwaty presiding.

Present: Anne Kahwaty, Carol Miller, Adam Zurbruegg, Nancy Friedrich, Casey Fronzuto, Thomas Kazmark, Shana Opdenberg, Jennifer Cole

Absent: Peter Tomasi, Christine Hablitz

New Trustee Thomas Kazmark took the oath as a Trustee of the Little Falls Public Library Board. Ms. Kahwaty welcomed Mr. Kazmark to the Board.

A motion was made by Ms. Opdenberg, seconded by Ms. Fronzuto, to accept the Minutes of the September 14, 2023 regular meeting. Discussion: None. The motion passed on a voice vote, with Mr. Zurbruegg and Mr. Kazmark abstaining.

A motion was made by Mr. Zurbruegg, seconded by Ms. Opdenberg, to open the meeting to the public. Discussion: None. A motion was made by Mr. Kazmark, seconded by Ms. Opdenberg, to close the meeting to the public. Discussion: None. The motion passed on a voice vote.

A motion to accept the Financial Report for the month of September 2023 was made by Mr. Zurbruegg, seconded by Ms. Friedrich. Discussion: Our Money Market account is making five percent, for approximately \$700 a month. We received our new third of a mil figure for 2024, which will be \$729,409. This is an increase of \$77,977 (12 percent). Budget: Jennifer would like to move \$3,000 from Repairs to \$1,500 for Operating Supplies and \$1,500 to Programs. A motion to amend the budget to reflect that change was made by Ms. Fronzuto, seconded by Ms. Friedrich. On a roll call the motion passed. Jennifer is currently working on the 2024 Budget. She stated that the medical insurance is going up. On a roll call the motion passed.

A motion was made by Mr. Kazmark, seconded by Ms. Friedrich, to approve the bills for September 2023 for payment, subject to the availability of funds. Discussion: Eastern Essential Services is our new cleaning company. The bill to repair the dumbwaiter was \$394.50. The bill for \$50 from Mr. Cerone. Esq. was for consulting about a financial issue. On a roll call the motion passed.

A motion was made by Ms. Fronzuto, seconded by Mr. Zurbruegg, to pay the salaries for the month of October 2023 in advance of the next Board meeting, subject to the availability of funds. Discussion: None. On a roll call the motion passed.

DIRECTOR'S REPORT

A motion was made by Ms. Friedrich, seconded by Mr. Kazmark, to accept the Director's Report. Discussion: We received 500 daffodil bulbs from the grant. Linda will pick them up. They will be planted by the School #1 Garden Club, the Scouts and high school students. Locations around town will be selected. Jennifer attended a management webinar. Rummikub was a huge success. AARP will be

presenting two programs on Medicare. Next week will be the NJ Paranormal Investigators program. The Garden Club is starting next week. We are having a Spooky Scavenger Hunt for the little kids. October 18<sup>th</sup> is a jewelry making program. We received our third of a mil figure for next year. The Money Market interest rate has gone up. The dumbwaiter got stuck between floors and is now fixed. The outside sprinklers will be turned off next week. Magazines have been weeded out. The Record and the Herald News are both being read. Jennifer will decide whether to keep both newspapers. Our first home delivery for books will be Monday, October 2<sup>nd</sup>. Antonio, a young man from Bergen County Special Services, is working here two mornings a week. On a roll call the motion passed.

#### COMMITTEE REPORTS

Executive: Ms. Kahwaty, Ms. Miller, Mr. Tomasi: No report.

Building and Grounds: Ms. Kahwaty, Ms. Miller, Ms. Friedrich: The dumbwaiter was fixed. The sprinklers will be turned off.

Policy and Planning: Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Ms. Fronzuto: The committee met and went over the Arts and Display policy. Next up will be the Behavior and Conduct policy. Going forward, each policy will be reviewed every three years.

Human Resources: Ms. Kahwaty, Ms. Miller, Mr. Tomasi: No report.

School and Outreach: Ms. Opdenberg, Ms. Kahwaty, Ms. Friedrich, Mr. Zurbruegg: Some library staff members were at the Fall Festival.

Friends: Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto: Next meeting is October 17<sup>th</sup>.

Arts and Culture: Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Mr. Zurbruegg: Policy is being reviewed.

Grants: Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto, Ms. Hablitz: A grant for the kitchen was submitted. We will be notified next Spring.

CORRESPONDENCE: None

#### OLD BUSINESS

Monthly Trustee Meetings by the State Library: Report hours to Jennifer. Trustees are encouraged to listen to these meetings. We learn lots of interesting things.

#### NEW BUSINESS

1/3 of a Mil Figure: See above.

Money Market Interest Rate: See above

Moving \$3,000 from Repairs into Operating Supplies and Programs: See above.

OTHER BUSINESS: None

There being no further business, a motion was made by Ms. Friedrich, seconded by Mr. Zurbruegg, to adjourn the meeting. The meeting adjourned at 7:37 PM. The next regular meeting will be held on Thursday, November 9, 2023 at 7:00 PM.

Respectfully submitted,

Carol Miller, Vice-President/Secretary