

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

May 12, 2022

The regular meeting of the Little Falls Public Library Board of Trustees was called to order at 7:08 PM, Ms. Anne Kahwaty presiding.

Present: Anne Kahwaty, Carol Miller, Adam Zurbruegg, Joyce Frommer, Peter Tomasi, Jennifer Larrinaga

Absent: Nancy Friedrich, Juliann Meletta, Tracey Marinelli, Christine Hablitz

A motion was made by Mr. Zurbruegg, seconded by Ms. Frommer, to accept the Minutes of the April 14, 2022 meeting. Discussion: Correction: Under Executive Report, it should say that we will continue to pay Jennifer Larrinaga for the Interim Director position for the month of May 2022. 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 Mr. Zurbruegg, seconded by Ms. Frommer, 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 April was made by Ms. Kahwaty, seconded by Mr. Zurbruegg. Discussion: We will be reimbursed for the amount spent on Equipment/Furnishings in the budget for the month of April. That amount is for the Basement Project. On a roll call all reports were approved and the motion passed.

A motion was made by Mr. Zurbruegg, seconded by Ms. Frommer, to approve the bills for the month of April 2022 for payment, subject to the availability of funds. Discussion: Bernadine Ferrari: Glass painting program. Piper Mountain: Website. M.A.D. Cleaning: Starting in May 2022 the new amount will be \$695 a month. On a roll call the motion passed.

A motion was made by Ms. Frommer, seconded by Mr. Zurbruegg, to pay the salaries for the month of May 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 Mr. Zurbruegg, seconded by Ms. Kahwaty, to accept the Director's Report. Discussion: Matt is taking over social media and is doing well. Ariana and Jennifer attended an EBSCO webinar. Cake Wars program may be postponed due to a school conflict. Michelle will do next month's Book Club. Tote Bag painting program was great. Bernadine will be doing a margarita glass painting program. The exhaust fans are broken in the bathroom. The fan belt was replaced. Reiners will add these fans to their yearly maintenance. It cost \$256 to fix. KB Electric fixed the switches. Associated Fire Protection will be coming in next week to update the fire system. The plumber will be coming next week to start work in the basement. All of the items for the basement project are here except the projector. The Girl Scouts have been having their meetings here. Linda and Ariana will be at the Ice

Cream Social at School #2. Jennifer will be introducing Matt at the Little Falls Biz meeting next week. On a roll call the motion passed.

COMMITTEE REPORTS

Executive: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg: The Director's position was posted; we have received three applications so far. The committee met and put together the questions for the interviews. The same questions are asked of all of the candidates. The committee will make their recommendation to the Board at the June meeting, with an offer to be accepted by July 1st. A motion was made by Ms. Kahwaty, seconded by Mr. Zurbruegg, to extend the Interim Director position for Jennifer, with pay, for the month of June 2022. On a voice vote the motion passed.

Building and Grounds: Ms. Kahwaty, Ms. Miller, Ms. Friedrich: DryLok and cement was put on the basement closet. Flowers will be purchased for the front of the building. We are asking the contractor for the Valley Bank parking lot project to run a pipe so that water doesn't puddle by the back door of the library.

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Frommer, Ms. Meletta: Ms. Kahwaty is urging all Trustees to listen to the NJLTA program on Intellectual Freedom. She would like something in place in terms of a policy about this before the end of June.

Human Resources: Ms. Kahwaty, Ms. Miller, Mr. Zurbruegg: Ariana will be helping Linda with the Summer Program. Linda will also be reaching out to people on her list to help.

School and Outreach: Ms. Marinelli, Ms. Kahwaty, Ms. Friedrich, Mr. Zurbruegg: Library Delivery Service: A new driver is open to helping deliver the books to patrons. Linda is looking into procuring bags. Ms. Kahwaty emailed the Mayor and the DPW about pick-up and delivery.

Friends: Ms. Kahwaty, Ms. Meletta: \$600 profit on the Book Sale; \$300 profit on the candy fundraiser. Friends would like to get a new sign for above the front door with new lighting.

Arts and Culture: Ms. Kahwaty, Ms. Millet, Ms. Friedrich, Mr. Zurbruegg: Programs are on the back burner for now.

CORRESPONDENCE: None

OLD BUSINESS:

Plumber: Will be in next week.

Cabinets: Waiting for contract.

Associated Fire Protection: Coming next week.

ARPA Grant: Will reach out to the DPW to see about hanging the TV in the basement.

Handicapped Parking Spot: Was approved by the Township on May 9th. Need to take a look at the curb for wheelchair access.

Monthly Trustee Meeting: Report hours to Jennifer. We need eight hours a year for State funding.

NEW BUSINESS:

PALS/PLUS Fine-Free Policy: Libraries have a choice. Patrons are blocked until the books come back; can't take anything else out. Jennifer said that we should keep fines on the museum passes, hot spots and tablets. Would just have fines on books and DVDs. We can do fine-free for children's books, not adults. Our budget is currently at \$1,000 a year for fine income. Mr. Tomasi said that we should go along with other libraries in going fine-free. Jennifer said that people who can't afford fines may be more willing to take out books. Ms. Frommer asked what the limit is for taking out books – answer is up to 75 books. Ms. Kahwaty asked Jennifer to draft a new policy on fines. We also need to include a limit on the number of books taken out. A motion was made by Mr. Zurbruegg, seconded by Ms. Kahwaty, to adopt the PALS/PLUS Fine-free Policy. The motion passed on a voice vote. Jennifer will reach out to other libraries and see what they are doing with this.

Juliann Meletta's term expires at the end of this month. We are looking for someone to replace her.

The Farmer's Market starts on Sunday, May 22nd. Ms. Kahwaty would like the Board members to be there eight times. She will provide a sign-up sheet. The market runs through October. We need to have something to attract people to the library's table. The Friends group has a logo and will join in at the table.

The Library will be at the Township Block Party in June. Perhaps we can also be at the concerts in the park this summer. Jennifer is looking at different kinds of giveaways for these events: mugs, totebags, keychains. The Friends group can sell this kind of stuff; not the library staff.

Ms. Kahwaty noted that Passaic County will be holding a Book Festival in Clifton on Saturday, June 4th. Authors will be there.

OTHER BUSINESS: None

There being no further business, a motion was made by Mr. Zurbruegg, seconded by Ms. Kahwaty, to adjourn the meeting. The meeting adjourned at 8:12 PM. The next regular meeting, followed by the Reorganization meeting, will be held on Thursday, June 9, 2022 at 7:00 PM in the library.

Respectfully submitted,

Carol Miller, Vice-President/Secretary