

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

December 8, 2022

The regular meeting of the Little Falls Public Library Board of Trustees was called to order at 7:03 PM, Ms. Anne Kahwaty presiding.

Present: Anne Kahwaty, Carol Miller, Adam Zurbruegg, Joyce Frommer, Nancy Friedrich, Peter Tomasi, Casey Fronzuto, Shana Opdenberg, Christine Hablitz, Jennifer Cole

Absent: None

A motion was made by Ms. Friedrich, seconded by Ms. Hablitz, to accept the Minutes of the October 13, 2022 regular meeting. Discussion: None. The motion passed on a voice vote.

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

A motion to accept the Financial Reports for the months of October and November 2022 was made by Ms. Hablitz, seconded by Ms. Friedrich. Discussion: Ms. Kahwaty stated that as of November we are at 73 percent of our budget due to not having a full staff. We are hoping to move a big amount of money to the Capital account, but medical and dental benefits are going up by 20 percent for next year. We may only be able to move one-half of the amount leftover at the end of the year to Capital. Jennifer is doing the budget for 2023 which will be presented at the January 2023 meeting. On a roll call the motion passed.

A motion was made by Ms. Opdenberg, seconded by Mr. Zurbruegg, to approve the bills for the month of November 2022 for payment, subject to the availability of funds. Discussion: None. On a roll call the motion passed.

A motion was made by Mr. Zurbruegg, seconded by Ms. Frommer, to pay the salaries for the month of December 2022, 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 Ms. Frommer, to accept the Director's Report. Discussion: Several staff members attended a First Amendment Audit webinar. Ariana's last day is December 20th. Two other pages will step up and handle her duties. Ms. Kahwaty said that NHS students need hours; maybe they can volunteer. Recent programming has been well-attended: Gingerbread House Decorating, PV Holiday Music Concert. Bernadine will be here next week doing an adult holiday craft. Next week is the third installment of the New York Speaker series. Jennifer is getting quotes for the backroom renovation from a contractor, plumber and electrician. We received ten new chairs for the basement conference room. The Girl Scouts and Brownies have been having their meetings here. The Cub Scouts ran a food drive at the library. Ms. Hablitz said that the local Seniors are

not happy with the waiting list for programming. Asked if it would be possible to add more sessions. She also thanked everyone for working the Farmers Market this year. On a roll call the motion passed.

COMMITTEE REPORTS

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

Buildings and Grounds: Ms. Kahwaty, Ms. Miller, Ms. Friedrich: Ms. Kahwaty will remove the old flowers and plants out front. Holmes Landscaping did the Fall clean-up. The sprinkler system is turned off for the winter. The basement conference room is completely dry now, even with the heavy rains.

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Frommer: Jennifer will put together a policy for the basement conference room. The committee will meet in January to discuss it. The committee will also meet in late January to put together a Book Banning policy to be presented for a vote at the February Board meeting. The NJSLA has guidelines we will use.

Human Resources: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg: Jennifer has put together recommendations for staff raises. Committee will meet and look at them. We will make raises retroactive back to January 1st after we find out the new insurance rates for 2023.

School and Outreach: Ms. Marinelli, Ms. Kahwaty, Ms. Friedrich, Mr. Zurbruegg: The PV Band and Chorus was here on December 7th. Refreshments were served to a large crowd. Middle school classes are coming on Monday, December 12th. The sample ballot for the school referendum is out; voting is set for December 13th.

Friends: Ms. Kahwaty, Ms. Friedrich: Holiday ornaments are for sale. Shannon Zurbruegg is the new treasurer. Group needs to expand their membership this upcoming year. Also they are looking into purchasing a new sign for over the front door.

Arts and Culture: Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Mr. Zurbruegg: Jennifer would like to see the library get locked glass cases for display purposes in the periodical section.

CORRESPONDENCE:

The Board received a thank you note from Jennifer for her wedding gift.

OLD BUSINESS:

Monthly NJLA Trustee Meetings: Please report your hours to Jennifer so that we get credit.

New Tech Support: Eli will be starting in January 2023. This will be cheaper than using PALS/PLUS. He will bill by the hour.

NEW BUSINESS:

Fine-Free Promotional Information: Will be put on our website.

2023 Board Meeting Dates and Holiday Closures: A motion was made by Mr. Zurbruegg, seconded by Ms. Frommer, to accept the 2023 Board meeting dates and holiday closures. Discussion: None. The motion passed on a voice vote.

2023 Voting Representative and Alternate Resolution for PALS/PLUS: A motion was made by Ms. Opdenberg, seconded by Ms. Hablitz, to appoint Jennifer Cole as our voting representative and Stephen Bloshuk as our alternate for PALS/PLUS. Discussion: None. The motion passed on a voice vote.

2023 Budget for January: Jennifer has started working on it. We will look to approve it in January 2023

Staff Raises to be approved for January: See above

OTHER BUSINESS:

Staff Holiday Party: The Friends Group will pay for it. They will do a lunch for them.

At this point in the meeting Ms. Kahwaty presented Ms. Miller with a bouquet of flowers for her 20 year anniversary serving on the Library Board of Trustees.

There being no further business, a motion was made by Ms. Hablitz, seconded by Mr. Zurbruegg, to adjourn the meeting. The meeting adjourned at 7:52 PM. The next regular meeting will be held on Thursday, January 12, 2023 at 7:00 PM in the library.

Respectfully submitted,

Carol Miller, Vice-President/Secretary