

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

March 9, 2023

The regular meeting of the Little Falls Public Library Board of Trustees was called to order at 7:01 PM, Ms. Anne Kahwaty presiding.

Present: Anne Kahwaty, Carol Miller, Adam Zurbruegg, Nancy Friedrich, Peter Tomasi, Joyce Frommer (arrived at 7:05 PM), Casey Fronzuto, Shana Opdenberg, Christine Hablitz, Jennifer Cole

Absent: None

A motion was made by Mr. Zurbruegg, seconded by Ms. Opdenberg, to accept the Minutes of the February 9, 2023 regular meeting. Discussion: None. The motion passed on a voice vote.

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

A motion to accept the Financial Report for the month of February 2023 was made by Ms. Opdenberg, seconded by Mr. Zurbruegg. Discussion: Ms. Kahwaty said that we will discuss the Capital Plan at our April meeting and update it at that time. On a roll call the motion passed.

A motion was made by Ms. Hablitz, seconded by Ms. Friedrich, to approve the bills for the month of February 2023 for payment, subject to the availability of funds. Discussion: Tandem Graphics: updated business cards for Jennifer. WT Cox: magazines. Piper Mountain Website: host that does our website. On a roll call the motion passed.

A motion was made by Ms. Hablitz, seconded by Ms. Frommer, to pay the salaries for the month of March 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. Frommer, seconded by Ms. Friedrich, to accept the Director's Report. Discussion: Jennifer attended Legal Issues for Libraries webinar. Linda will be attending Summer Reading Program Workshop. Theme is All Together Now. Joe will do monthly updates with our Circ people. Jennifer is teaching Michelle how to weed the Adult collection, starting with audiobooks. The Fairy Door Scavenger Hunt is going great. Winner gets a \$25 gift card to The Creamery. Ramadan story time is coming up. The teens from TAB will replace the damaged Little Library at Wilmore Memorial Park. Adult Trivia Night and the Cookbook Club will be happening this month. Green Mojo rain barrel program will be re-scheduled to March 18th due to weather. Also upcoming is a Medicare program and Writers Café. We hosted over 100 people at the Read Across America program; the Friends group handed out cookies. The first quarterly payment for the year was received from the Township. Annual fire inspection – two batteries had to be replaced. Jennifer will be meeting with the contractor

concerning cabinets for the back room remodel. The third grade classes visited last week and got to go upstairs. The Girl Scouts and School #1 classes are all coming in. On a roll call the motion passed.

COMMITTEE REPORTS

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

Building and Grounds: Ms. Kahwaty, Ms. Miller, Ms. Friedrich: Several outdoor sign companies have come in with ideas. We are not getting back what we are looking for, design-wise.

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Frommer: Conference Room Policy: A map of the basement floor plan is included. Any first-time user needs to be aware of the emergency exits. User needs to fill out a Conference Room Reservation Request Form. We will add a new row in our monthly Stats report that shows usage of this room. Mr. Tomasi requested the following amendment to our policy: "All reservations are unconfirmed until a written confirmation is received." Jennifer will make that change to the policy. A motion to accept the Conference Room Use policy as amended was made by Ms. Frommer, seconded by Mr. Zurbruegg. On a voice vote the motion passed. Intellectual Freedom and Materials Selection Policy: After much discussion about the proposed policy, a decision was made to have a Resolution, as many other libraries are doing just that. Ms. Fronzuto advised that we have protection against potential lawsuits by implementing a Resolution. Ms. Kahwaty said that, if challenged, we will only deal with books that we have here in our library, not books from other libraries in PALS/PLUS. Changes were made to the original proposed Resolution. A motion to accept the Resolution Against Books and Material(s) Bans, as amended, was made by Ms. Fronzuto, seconded by Ms. Friedrich. On a voice vote the motion passed. Jennifer will share this Resolution with the Little Falls Public Schools and Passaic Valley High School.

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

School and Outreach: Ms. Marinelli, Ms. Kahwaty, Ms. Friedrich, Mr. Zurbruegg: Farmers Market opens May 21st. Library Board and staff will volunteer once a month; Friends will also volunteer once a month.

Friends: Ms. Kahwaty, Ms. Friedrich: Next meeting is March 21st. There will be an Open House from 6:00 PM until 8:00 PM. Refreshments will be served. There were 20 people at the last meeting.

Arts and Culture: Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Mr. Zurbruegg: Shelves have been removed. Painting begins next week. Will meet soon with staff and put together a calendar of events, coordinating with Township activities. Mr. Tomasi would like to do a seed program on April 22nd, Earth Day.

CORRESPONDENCE: None

OLD BUSINESS:

Monthly Trustee Meetings: Remember to give your hours to Jennifer.

NEW BUSINESS:

Resolution Against Books and Material(s) Bans: See above.

PALS/PLUS Voting Rep: A motion to accept the 2023 Voting Representative (Jennifer) and Alternate (Joe) Resolution was made by Ms. Hablitz, seconded by Ms. Frommer. On a voice vote the motion carried.

Capital Plan: We will discuss at the April meeting.

Creating a Grant Committee: Ms. Kahwaty would like to form a committee to look into building grants as well as program grants. A motion to create a grant committee was made by Ms. Frommer, seconded by Mr. Zurbruegg. On a voice vote the motion carried. Members of this committee will be Ms. Kahwaty, Ms. Frommer and Ms. Friedrich. Ms. Friedrich asked if we would have access to the Township grant writer. Ms. Kahwaty said that it would depend on the grant; some are very straight-forward. There are grants for getting authors, etc. to make an impact on our programming.

OTHER BUSINESS: None

There being no further business, a motion was made by Ms. Hablitz, seconded by Mr. Zurbruegg, to adjourn the meeting. The meeting adjourned at 8:20 PM. The next regular meeting will be held on Thursday, April 13, 2023 at 7:00 PM in the library.

Respectfully submitted.

Carol Miller, Vice-President/Secretary