

Little Falls Public Library Board of Trustees

Regular Meeting Minutes

September 14, 2023

The regular meeting of the Little Falls Public Library Board of Trustees was called to order at 6:03 PM, Ms. Anne Kahwaty presiding.

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

Absent: Adam Zurbruegg, Thomas Kazmark

A motion was made by Ms. Hablitz, seconded by Ms. Friedrich, to accept the Minutes of the June 8, 2023 regular meeting and re-organization meeting. Discussion: None. The motion passed on a voice vote.

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

A motion to accept the Financial Reports for the months of June, July and August 2023 was made by Ms. Hablitz, seconded by Ms. Opdenberg. Discussion: Jennifer and Ms. Kahwaty met with Township officials and got the new numbers for PERS (which went down) and health insurance (which went up 20 percent). PERS is a year in arrears; next year it will go up. On a roll call the motion passed.

A motion was made by Ms. Friedrich, seconded by Ms. Kahwaty, to approve the bills for August 2023 for payment, subject to the availability of funds. Discussion: MAD Cleaning: This is the last bill we will receive from them. On a roll call the motion passed.

A motion was made by Ms. Hablitz, seconded by Ms. Friedrich, to pay the salaries for the month of September 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 Ms. Opdenberg, to accept the Director's Report. Discussion: We will find out this month if we get the 500 daffodil bulbs from the Dig In grant. Michelle resigned from her position. Joe will be a Notary Public. Golden Girls Live with Jim Colucci was hosted by Jeff. Health and Wellness Fair will be on September 28th. The new library sign was installed over the front door. New updated meter from PSE&G was installed. New cleaning service will be starting this month. The windows were cleaned last week. Automatic flusher in the bathroom died. New manual one was installed. We will soon be starting a once a week home delivery service for library materials. Employees did a lot of community outreach this summer. 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: Waiting for the bulbs. Perhaps we may do raised bed gardens. Seed catalog is stocked with Fall vegetables.

Policy and Planning: Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto, Ms. Miller: We will meet on October 3rd to look at older policies and bring them up to date. There is lots of old stuff downstairs to go through – do we keep or donate?

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

School and Outreach: Ms. Opdenberg, Ms. Kahwaty, Ms. Friedrich, Mr. Zurbruegg: The library will not be at Back to School Night at schools 1, 2 and 3 this year due to the wishes of the parents. Home delivery of books will be starting soon. DPW driver will drive the bus. Library employees will make the deliveries, on and off the bus.

Friends: Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto: No report.

Arts and Culture: Ms. Kahwaty, Ms. Miller, Ms. Friedrich, Mr. Zurbruegg: Committee will meet in October.

Grants: Ms. Kahwaty, Ms. Friedrich, Ms. Fronzuto, Ms. Hablitz: Applying for a Roid grant of \$20,000 to do inclusive programming at the library, i.e. life skills, kitchen skills, financial skills. Asking for a Smart Board in the grant (\$6,000 to \$7,000). May start this in early January even if we don't get the grant. Could ask for donations. Won't know until mid-2024. Our budget is \$4,000 even if we don't get the grant. Ms. Kahwaty was asked how she finds out about these grants. Said she is constantly looking on-line for them.

CORRESPONDENCE: None

OLD BUSINESS:

If you attend monthly on-line Trustee meetings, please give Jennifer your hours.

NEW BUSINESS:

Library Sign: Signorama in Clifton installed the new sign outside the front door. They did a great job. The Friends group will be reimbursing us for the sign, which cost \$4,000. Their 503C paperwork is in process.

Fall Festival: Will take place on Sunday, September 24th.

Tom Kazmark will be sworn in as a new Trustee at next month's meeting.

Friends group will be looking at replacing the children's furniture (chairs and tables). Will try to get grant.

The library will be having a Halloween costume exchange for infants to size 5T. We will buy a portable rack to hang them.

OTHER BUSINESS: None

There being no further business, a motion was made by Ms. Hablitz, seconded by Ms. Friedrich, to adjourn the meeting. The meeting adjourned at 6:43 PM. The next regular meeting will be held on Thursday, October 12, 2023 at 7:00 PM.

Respectfully submitted,

Carol Miller, Vice-President/Secretary